Regular Governing Board Meeting

CABRILLO UNIFIED SCHOOL DISTRICT

Published on Friday, November 7, 2025

Date and Time
Thursday, November 13, 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/1xtFUXK3J8xrPRZXdr8a4PbkF89yb4OS6/view

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

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

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

PUBLIC COMMENTS GUIDELINES

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

Submission of Written Comments in Advance: Written comments can be submitted using the Google Public Comments form at cusd.info/comments. Comments are accepted from the posting of the agenda until **3:00 p.m. on the day of the meeting**. Comments should not exceed 300 words. While longer

comments may not be shared publicly during the meeting, all comments received by the deadline will be made available to Board members and included in the meeting minutes.

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

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

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

IMPORTANT BOARD PROTOCOLS REGARDING PUBLIC COMMENTS

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

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. **Community Celebrations**
    a. Recognition of Half Moon Bay High School PTO Leaders Amber Stariha and Danielle Swem, and the PTO Board, for Outstanding Support of School Programs, Staff Appreciation, and Challenge Day Funding and Support
2. **Half Moon Bay High School Celebrations**
    a. Recognition of School Counselors and Wellness Coordinator John Nieman, Devon Quirk, Allie Michelotti, and Shanti Bechar for Their Dedicated Support of Student Mental Health and Leadership in Challenge Day
    b. Recognition of Restorative Therapist Coordinator Loryn Hicks for Her Outstanding Contributions to Student Conflict Resolution and Promotion of Restorative Practices

b. Half Moon Bay High School Presentation (Presentation) 8 - 43

Supporting Documents/Attachments:

1. 2025-26 HMBHS Governing Board Presentation 11.13.25.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. District-Wide Bond Facilities Project Update (Presentation) 44 - 62

Supporting Documents/Attachments:

1. District-Wide Bond Facilities Project Update Presentation

b. Approval of Amendment No. 1 to Facilities Lease with Rodan Builders, Inc. for El Granada Elementary School Modernization Phase 2 Project (Action) 63 - 68

Supporting Documents/Attachments:

1. Amendment 1 to Facilities Lease (El Granada ES Mod Ph 2)

c. Authorization to Purchase and Install Verkada Video Surveillance Solution at Cunha Intermediate School (Action) 69 - 81

Supporting Documents/Attachments:

1. Cunha Intermediate School Verkada Video Solution Proposal

d. Authorization to Approve Vanir Proposal for Extended Project Management Services for El Granada Elementary School Phase 2 Project (Action) 82 - 85

Supporting Documents/Attachments:

1. Vanir Proposal for Extended PM Services

4. GOVERNANCE MATTERS

a. Governance Team Commitment to Enhance Communication to the Community (Presentation/Discussion) 86 - 117

Supporting Documents/Attachments:

1. 2025-26 Organizational Charts 11.13.25.pdf
2. Strengthening Communication and Community Engagement 11.13.2025.pdf

b. Proposal to Set Annual Organizational Meeting on Thursday, December 11, 2025, During the Scheduled Regular Board Meeting (Action) 118

5. COMMUNICATIONS

a. Public Comments on Nonagenda or Consent Items

b. Employee Organizations Report

1. Cabrillo Unified Teachers Association (CUTA) Representatives
2. California School Employee Association (CSEA) Representatives

6. CONSENT AGENDA

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

a. Adoption of Resolution 19-2025 Endorsing November 14, 2025, as Ruby Bridges Walk to School Day — 119 - 121

Supporting Documents/Attachments:

1. Resolution 29-2025 Ruby Bridges Walk to School Day 2025.pdf

b. Approval of Boys and Girls Club MOU for 1st–6th Grade After-School Programs for the 2025-26 School Year — 122 - 126

Supporting Documents/Attachments:

1. BGCC ELOP MOU_2025-26.pdf

c. Approval of Certificated Personnel Report — 127

d. Approval of Classified Personnel Report — 128

e. Approval of the Human Resources Specialist Job Description — 129 - 133

Supporting Documents/Attachments:

1. Human Resources Specialist Job Description.pdf

f. Approval of Coordinator of Educational Services Job Description — 134 - 137

Supporting Documents/Attachments:

1. Coordinator of Educational Programs Job Description .pdf

g. CUSD Enrollment Report — 138 - 140

Supporting Documents/Attachments:

1. 2025-26 Enrollment Report Period 2
2. 2025-26 Enrollment Report Period 3

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

Supporting Documents/Attachments:

1. Summary Site Donations 11.13.2025

i. Information on Warrant Register Report Processed 143 - 155

Supporting Documents/Attachments:

1. 100125-103125 Warrant Register

j. Approval of Memorandum of Understanding with CUSD, the City of Half Moon Bay, and BGCC 156 - 159

Supporting Documents/Attachments:

1. Memorandum of Understanding CUSD, the City of Half Moon Bay, & BGCC

k. Authorization to Submit Career Technical Education Facilities Program Grant Application for Building J Modernization at Half Moon Bay High School 160 - 161

l. Approval of Developer Fees Report for Fiscal Year 2024-25 162

m. Approval of Pre-Qualified Pool of Architectural Services Firms for Measure K Bond Projects 163

n. Authorization to Purchase PreK and K Play Structure for El Granada Elementary School Phase 2 Modernization 164 - 177

Supporting Documents/Attachments:

1. Miracle Proposal El Granada ES PreK & K Play Structure

o. Approval of Governing Board Meeting Minutes 178 - 189

Supporting Documents/Attachments:

1. Regular Meeting - Oct 09 2025 - Minutes - Html

7. GOVERNING BOARD REPORTS

a. Board Members

b. Superintendent Report

8. CLOSED SESSION

a. Identification of Closed Session Topics of Discussion (Please refer to the list of items identified in Agenda Section 7d, below.)

b. Public Comments on Closed Session Items

c. Adjourn to Closed Session

d. CONFERENCE WITH LABOR NEGOTIATORS (Government Code §54957.6)

- District-designated representatives: Dr. Ramon Miramontes, Superintendent
- Employee organizations: Cabrillo Unified Teachers Association, California School Employees Association Chapter 485, and Unrepresented/Confidential

e. Adjourn Closed Session and Reconvene Open Session

f. Report Action Taken in Closed Session

9. CLOSING ITEMS

a. Adjournment of the Meeting

CABRILLO UNIFIED SCHOOL DISTRICT

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

SUPERINTENDENT
Dr. Ramon Miramontes

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

MEMORANDUM

MEETING DATE: November 13, 2025
TO: Members of the Governing Board
FROM: Israel Castillo, M. Ed., Chief Academic Officer
CATEGORY: Presentation
ITEM TITLE: Half Moon Bay High School Presentation

BACKGROUND INFORMATION

Half Moon Bay High School principal, Andrew Boysen, 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 is presented for information only.

Prepared by: *Josefina Infanzon*

CUSD

Cabrillo Unified School District

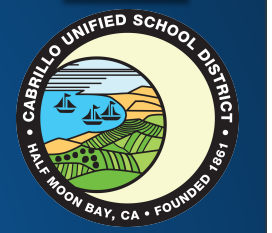
2025-26 Half Moon Bay High School

Andrew Boysen, Principal
Governing Board Meeting
November 13th, 2025

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AGENDA

- Introduction of Administrative Team
- Vision, Mission, Student Learning Outcomes
- General Academic Profile
- LCAP, SPSA, WASC Self-Study alignment
- Demographic Data
- Assessment Data
- CTE Program, Dual Enrollment, Real Life Learning, & Student Support
- Athletics
- Appreciation



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Administrative Team

Lisa Longaker

- Assistant Principal of Curriculum and Instruction
  - CTE Coordinator
  - Long time Cunha Intermediate Teacher

Cristian Aguilar

- Assistant Principal of Student Services
  - Instructional Coach
  - Two-Way Bilingual Immersion (TWBI) Teacher

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Strategic Plan Goals Integration to the LCAP

Academic Improvement

College and Career:
Improve College and Career readiness and attainment for all students

Early Literacy:
Expand early literacy efforts for broader academic readiness

Culturally Responsive Classrooms:
Promote meaningful, relevant, and respectful instruction for all students

Equity Focus

Improved Achievement for At-Promise Students:
Increase academic outcomes using best practice instruction

Fair Practices For All Students:
Provide equitable and inclusive access to district programs and pathways

Safe School Environment:
Promote positive, safe, and welcoming campuses that engage all learners

Whole Child

Layers of Support:
Continue student wellness strategies and monitor student outcome data to support the needs of the whole child

Social Emotional Support:
Provide services that promote social emotional learning, mental health, and emotional support for students

Family Engagement and Support:
Provide culturally competent resources to families by strengthening community partnerships

District Sustainability

Environmental Sustainability:
Build on Green Ribbon work for environmental literacy, optimized facilities, and efficient use of resources

Fiscal Sustainability:
Align, augment, and monitor fiscal resources to ensure financial stability

Employee Sustainability:
Create systems to recruit, retain, and support highly qualified and diverse staff

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HMBHS Vision & Mission

- **Vision:** Half Moon Bay High will provide a thorough and varied education for all of our students, so that they value diversity, civic participation, and future educational and employment opportunities.

- **Mission:** Half Moon Bay High School is committed to maintaining an atmosphere in which students develop the desire to learn by collaboratively working with parents, staff, and the community. We will provide a comprehensive education for all of our students to value community participation and prepare them for the challenges of adult life. Students will develop critical thinking, interpersonal communication, and perseverance with the goal of cultivating participation, engagement, and success in a rapidly changing world.

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HMBHS Student Learner Outcomes

Cougar PRIDE

Perseverance:

- Strive for a mindset that pursues college and career readiness and displays resilience when faced with personal growth challenges.

Respect:

- Show kindness and consideration for people, personal property, and facilities.

Inclusivity:

- Contribute to creating a welcoming environment where all people feel valued, supported, and engaged. Foster mutual respect for diverse perspectives, cultures, and individual differences within the school community.

Discipline:

- Cultivate and grow executive functioning and organizational skills.

Engagement:

- Encourage people to connect meaningfully with others and contribute positively to their communities.

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General Academic Profile

- California Department of Education and CUSD graduation requirements and UC/CSU “A-G” readiness
- Rigorous and meaningful curriculum and instruction focusing on college and career readiness and site-wide, comprehensive literacy growth
- 21 Advanced Placement and Honors courses
- Career Technical Education (CTE) pathways

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General Academic Profile

- Career Technical Education (CTE) pathways
- Dual Enrollment opportunities
- Four-year AVID program
- Youth Cinema Project
- Academic Personal Learning Plans
- Real Life Learning Program

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Local Educational Agency - School Site Council

CUSD LCAP Goal #1: Academic Improvement
The metrics and actions within this goal will ensure we maintain high-quality staff, define a district-wide implementation of academic content and performance standards, and provide opportunities for all students to access courses.

These areas will be evaluated regularly to ensure maintenance of progress and metrics and actions will be reevaluated as necessary to determine if there is a need to evaluate a priority to a broad or focus goal.

- Pupil Achievement (Pupil Outcomes)
- Course Access (Conditions of Learning)
- Other Pupil Outcomes (Pupil Outcomes)

HMBHS SPSA Goal #1: Maximize Student Outcomes & Focus on Improving ELA/ELD & Math Performance

- Increase ELA and Math success for all students, especially for Hispanic, English Learners (EL), Socioeconomically Disadvantaged (SED), and Students with Disabilities (SWD) sub groups

HMBHS WASC Action Plan #1: Increase ELA and Math success for all students, especially for Hispanic, English Learners (EL), Reclassified Fully English Proficient (RFEP) Socioeconomically Disadvantaged (SED), and Students with Disabilities (SWD) sub groups.

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Local Educational Agency - School Site Council

CUSD LCAP Goal #2: Focus on Equity
There shall be a particular focus on increasing academic achievement for our at-promise students, including English Learners, Special Education, Hispanic/Latinx students, and Socio-Economic Disadvantaged.

- Pupil Achievement (Pupil Outcomes)
- Pupil Engagement (Engagement)
- School Climate (Engagement)
- Other Pupil Outcomes (Pupil Outcomes)

SPSA Goal #2: Increase At-Promise Student Readiness

- **HMBHS Goal #2:** Increase college and career readiness for Hispanic, EL, SED, and SWD sub groups. Reducing the barriers which can prevent all students from accessing Honors, Advanced Placement, Dual Enrollment, and AVID Courses.

HMBHS Action Plan #2: Increase college and career readiness performance indicators for Hispanic, EL, RFEP, SED, and SWD sub groups. Reducing the barriers which can prevent all students from accessing Honors, Advanced Placement, Dual Enrollment, CTE, and AVID Courses.

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Local Educational Agency - School Site Council

CUSD LCAP Goal #3: Whole Child
The metrics and actions within this goal will be implemented to ensure that progress is made within the whole child. Progress will be measured and monitored through our systems in the areas of Behavior, Social Emotional Learning, Mental Health, and Academics to guide ongoing services. Continue to support student wellness strategies and monitor student outcome data to support the whole child. This goal will be maintained over the coming three years. We will be evaluated on a regular basis to ensure maintenance of progress and metrics and actions will be reevaluated as necessary to determine if there is a need to evaluate a priority to a broad or focus goal.

- Parental Involvement (Engagement)
- Pupil Engagement (Engagement)
- School Climate (Engagement)

SPSA Goal #3: Improve Student and family engagement

- Promote an environment where families feel welcome to communicate information and concerns, so that a positive, open, and trusting relationship grows between HMBHS staff, students, and families.

HMBHS Action Plan #3: Promote an environment where families feel welcome to communicate information and concerns, so that a positive, open, and trusting

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Local Educational Agency - School Site Council

CUSD LCAP Goal #4: Improve Social and Emotional Wellbeing

Increase the implementation of a positive climate framework to increase student wellbeing, student academic achievement and decrease chronic absenteeism, discipline referrals, and suspensions/expulsions.

- Pupil Engagement
- School Climate
- Other Pupil Outcomes

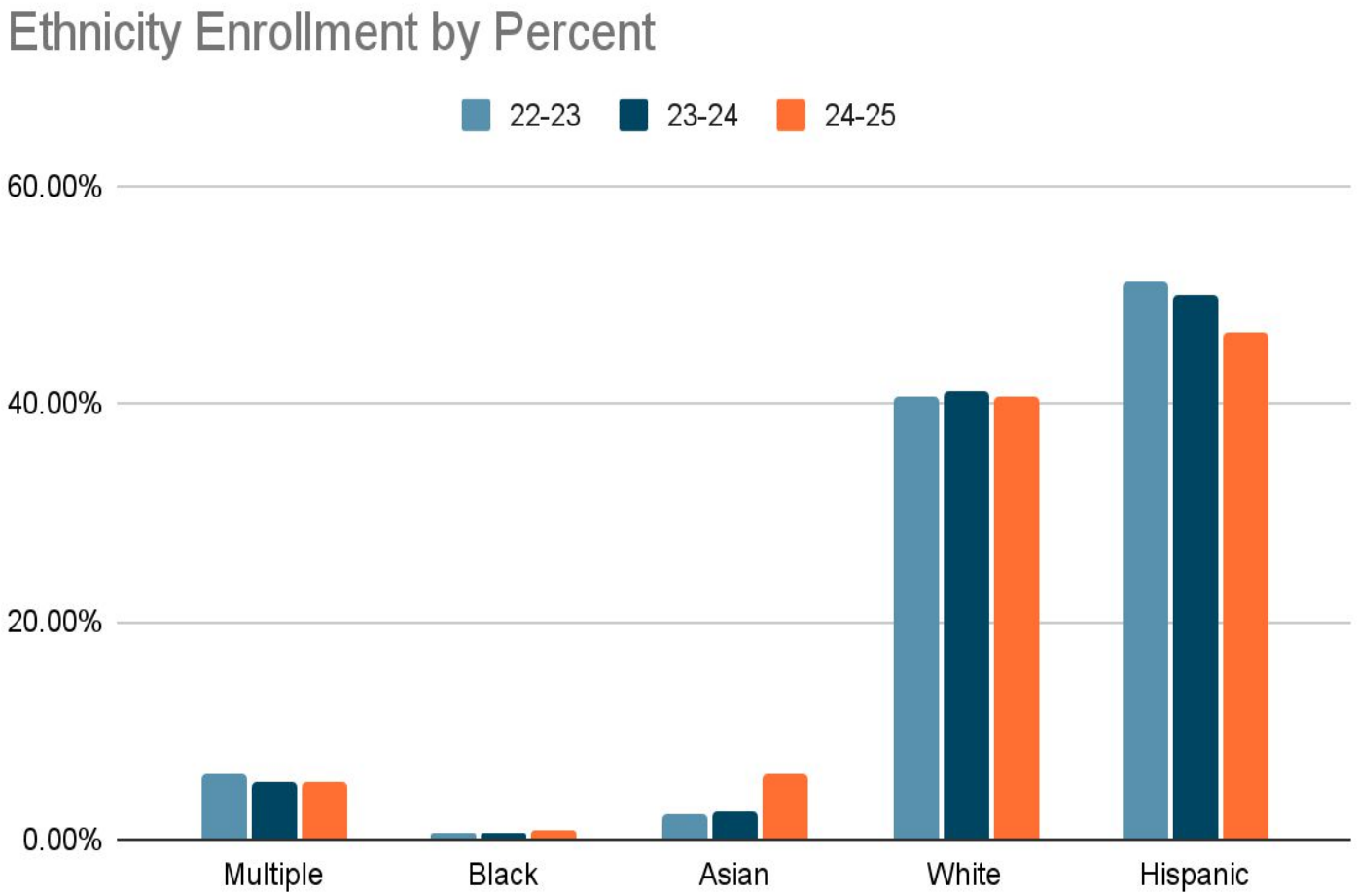
SPSA Goal #4: Positive School Climate

- Create a stronger school climate that engages students and fosters a sense of belonging, connectedness, safety, and positivity.

HMBHS Action Plan #4: Create a healthy school climate that engages students and fosters a sense of belonging, connectedness, safety, and positivity.

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Enrollment Data



Total Enrollment

22-23 : 992
23-24: 949
24-25: 848

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Demographic Data - Sub-Groups

Ethnicity Enrollment by Percent

Ethnicity	23-24	24-25	25-26
Hispanic	49.90%	46.59%	48.70%
White	41.14%	40.67%	40.68%
Asian	2.59%	6.03%	2.60%
Black	0.60%	0.78%	0.35%
Multiple	5.28%	5.36%	7.66%

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Demographic Data - Gender

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Gender Data by Numbers and Percentage 25-26

Grade	Male	Female	Non-Binary	
9	102	89	1	192
10	110	107		217
11	87	103		190
12	118	129	1	248
TOTAL	417	428	2	847
	49.23%	50.53%	.236%	

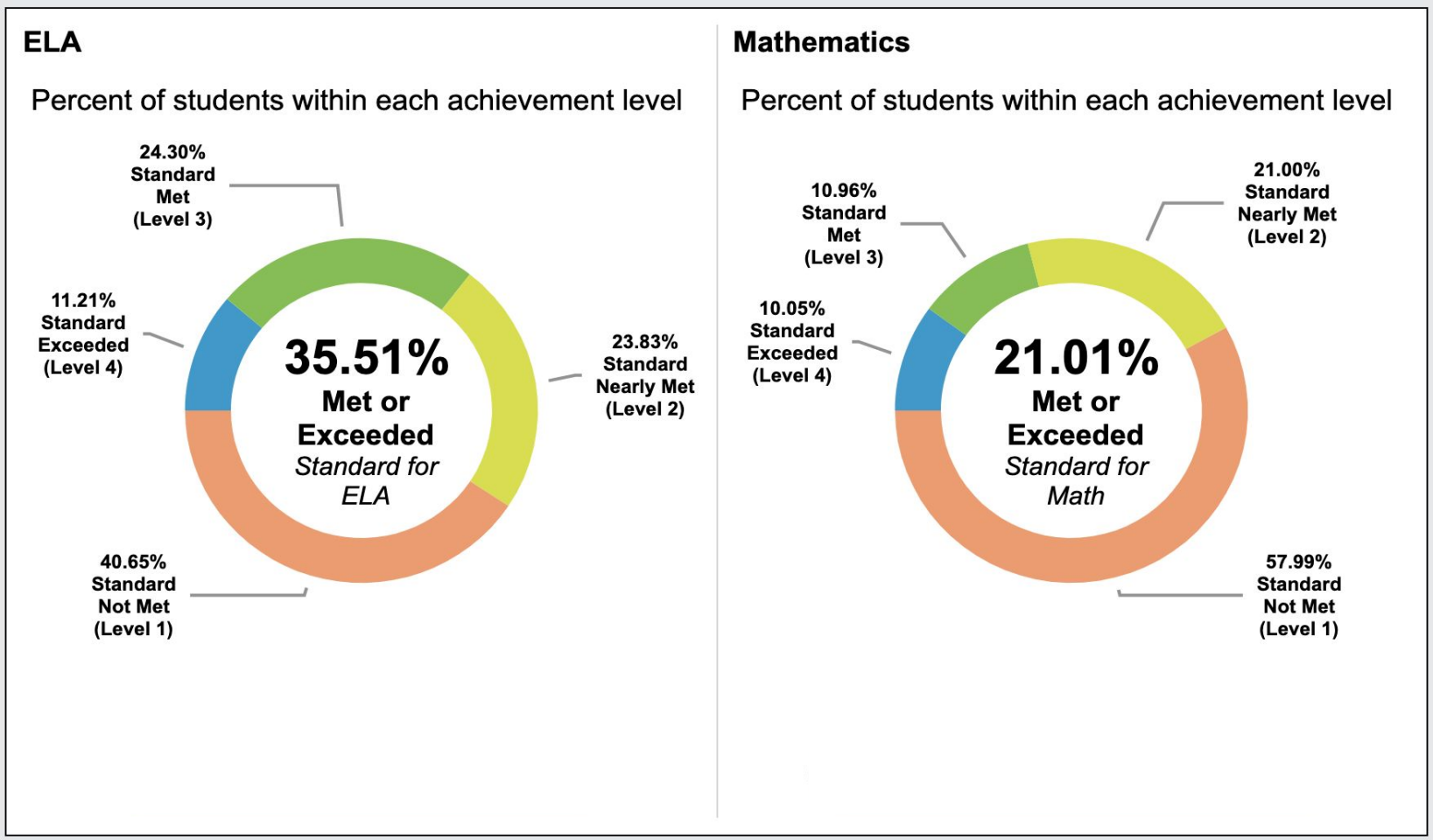
Graduation Data

School Year	Total Senior Class	Total Graduates	Percentage
2022-2023	252	241	96%
2023-2024	261	258	98%
2024-2025	240	233	97%

Note: data includes summer school and Alternative Education graduates

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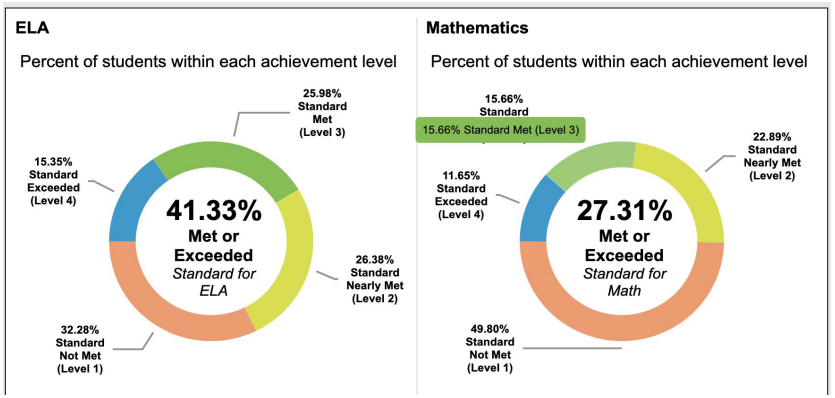
Assessment Data: HMBHS - CAASPP



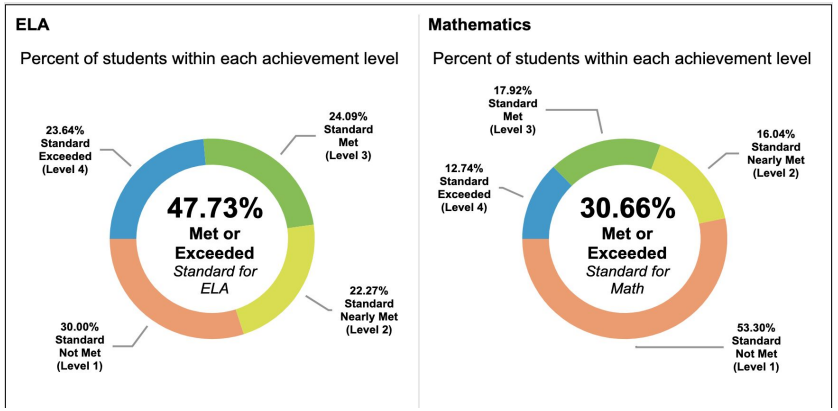
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Assessment Data: HMBHS - CAASPP

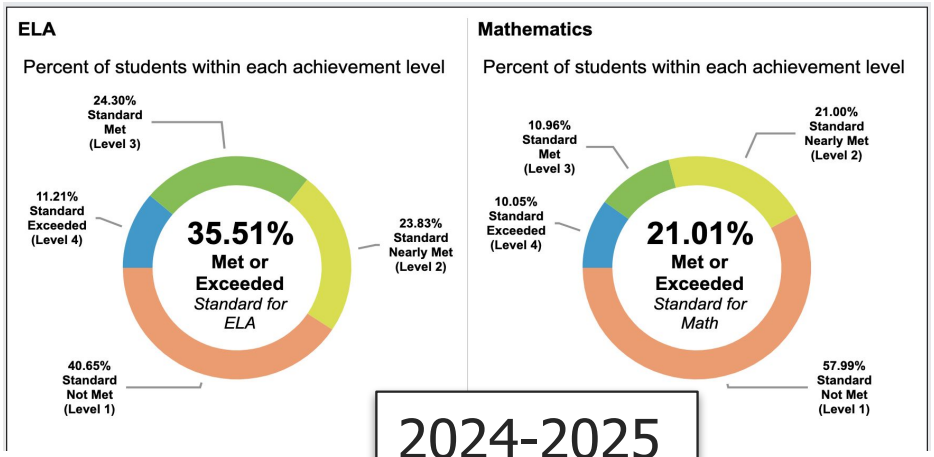
3-year Comparison



2022-2023



2023-2024

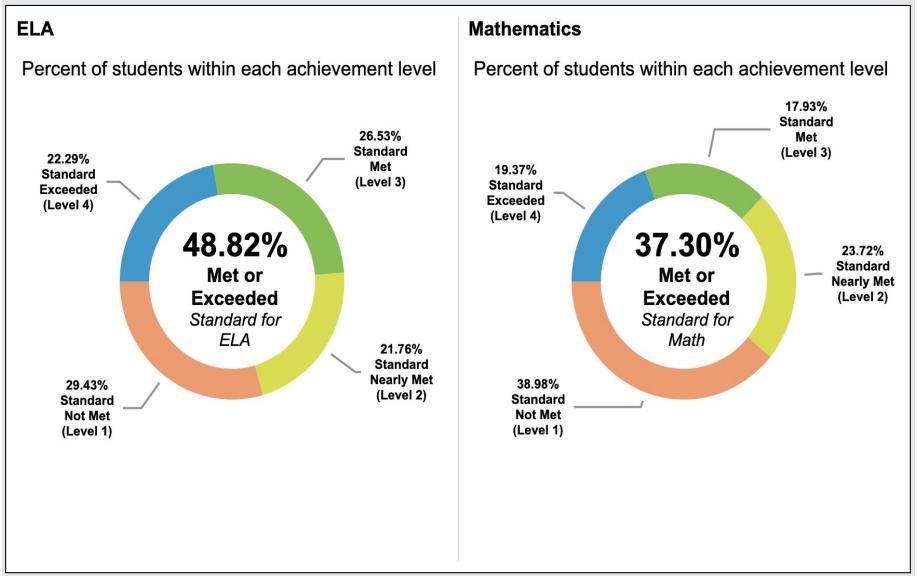


2024-2025

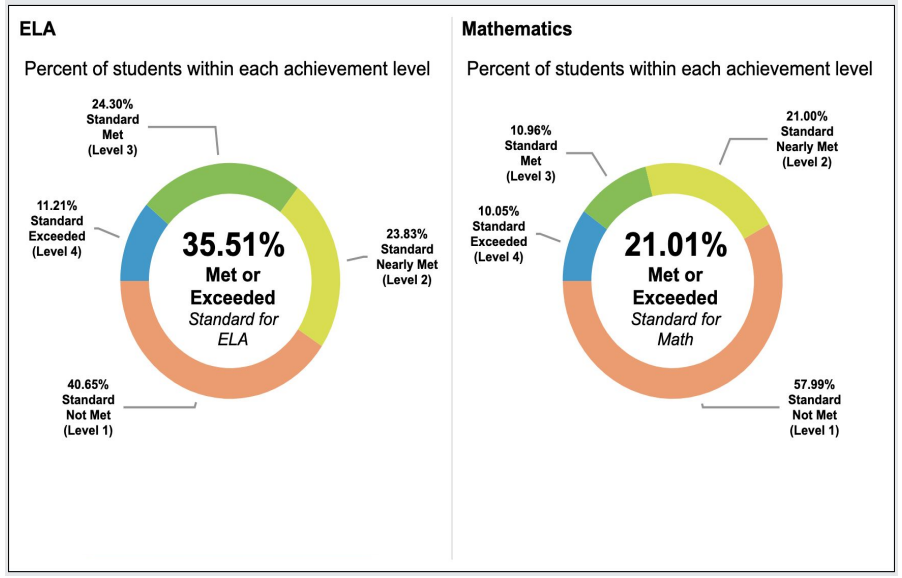
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Assessment Data: CAASPP
State/School comparison

California



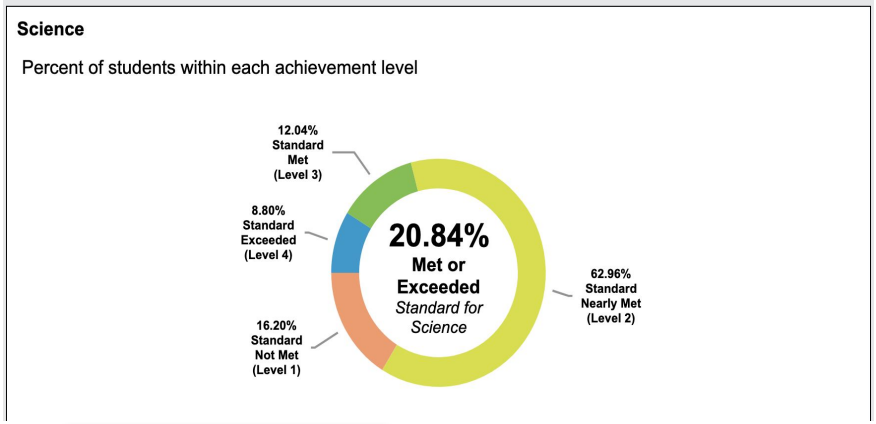
HMBHS



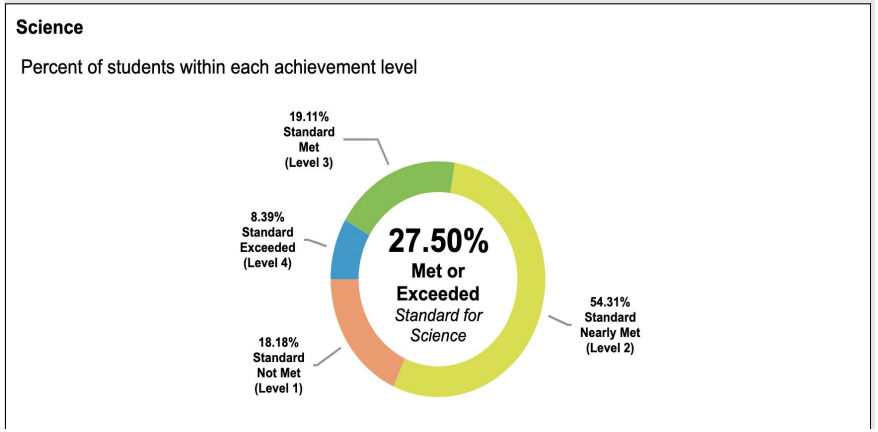
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Assessment Data: HMBHS - CAST (Science)

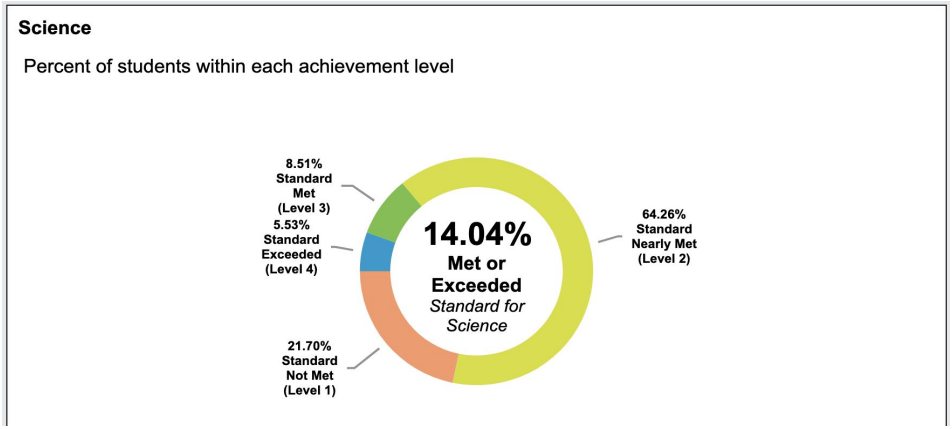
3-year Comparison



2022-2023



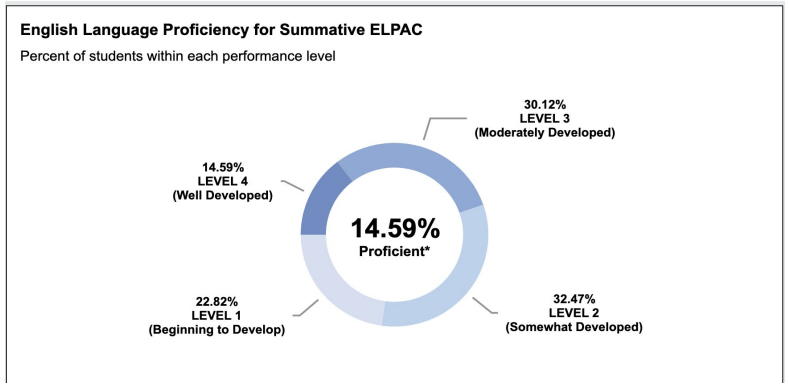
2023-2024



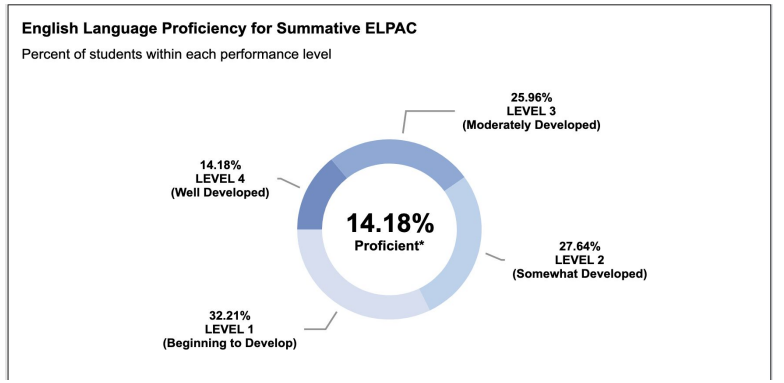
2024-2025

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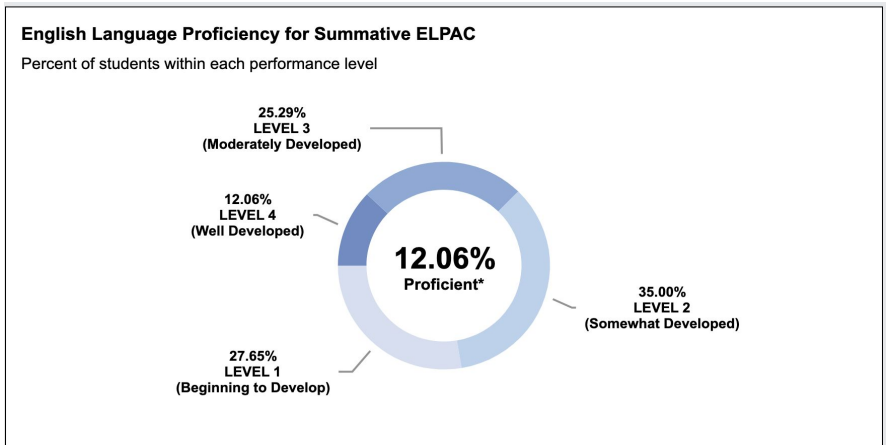
Assessment Data: HMBHS - ELPAC



2022-2023



2023-2024



2024-2025

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Assessment Data: HMBHS - ELPAC

of students at each Overall Performance Level

Performance Level	9th grade	10th grade	11th grade	12th grade	All
Level 4	2 9.52%	0	0	0	2 3.23%
Level 3	6 28.57%	3 21.43%	5 38.46%	2 14.29%	16 25.81%
Level 2	5 23.81%	5 35.71%	0	3 21.43%	13 20.97%
Level 1	8 38.10%	6 42.86%	8 61.54%	9 64.29%	31 50%
Total	**21**	**14**	**13**	**14**	**62**

[ELPAC Score Summary by Composite and Domain 2024-2025]

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Assessment Data: Advanced Placement Data

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School Summary over the years

	2023	2024	2025
Total AP Students	300	237	228
Number of Exams	521	452	482
AP Students with scores 3+	204	174	184
% of total AP Students with scores 3+	68%	73.42 %	80.70%

CTE Program & Dual Enrollment

- CTE Pathways
  - Sustainable Agriscience
  - Floriculture
  - Agricultural Business
  - Design, Visual, and Media Arts
  - Residential and Commercial Construction
  - Welding and Materials Joining

Total Number CTE courses taken: 436

- College of San Mateo Dual Enrollment
  - Career Planning & Life Exploration
  - College and Academic Success
  - Broadcasting

Total Number Dual Enrollment courses taken: 39

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CTE
Gallery











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CTE
Gallery








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Real Life Learning

- **Coordinator:** Christina Frediani
- Assists meeting HMBHS graduation requirements
- Align student interest and post-secondary goals with this requirement
- Organizes service, club, and job fairs
  - Funded by Cabrillo Education Foundation

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Social Emotional Learning and Climate

- Key Staff:
  - **School Counselors:** Nieman, Berend, & Quirk
  - **Student Success Advisor:** Michael Barragan
  - **Wellness Coordinator:** Shanti Bechar
  - **Restorative Practices/Justice Coordinator:** Loryn Hicks
- Social Emotional Personal Learning Plans
- Alternatives to Suspension
- Wellness Center - Safe Space - CORA presentations
- Post-suspension counseling
- Restorative justice/practices

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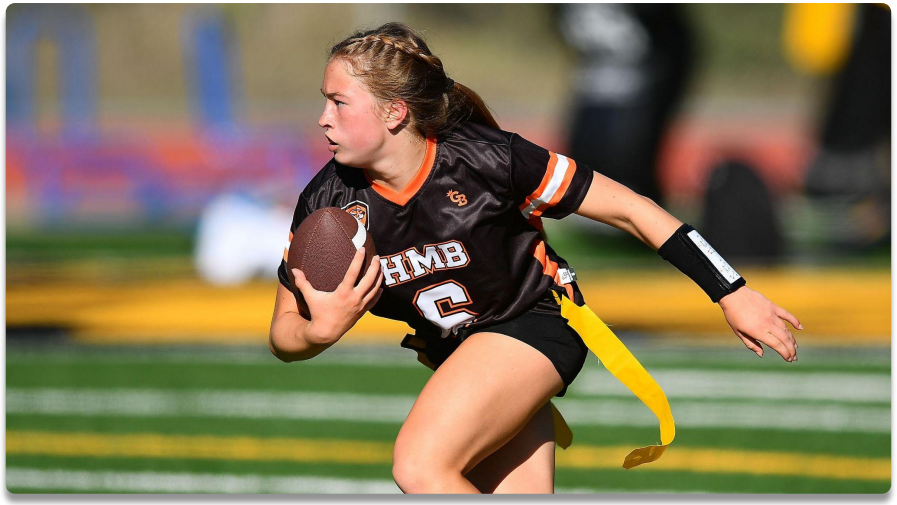
HMBHS Athletics

HMBHS Student Athletes - 2024-2025	
Student Athletes Total (duplicated)	561
Female Student Athletes	47%
Male Student Athletes	53%
Total Seasons of Sports	17

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Athletics

Gallery











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Athletics

Gallery













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HMBHS Life

Gallery











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HMBHS Life

Gallery











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Recognition of Educational Partners

- Parent Teacher Organization (PTO)
- Cougar Boosters
- Cabrillo Education Foundation (CEF)
- Friends of Cougars in Concert
- Ag Boosters
- San Mateo Community College District partners
- HMBHS Rotary
- Many local businesses, families, and individuals who support HMBHS

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Cabrillo Unified School District
Thank you!
QUESTIONS?
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SUPERINTENDENT
Dr. Ramon Miramontes

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

MEMORANDUM

MEETING DATE: November 13, 2025
TO: Members of the Governing Board
FROM: Jennifer Marsh, Chief Business Officer
Drew Gamet, Bond Program Fiscal Project Director
Roger Anchartechahar, Senior Project Manager, Vanir Construction Management, Inc.
CATEGORY: Presentation
ITEM TITLE: District Wide Bond Facilities Project Update Presentation

BACKGROUND INFORMATION

Staff will provide the Board with an update on the progress of ongoing construction projects at Farallone View Elementary School, El Granada Elementary School, Cunha Intermediate School, and the Half Moon Bay High School field improvements.

REPORT/PROPOSAL

This report includes current status updates on project timelines, construction milestones achieved, any challenges encountered, and anticipated next steps for each project. Staff will be available to answer questions from the Board regarding these ongoing projects.

FISCAL ANALYSIS

There is no fiscal impact associated with this update.

RECOMMENDATION

It is recommended that the Governing Board receive the bond construction projects update report.

Prepared by: *Drew Gamet*

CUSD

Cabrillo Unified School District

District Wide Bond Facilities Project Update

Drew Gamet, Bond Program Fiscal Project Director
Roger Anchartechahar, Senior Project Manager, Vanir Construction Management, Inc.
November 13, 2025

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Measure M, S & K Bond Program Schedule

Farallone View Elementary School Modernization

Construction: 8/1/2023 - 8/1/2025

El Granada Elementary School Phase 1 Modernization

Construction: 06/05/2024 - 08/30/2025 - Drop off railing solution in progress

El Granada Elementary School Phase 2 Modernization

Temp. Housing Construction: 6/9/2025 - 08/4/2025

Building K Construction: 6/18/2025 - 12/15/2025

Building A Construction: 7/15/2025 - 7/17/2026

Replacement of Turf at HMBHS Baseball field & Cunha Soccer Field

Cunha Construction: 6/9/2025 - 9/5/2025 - **Complete**

HMBHS Construction: 6/16/2025 - ~~9/5/2025~~ - **Completed 10/13/2025**

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Farallone View Elementary School Modernization

- Construction Company: CORE Construction Inc.
- Architect: Studio W. Architects
- Total Project Budget: $28,151,503
- Schedule: 8/1/2023 – 8/1/2025
- Status: Construction Started:
  - Building A Modernization completed 8/2/2024.
  - Building Band MU Modernization completed 08/31/2025.
  - Fire Hydrant requested by County Fire Dept.

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Farallone View Building A Before & After

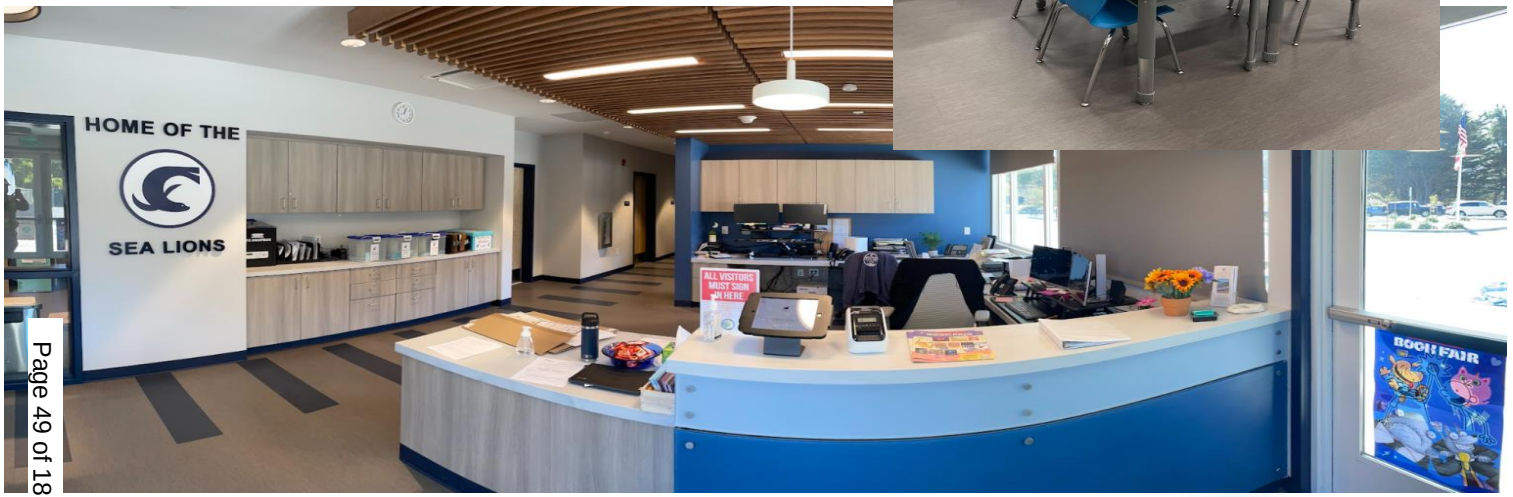




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Farallone View Interiors Office & Classrooms





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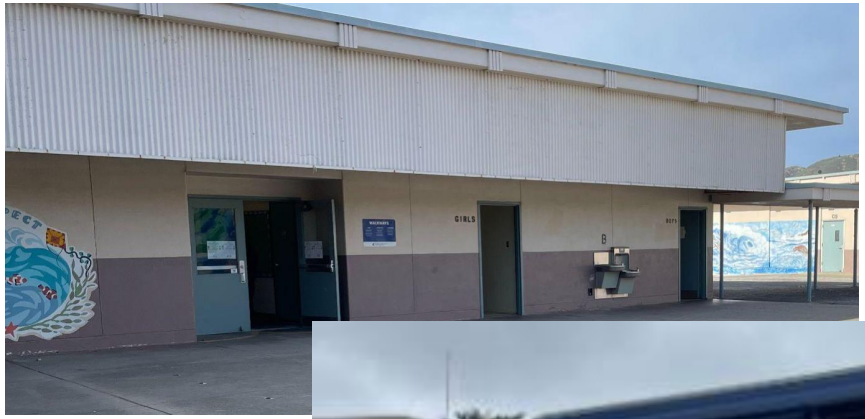
Farallone View Building B Before & After





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Farallone View Building B Before & After





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El Granada Elementary School

- Construction Company:– Rodan Builders
- Architect: Quattrocchi Kwok Architects Firm (QKA)
- Budget/Schedule: $22,803,287 / 6/5/2024 – 8/31/2025
- Status: DSA Approved of Phase 1 (1 and 2 below)
  - New Building C Construction – **Complete**
  - Guardrail new drop off area of parking lot
  - Modernizing Buildings A,D, K, M – In Progress

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Building C Courtyard & Canopy Completed





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Parking Lot Trash Enclosure & Bike Path Access Complete





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Building K New Exterior & Interior Walls

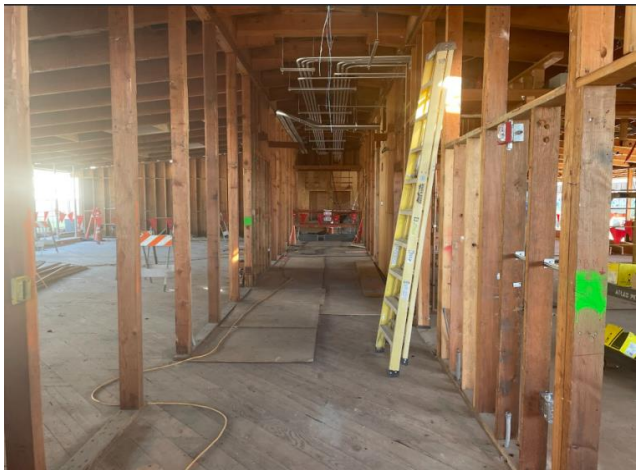




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Building A Sitework & Wall Framing





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Coastal Development Permit for Parking Lot Lighting

- Project was separated from Phase 1
- CDP approval occurred on 10/22/2025
- Plan follows the DarkSky Five Principles for Responsible Outdoor Lighting
  - Useful, Targeted, Low Level, Controlled, Warm-colored
- Special thank you to lighting engineer ***Shannon Goolsby*** of O'Mahoney and Meyer Electrical Engineering & Lighting Design for his support

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Phase 2- Schedule & Budget Update

Original Schedule- Substantial Completion, August 2026
Proposed Schedule- Substantial Completion, December 31, 2026

Unforeseen Building Conditions

- Extensive dry rot requiring full plaster replacement (Building K & D)
- Trace asbestos materials requiring abatement (Building K)
- Non-functional windows requiring complete replacement (Building K & D)
- **Impact:** $458,500 in additional work + extended timeline

Scope Enhancements

- Improved gutter system design to reduce maintenance issues
- Enhance ceiling system to improve utility access
- Restoration of construction laydown area to usable play field
- New facilities access road for improved site access
- **Impact:** $821,100 in added value

General Conditions Extension

- Cost for extension of general construction services by Rodan & Vanir $77,750

Total cost to contract change: $1,357,403

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Cunha MS Soccer & HMBHS Baseball Fields Replacement Project

- Construction Company: Astro-Turf, Inc.
- Architect: Verde Design, Inc.
- Budget: $6,349,994
- Construction Schedule: 6/5/2025 – 9/5/2025
- Status: Board Approved on 5/15/2025
  - Cunha Middle School Soccer Turf Demo completed on 09/12/2025
  - HMBHS Baseball substantially complete on 10/10/2025

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Cunha Middle School Field Completed





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HMBHS Baseball Field In-Fill Process





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Cabrillo Unified School District

Thank you!

QUESTIONS?

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MEMORANDUM

MEETING DATE: November 13, 2025
TO: Members of the Governing Board
FROM: Jennifer Marsh, Chief Business Officer
Drew Gamet, Bond Program Fiscal Project Director
Roger Anchartechahar, Senior Project Manager, Vanir Construction, Inc
CATEGORY: Action
ITEM TITLE: Approval of Amendment No. 1 to Facilities Lease with Rodan Builders, Inc. for El Granada Elementary School Modernization Phase 2 Project

BACKGROUND INFORMATION

The Cabrillo Unified School District entered into a Facilities Lease with Rodan Builders, Inc. on June 13, 2024, for the El Granada Elementary School Modernization Phase 2 Project with a Guaranteed Maximum Price of $18,062,902 and a completion date of August 31, 2026. As construction has progressed, unforeseen conditions have been discovered, and specific design decisions require modification to ensure the site is left in optimal condition for students and staff.

REPORT/PROPOSAL

Amendment No. 1 addresses ten specific scope changes totaling $1,357,402.50 and extends the contract time by 122 calendar days. Key changes include:

Unforeseen conditions discovered during construction include asbestos abatement and plaster replacement at Building K, as well as structural issues, including dry rot. These conditions were not apparent during the design phase and require remediation to ensure student and staff safety.

Design modifications necessary to leave the site in functional condition include reconditioning the construction laydown area to provide a grass play field ($726,802) to replace the existing field displaced by the new kindergarten playground and replacing all Building K windows with new energy-efficient double-pane aluminum-framed windows ($193,590). The window replacement reverses a prior value engineering decision and ensures all windows are fully functional, energy efficient, and warrantied. Additional scope changes address drainage improvements, ceiling system modifications for better maintenance access, and site access improvements.

The contract completion dates are extended to November 21, 2026, for substantial completion and December 31, 2026, for final completion. This extension accounts for the additional scope of work and impacts from the unforeseen conditions encountered during construction, particularly at Building K.

Staff notes that similar conditions may exist in Building D, which has not yet begun modernization. The district plans to conduct an exploratory demolition of Building D in the coming weeks to identify and address any comparable issues proactively.

FISCAL ANALYSIS

The amended Guaranteed Maximum Price increases from $18,062,902 to $19,420,304.50, an increase of $1,357,402.50. All funding will come from Measure K Bond funds. The detailed breakdown of changes is provided in Exhibit "1" of the amendment.

It is important to note that because this amendment addresses changes in time and scope, both the owner contingency and contractor contingency funds built into the original Guaranteed Maximum Price remain intact and available for unforeseen conditions that may arise during the remainder of construction. Any contingency funds not expended by project completion will be returned to the district.

RECOMMENDATION

Staff recommends that the Governing Board approve Amendment No. 1 to the Facilities Lease with Rodan Builders, Inc. for the El Granada Elementary School Modernization Phase 2 Project.

Prepared by: *Drew Gamet*

AMENDMENT NO. 1 TO FACILITIES LEASE
BY AND BETWEEN
CABRILLO UNIFIED SCHOOL DISTRICT AND RODAN BUILDERS, INC.

This Amendment No. 1 to the Facilities Lease ("Amendment No. 1") is made and entered into this 13th day of November, 2025 ("Effective Date") by and between the Cabrillo Unified School District ("District") and Rodan Builders, Inc. ("Developer") (collectively, the "Parties") as follows:

RECITALS

WHEREAS, the Parties entered into a Facilities Lease, dated June 13, 2024, pertaining to the El Granada Elementary School Modernization Phase 2 Project ("Project") at 400 Santiago Avenue, Half Moon Bay, CA 94019, ("Project Site"), establishing a Guaranteed Maximum Price for the Project of Eighteen Million, Sixty-Two Thousand, Nine Hundred Two Dollars ($18,062,902); and

WHEREAS, the Parties now desire to amend and supplement the Facilities Lease to, among other things, extend the Contract Time and increase the scope and Guaranteed Maximum Price for the Project in the amount of One Million, Three Hundred Fifty-Seven Thousand, Four Hundred Two and 50/100 Dollars ($1,357,402.50).

NOW, THEREFORE, the Parties agree as follows:

Section I. Amendment to Facilities Lease.

1. Section 11.1.2 of the Facilities Lease is amended and replaced with the following:

   11.1.2 Contract Time / Construction Schedule

   It is hereby understood and agreed that the Contract Time for this Project shall have a substantial completion date by November 21, 2026, and a final completion by December 31, 2026. The Construction Schedule must be approved by the District.

2. Section 2 of **Exhibit C** (Guaranteed Maximum Price and Other Project Cost, Funding, and Payment Provisions) to the Facilities Lease is amended and replaced with the following:

   2. Guaranteed Maximum Price

   Pursuant to the Facilities Lease, Developer will cause the Project to be constructed for Nineteen Million, Four Hundred Twenty Thousand, Three Hundred Four and 50/100 Dollars ($19,420,304.50) ("Guaranteed Maximum Price"). The Guaranteed Maximum Price shall include the preconstruction fees and costs and Allowances and Contingency, if any.

3. The spreadsheet, which is attached hereto as **EXHIBIT "1"** and incorporated herein by this reference is added to Attachment 2 of Exhibit C to the Facilities Lease.

Section II. All Other Provisions Reaffirmed.

All other provisions of the Facilities Lease shall remain in full force and effect and are hereby reaffirmed. If there is any conflict between this Amendment No. 1 and any provision of the Facilities Lease or any prior amendment thereto, the provisions of this Amendment No. 1 shall control.

IN WITNESS WHEREOF, the Parties have caused this Amendment No. 1 to the Facilities Lease to be executed by their respective officers who are duly authorized, as of the Effective Date.

ACCEPTED AND AGREED on the date indicated below:

Dated: August _____, 2025	Dated: _____, 2025
CABRILLO UNIFIED SCHOOL DISTRICT	RODAN BUILDERS, INC.
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____

EXHIBIT "1"

Item	District Request	Contract Scope	Proposed Scope	Benefit	Cost	Contract Impact	Time Impact
1	Replace all existing Building K windows with new storefront windows and new clear story windows.	Existing windows and clear stories to remain	Provide new, double pane, aluminum framed at clearstories and provide one full height storefront system at two classrooms.	Ensure that all windows are glazed, fully functional, energy efficient, and fully warrantied.	$193,590	Amend contract	0
2	Asbestos Abatement and disposal al exterior plaster on Building K	Not in original project	Replace plaster at Building K exterior walls and soffits where asbestos abatement occurred	All ACM will be removed from Building K	$83,914	Amend contract	0
3	Replace Building A existing internal gutter system with new external system	Install drains in roof soffit, concealed gutter, and all piping inside of stucco.	Revise design to install new SS gutters on outside of the existing soffit with all drains surface mounted to the outside.	Gutters and downspouts will always be visible and accessible to maintenance. Obstructions will be easier to dean, and any leaks can be repaired without demolishing stucco.	$0	No cost impact	0
4	Change ceiling design from (AC2) 12x12 glue-up ceiling to 2x4 T-bar ceiling system	Install sheetrock and 12x12 ACT (AC2) at all Building A classrooms, Conference Room, Staff Lounge, Counseling A-18, & Office A-19.	Provide new 2x4 T-bar in lieu of existing contract scope at all locations. **DSA review needed.**	Provides an interstial space for MEP contractors to install utilities freely as well as creating maintenance access.	$29,531	Amend contract	0
5	District will use owner's contingency if costs are feasible	Existing to remain	Remove manual hardware from 3 existing skylights and provide new electronically controlled shades	Alleviates need for manual control and refreshes classroom aesthetic.	N/A	If feasible, Owner's Contingency	0

6	The El Granada Phase 2 project already has the move of these conduits into the building included. No cost impact.	Surface mount electrical conduit and light fixtures on Building D for Building C egress lighting. Included in Phase 2 scope of work.	Remove existing conduit and lights that were installed as part of Bldg. C, install new conduit inside Building D exterior wall during Bldg D construction, and remount light fixtures.	Conceal exposed electrical conduit. Aesthetics	$0	No cost impact	0
7	Recondition existing laydown area to provide grass play field, with gopher proofing, in ground irrigation, top soil, and hydroseed with minor existing asphalt walkway modifications, and addition of asphalt walkways per sketch dated 10/29/2025.	Remove temporary construction fencing and leave existing asphalt as it exists.	Leave perimeter asphalt for potential walking track. Remove remaining asphalt, regrade area to acceptable slope, place minimal drainage, place topsoil, and hydroseed exposed area.	This will provide a grass play area to replace the existing field where the new Kinder playground	$726,802	Amend contract	0
8	Regrade existing access road, install 6" asphalt curb, install 4 ft galvanized safety fencing, and pave ramp to bottom of grade	Remove temporary construction access road	Regrade existing access road, install 6" asphalt curb, install 4 ft galvanized safety fencing, and pave ramp to bottom of grade	Provide separate Facilities access to back of campus.	$64,775	Amend contract	0
9	Supply and install new exterior plaster at Building K according to ASI#8	Not in in contract. Dry rot cause need for existing plaster abatement	Supply and install new exterior plaster at Building K according to RFI XXX response	Newly installed plaster will be free of ACM and built to today's standards	$181,043.00	Amend contract	0
10	Extension of **122 days** to project schedule. Extend Building D schedule to 11/21/2026 Substantial Completion & 12/31/2026 Final Completion	Substantial Completion of Building D by 9/23/2026 and final completion 9/31/2026. Accelerated schedule shows 7/31/2026 Substantial Completion and 8/10/26 Teacher move-in.	Extend Building schedule due to schedule impacts from existing conditions of other buildings; primarily Bldg K	Provide controllable move dates which will make teachers lives easier.	$77,748	Amend contract	**122 Days**
				Total	**$1,357,403**		

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SUPERINTENDENT
Dr. Ramon Miramontes

GOVERNING BOARD
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Breanna Lafontaine

MEMORANDUM

MEETING DATE: November 13, 2025
TO: Members of the Governing Board
FROM: Jennifer Marsh, Chief Business Officer
CATEGORY: Action
ITEM TITLE: Authorization to Purchase and Install Verkada Video Surveillance Solution at Cunha Intermediate School

BACKGROUND INFORMATION

Providing a safe and secure environment for students, staff, and visitors is a top priority for Cabrillo Unified School District (CUSD). To enhance campus safety, district leadership evaluated next-generation video surveillance solutions to expand coverage and improve monitoring capabilities across key school sites.

After review, the district identified the Verkada Command cloud-based video platform as the preferred solution due to its high-quality cameras, advanced analytics, and secure cloud storage. This system supports real-time remote access, video analytics, and seamless integration with existing IT infrastructure.

Cunha Intermediate School has been prioritized for the next phase of this safety initiative, with new cameras and infrastructure to provide comprehensive 24/7 monitoring of key areas, including parking lots, ingress/egress points, playgrounds, and other critical locations.

REPORT/PROPOSAL

Cabrillo Unified School District proposes to purchase and install the Verkada Command Video Solution at Cunha Intermediate School through ICU Technologies, Inc., a CMAS-approved vendor. The project includes the procurement and installation of cameras, system programming, configuration, testing, and three-year licensing with cloud video storage and user training.

The installation will include a one-year workmanship warranty and a ten-year manufacturer's warranty on equipment. District staff will coordinate site access and ensure infrastructure readiness.

FISCAL ANALYSIS

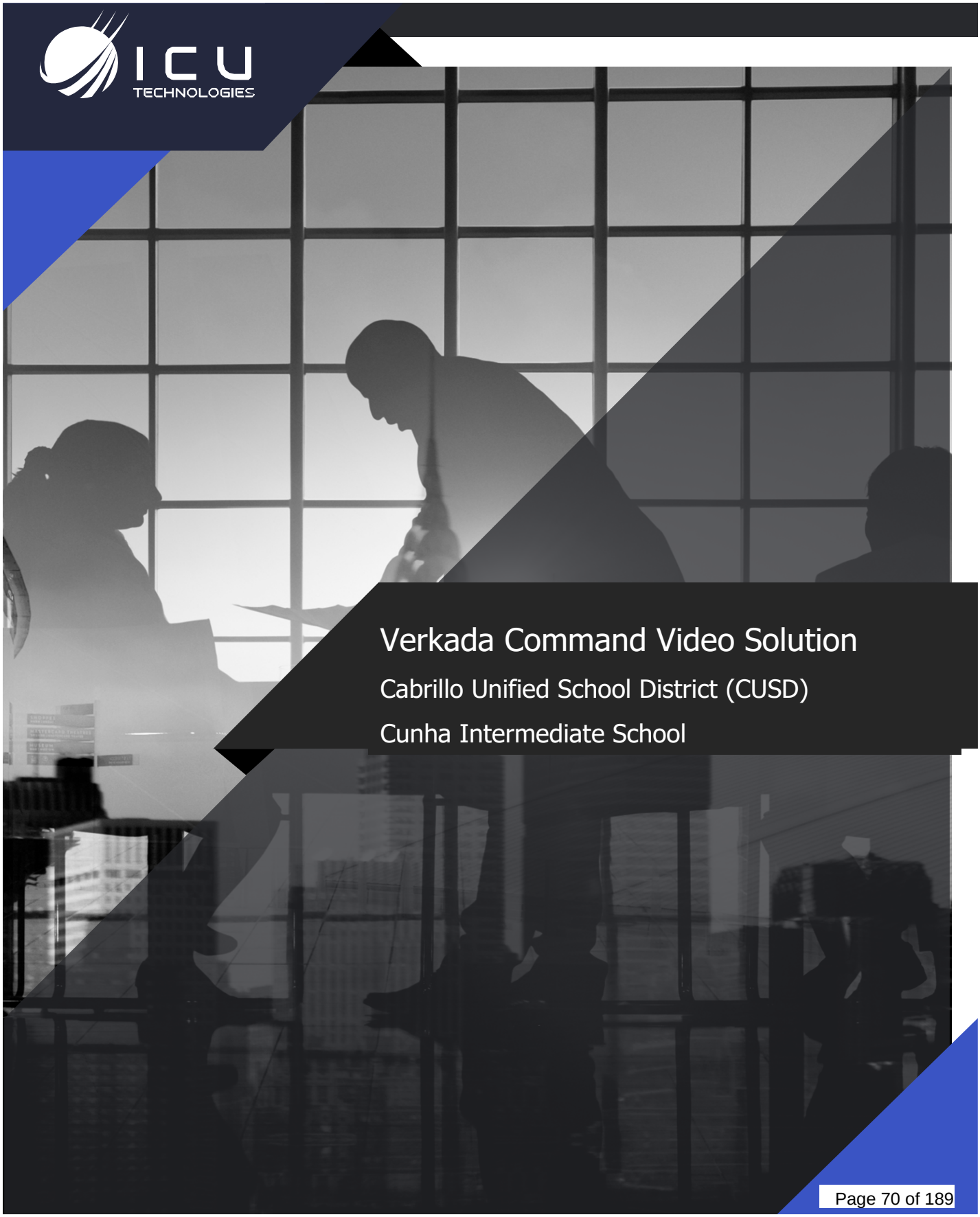
The total project cost for Cunha Intermediate School is $504,383.99, including hardware, software, licenses, installation, and tax.

Funding for this project will be provided through Bond funds.

RECOMMENDATION

Staff recommends that the Governing Board authorize proceeding with the purchase and installation of the Verkada Video Surveillance Solution at Cunha Intermediate School.

Prepared by: *Holly Lynne*



Verkada Command Video Solution

Cabrillo Unified School District (CUSD)

Cunha Intermediate School

Overview & Background

Providing a safe environment for students, staff and visitors is essential to achieving Cabrillo Unified School District's (CUSD) mission statement. District leadership has elected to incorporate a next generation camera system to establish comprehensive coverage of District schools in order to enhance campus safety and security

After careful evaluation, we propose a Verkada Command cloud-based video solution as it achieves all public safety camera objectives that are important to Cabrillo USD. Verkada Command is renowned for its advanced technology and compliance with the latest IT standards and offers a robust and reliable Cloud Solution, ensuring the secure and efficient storage of surveillance data and analytics. Moreover, the Verkada Command system comes with state-of-the-art cameras that provide high-quality surveillance footage, significantly improving the effectiveness of the District's security measures.

By incorporating Verkada Command, the Cabrillo Unified School District will enhance its security posture, and most importantly, improve safety at its schools. Verkada Command can help the District create a safer and more secure learning environment for its students and staff, prevent vandalism and theft, and protect its assets and reputation.

Cabrillo Unified School District desires to improve public safety camera monitoring capabilities at the school:

- Cunha Intermediate School

The District stakeholder team identified the following objectives to be considered for the design and implementation of the camera system:

- **24/7 Campus Perimeter Coverage of Key Campus Locations**
  - Enhanced visibility of campus ingress/egress points, parking lots, student drop-off/pick-up areas, playgrounds

- **Off Campus Remote Access**
  - Clientless access for authorized users across desktop and mobile devices
  - 30-day video storage (Retention)
  - Cloud-based livestream and recorded video monitoring

- **Video Analytics Monitoring and Detection**
  - Appearance search, object detection, license plate recognition
  - Analytic event alert notifications sent to designated staff

- **Third-Party Integration**
  - Interoperability with other standards-based systems

- **Ease of Use**
  - User usability
  - Streamlined system administration and maintenance

Technical Solution

Verkada Command Video

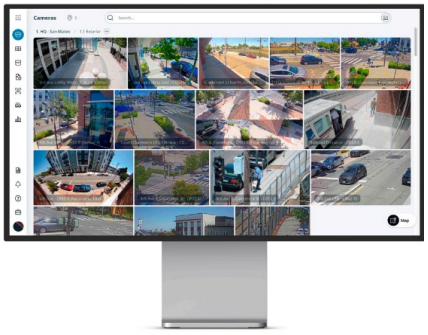
The Verkada Video management system is a cloud-based video management system.

Video Cloud is enabled by Verkada Security or approved Verkada Command partners using the Verkada Command Web UI. When you use Verkada Command Video Cloud, Verkada partners can monitor the system-health of your Verkada video security systems, resolving any issues often before you notice them.

The Verkada Command Video software provides the features needed for your video surveillance system. Using the latest standards to integrate your security cameras, Verkada Command Video provides advances in machine learning, implementing video analytics and handling the audio metadata from your Verkada Command cameras.

With many features, including:

- Grid view – Create your preferred views, by customizing the layout and cameras to display. Alternatively, you can select previously configured views.
- Unified Platform – Integrate multiple site-wide systems into one Web UI interface with a wide variety of products, including: Cameras, Air Quality Sensors, Access Control Door & Gates, Video Intercom, Alarm/Intrusion Sensors, Mailroom (Package Deliver Management), and Visitor Management.
- Floor Plan view – Upload your floor plans and create detailed maps of the areas protected by your cameras and other Verkada Command devices.
- AI-Powered Alerts - See where objects are as they move around your protected areas via motion detection. The Verkada Command powerful AI engine function let you create alerts for "Line Crossing", "People of Interest", "License Plate of Interest", Loitering, "Area of Interest" and more.
- History – The Verkada Command platform allows a user to search an entire site or entire organization for facially recognized individuals, vehicles by Make/Model/Color, License Plates and more.
- Incidents – Incident Management in the Verkada Command Cloud Platform allows one or multiple users to compile historic footage easily into a timeline while conveniently archiving and organizing the gathered data with "Incidents" with relevant information of the people, vehicles, and video captured of the event.



Verkada Command Cameras

Verkada Command cameras are part of the Verkada Command end-to-end cloud security suite. This suite is equipped with AI-powered analytics and fully integrated technology, designed to improve visibility and increase efficiency across your entire District.

The Verkada Command cameras feature on-board analytics and integrated video storage for ***30 days***. These cameras include multi-sensor, dual-head, bullet, dome, and PTZ (Pan/Tilt/Zoom) camera models. They can be connected to both hybrid and cloud installations of the Verkada Command video management system.



VERKADA MULTISENSOR CAMERA

The Verkada 360⁰ Multisensor model CH52-E is a four-camera optimized for expansive coverage and efficient installation. This camera offer multiple adjustable sensors in a single device – ideal for covering hallways, exterior corners, and open floor space – all from a single install point.



VERKADA DUAL HEAD MULTISENSOR CLOUD CAMERA

The Verkada Multisensor Series also includes the dual head, two-camera CY53-E. This camera offers bidirectional 5MP coverage from a single install point. Two-camera multi-sensors are optimal for bidirectional monitoring of key hallways, warehouse aisles, and wide entryways, delivering undistorted 180° coverage while minimizing blind spots directly beneath the camera.



VERKADA BULLET CLOUD CAMERA

The Verkada Bullet Series is designed to withstand harsh conditions and its visible form factor helps deter potential threats. These cameras are available with either wide or telephoto lenses, providing both a wide field of view and the ability to zoom in on distant objects. The Bullet Series cameras deliver clear images and capture important details in both daylight and darkness. They also feature next-generation processors that support powerful AI analytics and features such as License Plate Recognition and Occupancy Trends.

VERKADA DOME CLOUD CAMERA



Built for durability, high-performance, and scale, the Verkada Dome Series delivers enterprise-grade security in a wide range of models for indoor or outdoor use. The latest Dome cameras have up to 40 meters / 130 feet of IR range – ideal for low-light environments – and state-of-the-art computer vision processors for advanced, AI-powered analytics

VERKADA PTZ (PAN/TILT/ZOOM) CLOUD CAMERA



The CP63-E 4K PTZ camera includes a large 1 / 1.8" progressive CMOS image sensor for superior image quality and precise, detailed monitoring. The CP63-E's advanced varifocal lens with 32x motorized optical zoom and 100-meter IR range complement its Sentry Mode for unparalleled, automated monitoring of individuals across an expansive field of view. With its onboard CV72S Ambarella processor delivering advanced analytics like AI-powered search, AI-powered alerts, Person of Interest detection, and crowd detection, the CP63-E excels in monitoring large areas such as sports fields, parking lots, or stadiums.

IPCamPower Mid-Span Power Injection Hub

IPCamPower PoE injector hubs will be installed at campus IDFs to ensure adequate power is distributed to each camera.

IPCamPower 16 Port PoE++ Injector Hub



Harness the exceptional capacity of up to 90 watts of 802.3bt POE++ power per port with a substantial total budget of 450 watts, adept for powering diverse devices, from POE lighting, PTZ cameras, Access Control, and AV over IP devices, ensuring steadfast performance in the most power-hungry setups.

Ray Tec Vario 2 Panoramic Infrared (IR) Iluminator

The Ray Tec VAR2-PPoE-i16-1 Infrared (IR) Illuminator will be installed towards the West Campus Soccer Fields to provide wide area coverage IR illumination in low-light conditions.

Ray Tec Vario 2 Panoramic Infrared (IR) Illuminator



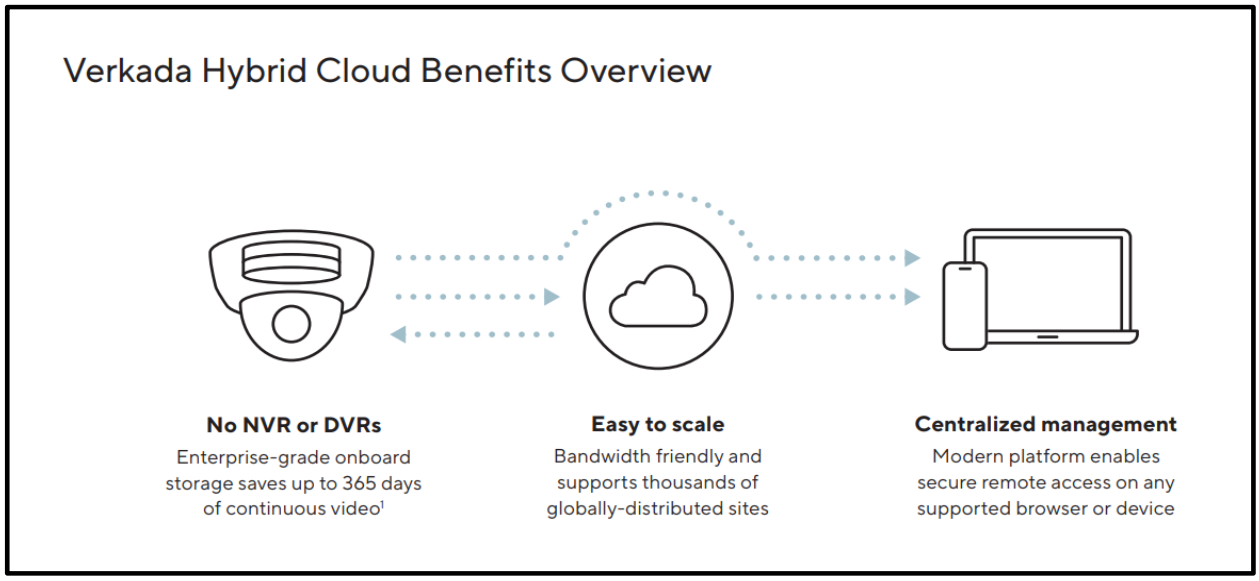
The awarding-winning VARIO2 IPPoE delivers dedicated high-performance lighting for IP cameras. It can be fully integrated into an IP eco-system to provide smart, situation-dependent lighting. VARIO2 infrared security light delivers world-leading power and illumination distances which can improve the performance of any video surveillance system at night.

Network/Cloud Architecture Overview

The network architecture of Verkada Command consists of three main components: Verkada Cloud Camera, the Verkada Command cloud web UI, and the Verkada Command Video mobile app.

The Verkada Video cloud is a platform that stores and manages the video data, events, and settings of the appliance.

The Verkada Command Video mobile app is an application that allows users to access and control the appliance and the cloud from their smartphones. The network architecture of Verkada Command Video enables seamless integration, scalability, and security of the video surveillance system.



Project Overview

As requested, we are submitting this scope to provide Cabrillo Unified School District (CUSD) with new Verkada Command Cameras for the sites listed below:

Num	Site Name	Address	City	ZIP
1	**Cunha Intermediate School**	600 Church St.	Half Moon Bay	94019

This section presents the project overview for a scope of work providing the proposed solution.

This statement of work (SOW) describes the scope, objectives, deliverables, and schedule of the project to install a Verkada Command Cloud Video Solution. The project will be carried out by ICU Technologies, a reputable and experienced company that specializes in Public Safety Solutions. ICU Technologies will provide all the necessary equipment, materials, tools, and labor for the installation. The project will be supervised by a Field Operations Supervisor from ICU Technologies, who will coordinate with the assigned personnel from CUSD. The Field Operations Supervisor will also provide regular updates and reports on the progress and status of the project.

The project deliverables include:

- Verkada Command Cloud Video Solution and devices as detailed in this proposal for the locations listed above.
- Programming, configuration and testing of Verkada Command Cloud Video solution and devices as detailed in this proposal
- Verkada Command Video Cloud Video User Training.
- Verkada Command Video Cloud Video Licensing for 3-Years.
- Installation of the infrastructure and video solution devices is completed by others.

The CUSD personnel assigned to the project will be responsible for providing access to the sites, network and internet connection for the installation. The CUSD Personnel will also be responsible for obtaining any permits or approvals that may be required by local authorities. This SOW defines the scope and expectations of the project and serves as a binding agreement between ICU Technologies and the CUSD.

Project Schedule

We appreciate your trust and confidence in our services. We are eager to start working on your project as soon as possible. However, before we can begin, we need to finalize some details and prepare a schedule (timeline) that will outline the main milestones, deliverables, and deadlines for your project. This schedule will help us to manage your expectations, communicate our progress, and ensure the quality of our work.

We will provide you with the schedule after the award of the project, which means after ICU Technologies receives the purchase order to start the project and services from the District. We will also update you regularly on any changes or adjustments to the schedule as the project progresses.

Device Layout

Based on the Stakeholder Objectives document created by CUSD and ICU Technologies, all camera locations and design maps have been completed through our System Surveyor software. These design maps and hardware locations will be presented during the official proposal review and delivered to the District upon issuance of the project purchase order.

Warranty

Installation Warranty:

Workmanship and installation services are guaranteed by a one-year warranty.

Verkada Manufacturer Warranty:

In-Warranty Replacement — Verkada Command products are guaranteed by a 10-Year Warranty. To determine if an item is defective, you must first contact our Support Team at 1-844-673-6728, ext. 2, and troubleshoot the issue before returning an item as defective. If Support determines an item is defective, you will be directed to file an RMA with Verkada Inc. Once the RMA has been initiated, Verkada Inc. will ship a replacement item and a return label for the defective item at no cost to you. Upon receipt of a warranty replacement, the original equipment must be returned to Verkada Command within 30 days. Any equipment not returned will be billed to the buyer.

Invoicing & Payment Terms

ICU Technologies, Inc. will invoice at certain project milestones, including but not limited to the following:

- Delivery of Equipment
- Progress Invoices Twice Monthly

Payments are due upon receipt of invoice. If payments are not received within 30 days, services may be suspended and ICU Technologies, Inc will not be held responsible for any damages due to delays from such suspension.

Special Requirements

ICU Technologies, Inc will require the following to be provided by CUSD:

- IP addresses, subnets and gateways for all cameras, and other IP based equipment provided for these projects.
- Configured network switch access ports for all video surveillance cameras, wireless transmission devices, and other IP based equipment provided for these projects.
- Reliable network and internet connections capable of supporting the bandwidth needs of the camera systems.
- 120 VAC circuit for all camera power supplies.
- Site maps (Drawings) either in CAD or PDF shall be provided by CUSD for use of the Camera System.

Communications and Reporting

ICU Technologies Project Lead will communicate project needs as needed with the District's Point of Contact (POC). A status report will be provided every two weeks.

Assumptions & Exclusions

ICU Technologies, Inc.'s services under this proposal are limited to those expressly specified. If additional services are required, and if performed at the Cabrillo Unified School District's direction, will be charged at fees as mutually agreed:

- Changing or re-designing any project aspect or element previously submitted by ICU Technologies Inc. in compliance with this proposal, or previously approved by CUSD, including but not limited to project description, scope, requirements, equipment, capabilities, facilities, contractors, plans, or designs.
- Design, specification, procurement, or project management of temporary security technology controls or security services staffing for the active construction site.
- Preparation of operation and maintenance manuals (O&M's) or construction as- built drawings.
- Preparation, Creation or Update to any CAD/PDF Site Map or drawings. All drawings or maps are assumed to current and up to date for use of any security solution.
- Production of security staffing and security services policies and procedures, standard operating procedures, response protocols, communication protocols, post orders, and RFP development and bidding support.
- Updating or enhancing CUSD existing design standards, including the construction standards and master specifications.
- Updating or enhancing the CUSD existing policies and procedures including security services contracts and post orders
- Providing or procuring system permits, bonds and approvals including Professional Engineering stamp.
- The system designs have been prepared in compliance with CUSD standards and direction in meetings, and site walks, where the CUSD Representative and ICU Technologies, Inc. have both been present. Design beyond what is shown in the designs that accompany this proposal shall be subject to additional compensation.
- This proposal does not include engineering, provisioning, or installation of electrical circuits. Where required, this work shall be performed by others.
- This proposal does not include excavation, underground work, site utility coordination, site utility surveys, vault investigation, or discovery of existing underground site utilities.
- This proposal does not include structural engineering.
- Network switches and IDF's needed to support the camera systems are not included.
- Computers, tablets, or other devices that will be used to access the cameras and camera systems are not included.
- The exact location for all components will be field verified with the client or client's designee (i.e. architect, general contractor, etc.). Any changes to these locations after initial mobilization and rough-in may result in additional coordination or installation charges.
- Onsite customer contact will validate and approve installation and field of views prior to scheduled site completion.
- Any requested changes to the scope of work require a written change order prior to ICU performing the work.
- CCIP Insurance/Fees/Licenses are not required where work is to be performed.
- ICU Assumes there are no firewalls to breach that are over a 1-hour rating, or that require a non-sleeve penetration to create a rated solution for this installation.
- It is assumed that IDF / MDF cabinets have enough space for ICU to install camera midspan power supplies. Moving or relocating existing devices within the IDF's and MDF's is not included.
- The environment is and will remain free of hazardous materials. The Customer is responsible for supplying information concerning hazardous materials for the disclosure to all employees working on the project.
- ICU is assuming that this project is not expedited. Our estimate is based on an 8-hour workday and 40 hours a week.
- Due to extreme supply chain volatility, all material pricing and material delivery schedules are subject to change. If this impacts the project schedule, ICU will discuss with the Customer regarding how to proceed.
- All work will be performed in accordance with national, state and local codes.
- There will be unimpeded access to all work areas. Delays caused by access issues may result in additional charges to client.
- There will be a clean, moisture-free environment for any installation of actively working equipment.
- Network connectivity between telecom room locations and remote sites shall be established by others.
- Customer provided network switch ports are required at the location where devices are to terminate.
- Architecture, engineering design, consulting fees, or engineered stamped drawings are excluded.

- Costs associated with parking are not included.
- Improvement to building grounding system is not included.
- Cutting, patching, and painting of finished surfaces is not included.
- Concrete and asphalt cutting or patching are not included.
- Coring and drilling of walls, floors, footers or headers is excluded.
- Modifications to correct existing code/building violations or upgrade of systems to comply with State or City codes is excluded.
- Pathways, conduit or raceway between different buildings are not included. It is assumed that pathway, conduit or raceway for building-to-building network communications exists and is usable for the addition of camera cabling required for this project.
- Underground trenching or boring is not included.
- Moving furniture, PC, or other end user equipment that will prevent ICU from performing their duties is not included.
- Technicians must have free and clear access to all areas where their work is being performed.
- Cost associated with hidden hazardous conditions, hazardous materials, or asbestos abatement is not included.
- Alterations or penetrations to special finishes or furniture is excluded.
- Supply, installation, or configuration of all customer network equipment is excluded.
- Overtime, 2nd, and 3rd shift labor is not included.
- All UPS, surge protection, power conditioning and power distribution equipment is not included.
- Remote monitoring services are not included.
- Security workstations and monitors are not included.
- If services beyond the above scope of work are required, additional service fees will also be required.

Terms and Conditions

You click on the link below to see the Terms and Conditions.

Link: https://www.gsaadvantage.gov/ref_text/47QSWA18D003K/47QSWA18D003K_online.htm

Pricing

Pricing per site location is detailed in the table below. Detailed pricing estimates for each location can be found within this document just beyond the summarization table below:

Num	Site Name	Estimate Number	Price
1	**Cunha Intermediate School**	2025-1217	$504,383.99

ICU Technologies Inc.
11641 Blocker Dr Ste 200
Auburn, CA 956034674
(530) 488-7200
www.icu-techinc.com

ADDRESS
Ramon Miramontes
498 Kelly Ave
Half Moon Bay, CA 94019

SHIP TO
Ramon Miramontes
498 Kelly Ave
Half Moon Bay, CA 94019

ESTIMATE 2025-1248
DATE 10/27/2025

PROJECT NAME
Cunha Inter. School Video 3 Yr

CONTRACT
CMAS# 3-18-84-0054_D2

ITEM	QTY	PRICE	AMOUNT
CH52-1TBE-HW Verkada CH52-E Outdoor Multisensor Camera, 4x5MP, Zoom Lens, 1TB of Storage, Maximum 30 Days of Retention	37	3,077.15	113,854.55T
CY53-512E-HW Verkada CY53-E Outdoor Two-Camera Multisensor, 2x5MP, Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention	1	1,880.15	1,880.15T
CD63-512E-HW Verkada CD63-E Outdoor Dome Camera, 4K, Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention	10	1,452.65	14,526.50T
CD63-512-HW Verkada CD63 Indoor Dome Camera, 4K, Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention	1	1,281.65	1,281.65T
CB62-512TE-HW Verkada CB62-TE Outdoor Bullet Camera, 4K, Telephoto Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention	1	1,623.65	1,623.65T
CP63-1TBE-HW Verkada CP63 Outdoor PTZ Camera, 4K, 1TB of Storage, Maximum 30 Days of Retention	2	4,017.65	8,035.30T
ACC-MNT-POLE-1 Verkada Pole Mount	1	178.70	178.70T
ACC-MNT-CORNER-1 Verkada Corner Mount	22	170.15	3,743.30T
ACC-MNT-XLARM-1 Verkada Large Arm Mount (PTZ)	35	135.95	4,758.25T
ACC-MNT-PEND-1 Verkada Pendant Cap Mount	35	59.00	2,065.00T
ACC-MNT-YJBOX-1 Verkada Two-Camera Multisensor Junction Box Mount	1	127.40	127.40T
ACC-MNT-ARM-1 Verkada Arm Mount	1	84.65	84.65T
ACC-MNT-YPEND-1 Verkada Two-Camera Multisensor Pendant Cap	1	93.20	93.20T
LIC-CAM-MLT4-3Y-CAP Verkada 3-Year Four-Camera Multisensor License, Capacity Increase	37	1,409.90	52,166.30T
LIC-CAM-MLT2-3Y-CAP Verkada 3-Year Two-Camera Multisensor License, Capacity Increase	1	854.15	854.15T

LIC-CAM-3Y-CAP Verkada 3-Year Camera License, Capacity Increase	14	469.40	6,571.60T
ICU-MISC-CMAS Misc CMAS installation materials, including cabling, conduit, fittings, blocks, connectors, and patch cables	1	23,213.22	23,213.22T
ICU-TECH1 Subcontractor Installation and service of access control and video surveillance field devices/systems.	1,444	127.27	183,777.88
ICU-Project Lead Project Lead-Manage and set schedule, coordinate with others, communicate system status.	200	177.69	35,538.00
ICU-PM Project Manager-Manages and supervises personnel including technicians and ancillary support staff involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks on security information technology projects.	32	195.80	6,265.60
ICU-SE Design and system integration, software set up, oversight of installation by technicians.	100	171.33	17,133.00
ICU-SHIPPING Freight to customer location	1	3,400.00	3,400.00

1. DIR# 1000064885
2. Email Order to orders@icu-techinc.com
3. Payment by credit card will include a 4% processing fee.

SUBTOTAL	481,172.05
TAX	23,211.94
TOTAL	**$504,383.99**

Accepted By

Accepted 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
Peter Cerneka
Lizet Cortes
Carmen Daniel
Breanna Lafontaine

MEMORANDUM

MEETING DATE: November 28, 2025
TO: Members of the Governing Board
FROM: Jennifer Marsh, Chief Business Officer
CATEGORY: Action
ITEM TITLE: Authorization to Approve Vanir Proposal for Extended Project Management Services for El Granada Elementary School Phase 2 Project

BACKGROUND INFORMATION

Vanir Construction Management, Inc. provides project management services for Cabrillo Unified School District's Measure M, S, and K Bond Program. Their team has supported multiple modernization and construction projects, including El Granada Elementary School Modernization, Phase 1, which is nearing completion.

Phase 2 of the El Granada Elementary School Modernization began construction in August 2025 and will continue through December 2026. Continued project management oversight is required to ensure the project stays on schedule, within budget, and meets quality expectations.

REPORT/PROPOSAL

Vanir Construction Management, Inc. submitted a proposal dated September 26, 2025 (Extension #4), to provide extended project management services through December 2026. The proposed services include continued management of the El Granada Elementary School Modernization, Phase 2, as well as completion and closeout support for remaining bond-funded projects.

FISCAL ANALYSIS

The proposal includes an additional not-to-exceed fee of $881,439 for extended services from September 2025 through December 2026. Funding will be provided through the Bond Program.

RECOMMENDATION

Staff recommends the Governing Board approve as submitted.

Prepared by: *Holly Lynne*

Vanir Construction Management, Inc.
180 Montgomery Street, Suite 2360
San Francisco, CA 94104
T 415-284-9050
F 916-575-8887
vanir.com

Jennifer Marsh
Chief Business Official
Cabrillo Unified School District
498 Kelly Ave.
Half Moon Bay, CA 94019

September 26, 2025

Re: Cabrillo Unified School District M, S & K Bond Program - Proposal for Extended Project Management Services for El Granada ES Modernization, Phase 2 – EXT. 4

Dear Jennifer,

Thank you for the opportunity to submit this fee proposal for extended project management services to complete the ongoing modernization projects as well as deploy our services and support on the next few projects previously discussed. Vanir is proud of our ongoing commitment to providing the most efficient, value-based methods to deliver successful projects that positively impact the lives of CUSD students, teachers, staff, and local communities.

Our team remains focused on the positive momentum and success of the bond program by prioritizing our project and construction management experience to meet CUSD's distinct needs accurately and effectively. We will continue to manage project design, procurement, schedules, costs, and quality of work aggressively, allowing us to ensure the projects proceed in alignment with your goals.

The existing project management team will continue their work with the district, as follows:

Roger Anchartechahar, Sr. Project Manager, is accountable for day-to-day program management activities, generally assisting the district in all aspects of executing the program as needed and serves as the liaison between the field and the District. To date, Roger has completed design phase project management for the El Granada ES .5 & Phase 1 modernization project, working through complex issues such as Coastal Commission approval and CDP approval of parking lot lighting design, and is nearing construction phase completion, culminating in a very positive and successful first Phase. Roger and team have completed design phase management activities for El Granada Phase 2, including engaging the LLB contractor early in the process for cost, value, and schedule coordination benefits, and has just received full DSA approval of the contract package. El Granada ES Phase 2 modernization project began construction in August 2025 and will continue thru December 2026.

Carlos Chavez, Project Manager, remains fully engaged in the Farallone View ES modernization project as he leads the team through punchlist and closeout phases, as well as assisting the District with additional scope requested by fire authorities as needed. Carlos will also provide management support with completion and closeout responsibilities on the Cunha MS & HMBHS Sports Field projects.

Gwen Alldredge, Assistant Project Manager, continues to provide assistance with the day-to-day project management activities on El Granada ES Phases 1 & 2 projects, which include design and construction phases, supporting the Sr. Project Manager thru project completion in December 2026. Gwen has also supported the District with completion of other miscellaneous projects in 2025. Gwen's skills and technical capabilities allow her to manage multiple projects at a time, enabling her to provide support to the District on other miscellaneous projects over the same calendar duration if needed.

Lisa McLean, Project Director, is responsible to provide the overall leadership and direction as needed to ensure the team's efforts meet the level of care and excellence that CUSD expects and will continue to coordinate the resources necessary to deliver your program and projects successfully.

Design services include, but are not liminted to, management and coordination with the design team from concept through construction documents (CDs), estimating/reconciliation, constructability reviews, scheduling services, design meetings, hazmat and public agency coordination as needed, and final review of CDs for compliance prior to bidding/procurement phase.

Construction services include job-walks, procurement / bidding, day-to-day management of contractors on site, scheduling review, budget management, coordination with subconsultants and inspection, all pertinent jobsite meetings and closeout activities.

It is crucial to have a well-rounded team equipped with the technical skills, creative thinking, and profound respect for CUSD's community significance.

This proposal addresses ongoing services from September 2025 through December 2026 as reflected in the attached staffing matrix, comprising an additional not-to-exceed fee of $881,439.

Vanir is excited about the work we have accomplished together and truly enjoy our ongoing partnership with the District. Please feel free to contact me directly should you have any questions.

Sincerely,

Lisa McLean

Lisa McLean
Project Director
VANIR

Attachments: 092625 CUSD Staffing Matrix.pdf

DATE: 9/26/25 - Rev. 2

PROJECT NUMBER: R230096.002 | PO #250010

PROJECT NAME: STAFF SUMMARY Sept. 2025 - Oct. 2026, Ver. 2

CABRILLO UNIFIED SCHOOL DISTRICT MEASURE M, S & K BOND PROGRAMS

POSITION	Invoiced thru - Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	PROJECT TOTAL
PROJECT DIRECTOR: LISA MCLEAN																		
BUDGET RATE	247	247	247	247	247	254	254	254	254	254	254	254	254	254	254	254	254	
BUDGET HOURS		32	32	32	32	16	16	16	16	16	16	16	16	16	16	16	16	320
BUDGET BILLING	0	7,904	7,904	7,904	7,904	4,064	4,064	4,064	4,064	4,064	4,064	4,064	4,064	4,064	4,064	4,064	4,064	**80,384**
SENIOR PROJECT MANAGER: ROGER ANCHARTECHAHAR - *RA splits hours between Program Management and El Granada ES Ph 1 & 2 Design and Construction thru December 2026*																		
BUDGET RATE	216	216	216	216	216	222	222	222	222	222	222	222	222	222	222	222	222	
BUDGET HOURS		160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	2,560
BUDGET BILLING	0	34,560	34,560	34,560	34,560	35,520	35,520	35,520	35,520	35,520	35,520	35,520	35,520	35,520	35,520	35,520	35,520	**564,480**
PROJECT MANAGER: CARLOS CHAVEZ - *CC assumes Sports Field Projects completion & closeout; completes Farallone View ES Modernization Closeout phase & misc. thru November 2025*																		
BUDGET RATE	201	201	201	201	201	207	207	207	207	207	207	207	207	207	207	207	207	
BUDGET HOURS		160	160	160	0	0	0	0	0	0	0	0	0	0	0	0	0	480
BUDGET BILLING	0	32,160	32,160	32,160	0	0	0	0	0	0	0	0	0	0	0	0	0	**96,480**
ASSISTANT PROJECT MANAGER: GWEN ALLDREDGE - *GA continues supporting PM on EG Phase 1 completing Closeout, and Phase 2 Construction thru December 2026*																		
BUDGET RATE	175	175	175	175	175	180	180	180	180	180	180	180	180	180	180	180	180	
BUDGET HOURS ***		160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	2,560
BUDGET BILLING	0	28,000	28,000	28,000	28,000	28,800	28,800	28,800	28,800	28,800	28,800	28,800	28,800	28,800	28,800	28,800	28,800	**457,600**
SUBTOTAL BUDGET FEE/MONTH	**0**	**102,624**	**102,624**	**102,624**	**70,464**	**68,384**	**68,384**	**68,384**	**68,384**	**68,384**	**68,384**	**68,384**	**68,384**	**68,384**	**68,384**	**68,384**	**68,384**	
SUBTOTAL BUDGET FEE/MONTH - INVOICED & PROJECTED (Cumulative)	**1,476,487**	1,579,111	1,681,735	1,784,359	1,854,823	1,923,207	1,991,591	2,059,975	2,128,359	2,196,743	2,265,127	2,333,511	2,401,895	2,470,279	2,538,663	2,607,047	2,675,431	

** LEGEND: Hours in **BLACK** are current contract; Hours in **RED** are revised / proposal thru December 2026.

*** Gwen has **80-Hrs** in December on current PO; adding 80-Hrs as part of MOD for a total of 160-Hrs for December 2025.

*** Carlos has **120-Hrs** in October & **80-Hrs** in November on current PO; adding 100-Hrs as part of MOD to complete F/T thru November 2025.

Invoiced & Projected	**$2,675,431**
Contract Amount (PO #250010, CO 1 to Dec. 2025)	**$1,793,992**
DELTA	**$881,439**

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: November 13, 2025
TO: Members of the Governing Board
FROM: Carmen Daniel, Board President
Dr. Ramon Miramontes, Superintendent
CATEGORY: Discussion
ITEM TITLE: Governance Team Commitment to Enhance Communication to the Community

BACKGROUND INFORMATION

Effective communication is a cornerstone of strong governance and community trust. The newly seated Governance Team recognizes the importance of transparent, consistent, and accessible communication among all district stakeholders. This includes both internal partners, such as the Governing Board, Superintendent, management team, district office staff, site leadership, certificated and classified staff, and external partners, including parents, community members, nonprofit and civic organizations, and local taxpayers.

The Board's ongoing commitment to open dialogue aligns with best practices in governance and supports the district's mission to serve all students through collaborative leadership and informed community engagement.

REPORT/PROPOSAL

The Governance Team wishes to take this opportunity to reaffirm its dedication to enhancing communication across all levels of the district. This discussion serves as a preliminary step toward developing a formal resolution and Board goals centered on improving communication strategies and engagement systems.

RECOMMENDATION

It is recommended that the Governing Board discuss and provide direction regarding the development of a Governance Team resolution and related Board protocols focused on enhancing communication with internal and external partners in accordance with Board Policies and Bylaws.

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

CUSD

Cabrillo Unified School District

2025-26 Organizational Charts

Dr. Ramon Miramontes, Superintendent
Governing Board Meeting
November 13, 2025

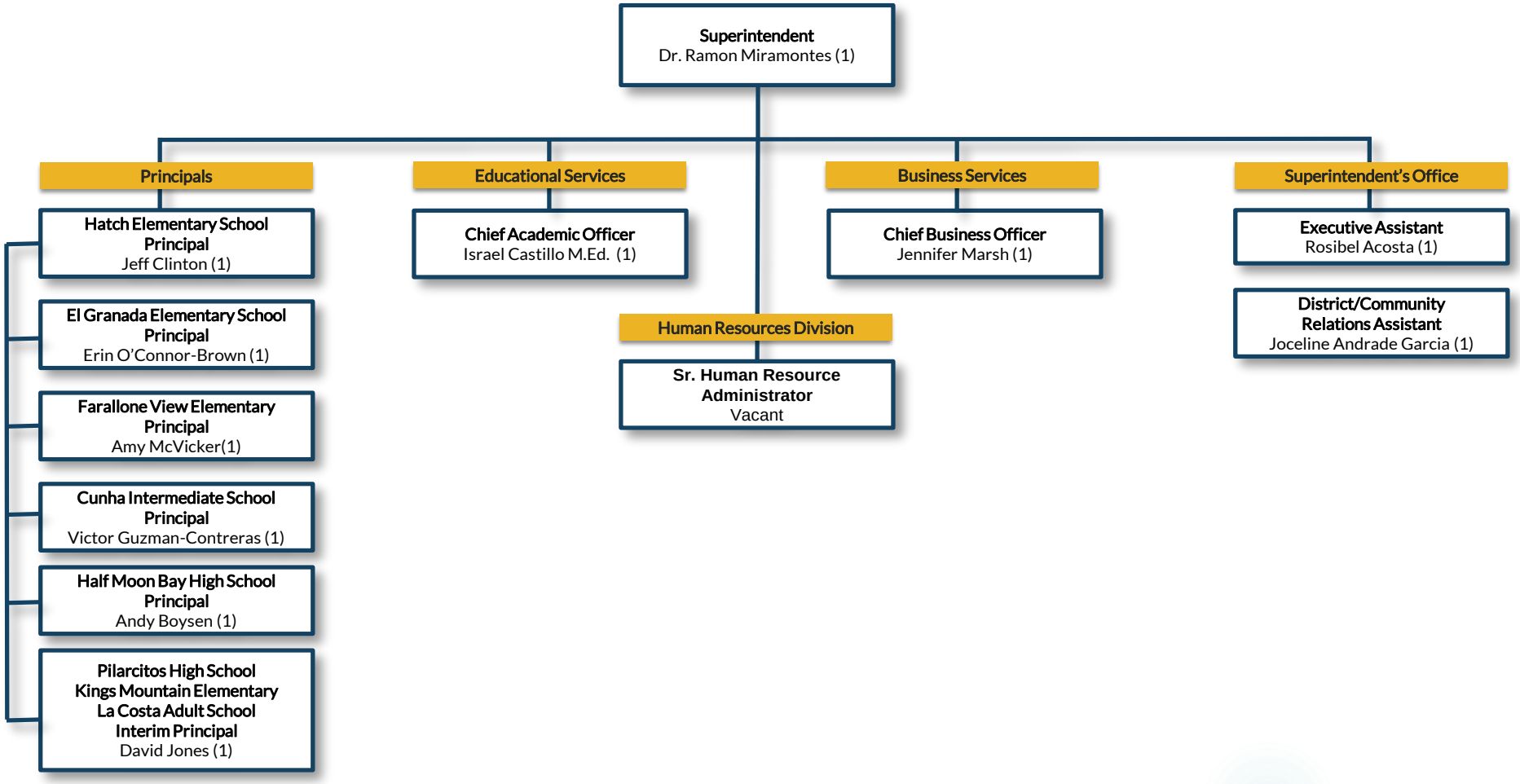
A place where all children dream and achieve.

2025-26 Staffing as October 28, 2025

CLASSIFICATION	NUMBER OF EMPLOYEES	FULL TIME EQUIVALENT (FTE)
Certificated	141	137.8
Classified	160	134.0
Unrepresented	32	31.7
Confidential	1	1.0
TOTAL	**334**	**304.5**

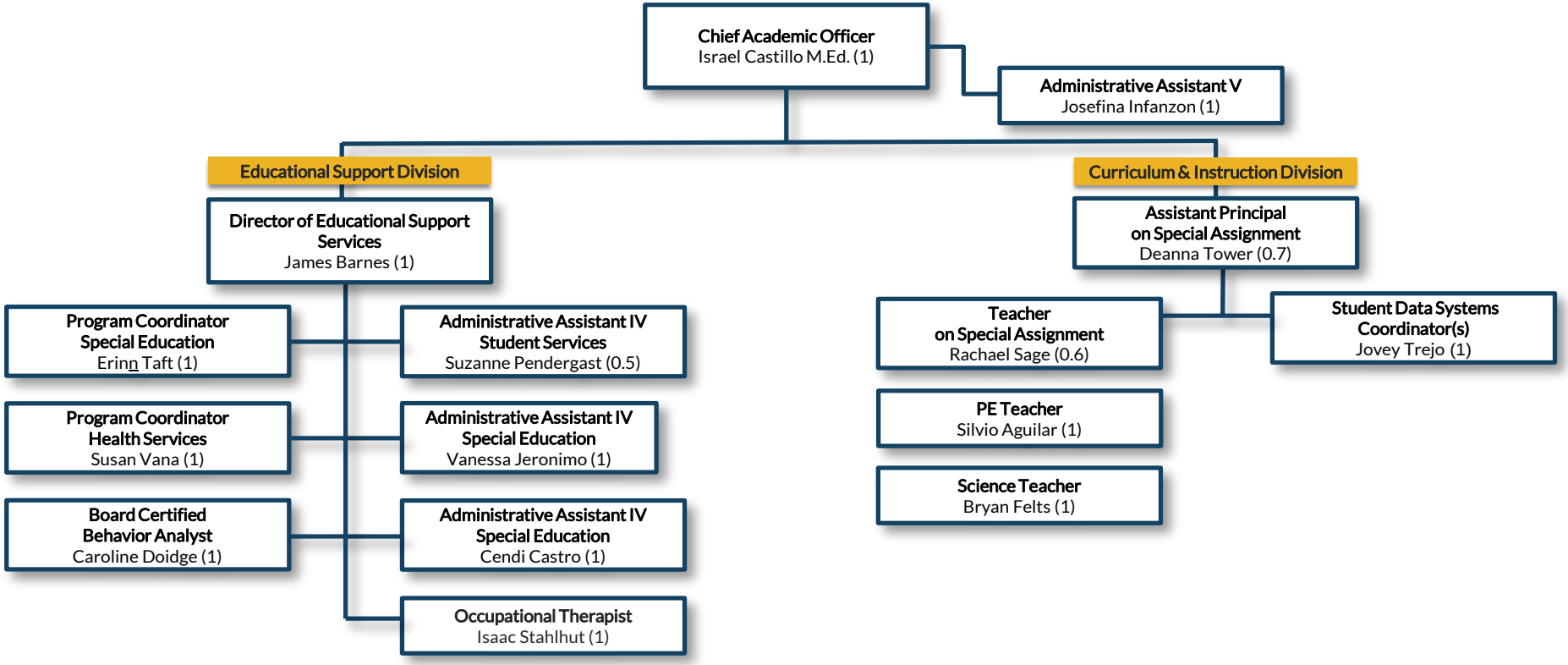
A place where all children dream and achieve.

CABRILLO UNIFIED SCHOOL DISTRICT
Office of the Superintendent



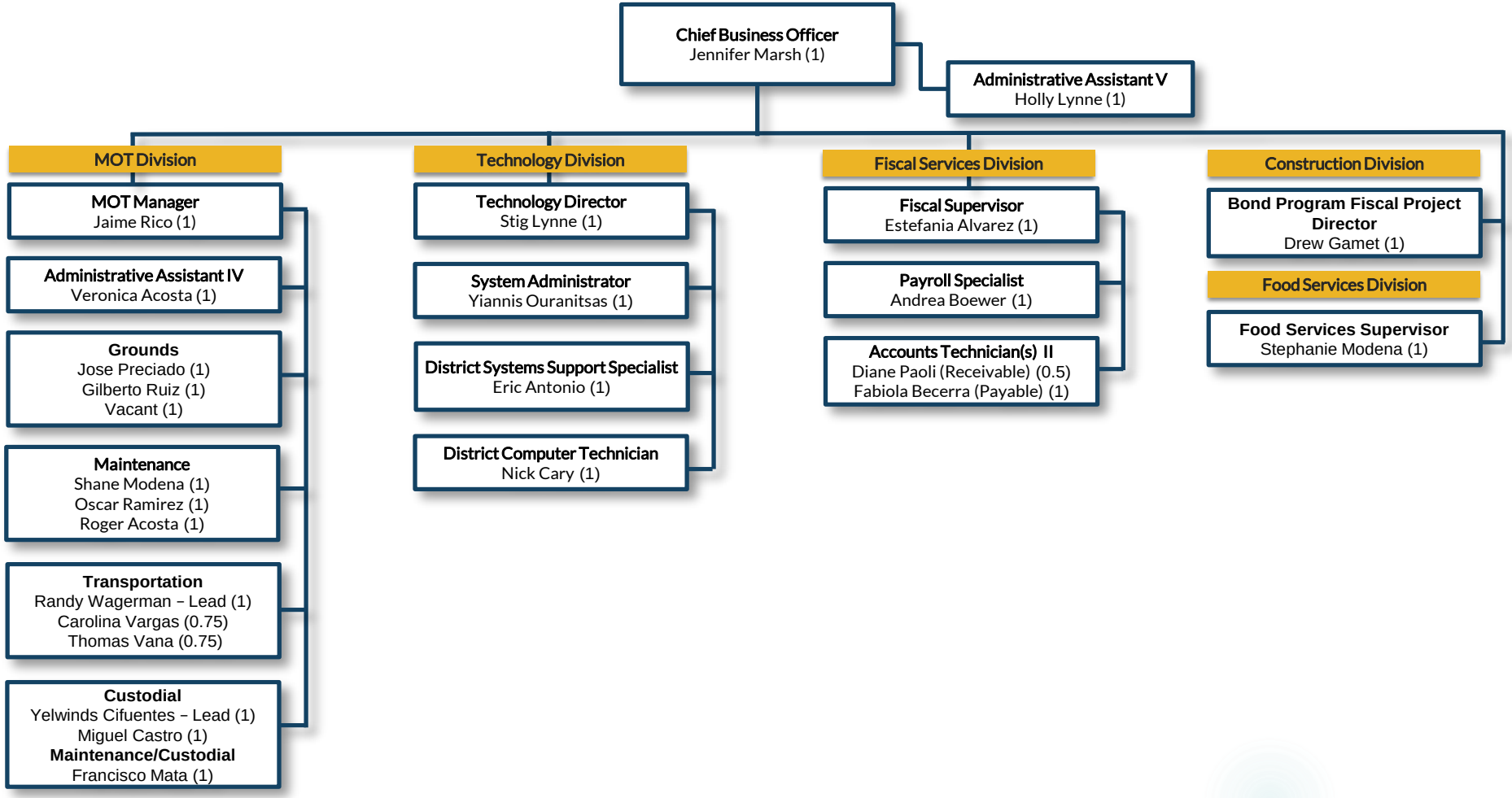
A place where all children dream and achieve.

CABRILLO UNIFIED SCHOOL DISTRICT
Educational Services Department



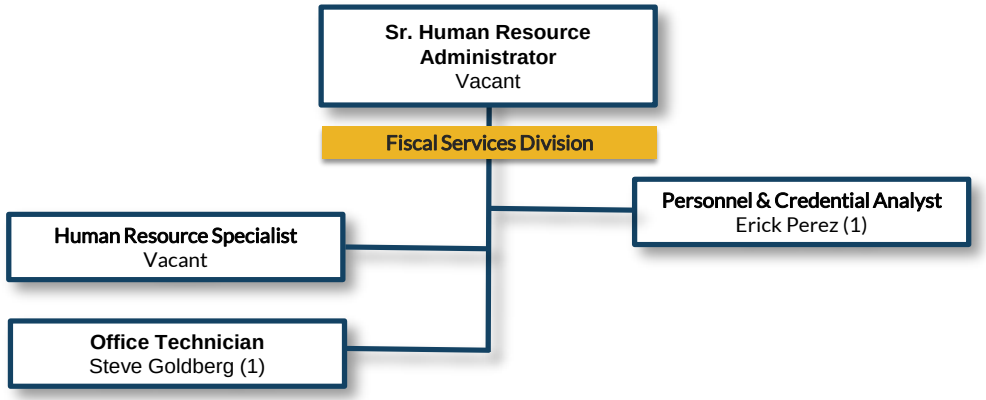
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CABRILLO UNIFIED SCHOOL DISTRICT
Business Services Department



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CABRILLO UNIFIED SCHOOL DISTRICT
Human Resources Division



A place where all children dream and achieve.

CABRILLO UNIFIED SCHOOL DISTRICT
Hatch Elementary School

Principal (1)
Jeff Clinton (1)

Administrator
Rosalva Segura (1)

Assistant Principal (1)
Brooke O'Brien (1)

Classified Staff

Administrative Assistant I (1)
Natali Carrillo (1)

School/Comm. Relations Asst. (1)
Elizabeth Murillo (1)

Clerical Assistant II (1)
Teresa Garcia (0.875)

Maintenance Custodian (1)
Alfonso Arellano (1)

Night Custodian II (2)
Miguel Arellano (0.375)
Jesus Luna (1)

Food Services Assistant II
Gemma Olivares (.8125)

Yard Duty Supervisors (6)
Mayte Flores (0.75)
Dania Guerrero (0.75)
Ma C Gutierrez Padilla (0.75)
Aurora Gutierrez (0.75)
Lilian Monroy (0.75)
Paula Paniagua (0.75)

Paraprofessional (1)
Lisa Lewis (0.75)

Paraprofessional Special Education II (2)
Susan Schmidt (0.75)
Estefania Villalobos (0.75)

Library Technician (1)
Lynne Carlton (1)

Expanded Learning Professionals (11)
Maylin Bautista (1)
Gabriella Brena (1)
Berta Marquez (1)
Alondra Paredes (1)
Laura Ruiz (1)
Lisa Shick (.625)

Certificated Staff

Classroom Teacher (24)
Marlena Moran Ramirez – TK (1)
Sheryl Wilson – TK (1)
Hector Segura – TK IM (1)
Joana Mae Louise Baluyot – K (1)
Olivia Jantunen – K (1)
Brenda De Jesus Acosta – K IM (1)
Celia Sanchez Castaneda – K IM (1)
Rebecca Ellis-Wallach – 1 (1)
Wiens/Wallach – 1 (1)
Paula Buide Lopez - 1 IM (1)
Marianne Benson – 2 (1)
Heidi Cornelison – 2 (1)
Silvia Moreno Garcia - 2 IM (1)
Maria Jose Perez Jambrina - 2 IM (1)
Matthew Daines – 3 (1)
Hillary Tighe – 3 (1)
Diana Garcia Clavero – 3 IM (1)
Nerea Gonzalez Fernandez – 3 IM (1)
Taylor Wakefield – 4 (1)
Estefania Fernandez Gonzalez – 4 IM (1)
Jesus Ogarrio Silva – 4 IM (1)
Celeste Fulwiler – 5 (1)
Francisco Luengo Redondo – 5 IM (1)
Juan Maestu Gallego – 5 IM (1)

Psychologist (1)
Sierra Silvas (0.75)

School Counselor (1)
Erin Smith (1)

Teacher on Special Assignment (3)
Carrie Cox (1)
Yajaira Dehnad (1)
Elizabeth Bennett (1)

Teacher RSP (2)
Tyler Heaslet (0.4)
Michael Jones (1)

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CABRILLO UNIFIED SCHOOL DISTRICT
El Granada Elementary School

Principal (1)
Erin O'Connor Brown (1)

Classified Staff

Administrative Assistant I (1)
Leslye Sarabia (1)

School/Community Relations Assistant (1)
Hilda Flores De Leon (1)

Clerical Assistant II (1)
Julie Flores (0.75)

Maintenance Custodian (1)
Narciso Haro (1)

Custodian II (1)
Monica Rangel Castro (1)

Food Services Assistant II (1)
Margie Galvan (0.75)

Yard Duty Supervisor (4)
Apolonia Cortes Munoz (0.75)
James Marsh (0.375)
Jhinezka Mendoza (0.75)
Erika Rodriguez Florez (0.75)

Pre K Educator (1)
Christine Katout (0.75)

Health Tech (1)
Yadira Haro (0.75)

Paraprofessionals (2)
Maimoona Block (0.75)
Joceline Perez-Guevara (0.75)

Paraprofessional Bilingual (2)
Maria Haro (0.75)
Viviana Perez-Guevara (0.5)

Paraprofessional Special Education II (8)
Adolfo Acosta (0.45)
Raquel Aguilar (0.75)
Isilda Freitas (0.75)
Cady Rutherford (0.75)
Alejandra Martinez Molina (0.75)
Janet O'Donnell (0.75)
Dulce Sanchez Salazar (0.75)
Christianne Sprangers (0.75)
Julio Vidrio-Vasquez (0.75)
Ariana Vidrio (0.75)

Library Technician (1)
Annemieke Baker (0.6)

Expanded Learning Professional (1)
Elvia Soltero (0.625)

Certificated Staff

Classroom Teachers (14)
Annette Angeles-Hagarty – TK (1)
Heidi Stalder-Mills – TK (1)
Laurel Bigelow – K (1)
Katherine Caperna – K (1)
Tatiana Smith – 1 (1)
Alison Sorensen – 1 (1)
Aldo Palomino – 2 (1)
Angela Work – 2 (1)
Kylee Rippe – 2/3 combo (1)
Melanie Waechtler – 3 (1)
Stacey Walsh – 3 (1)
Lauren Williamson – 4 (1)
Mary Ballard – 4/5 combo)(1)
Avis Calhoun – 5 (1)

Psychologist (1)
Melanie Balaban (0.6)

School Counselor (1)
Kirsten Barrow (1)

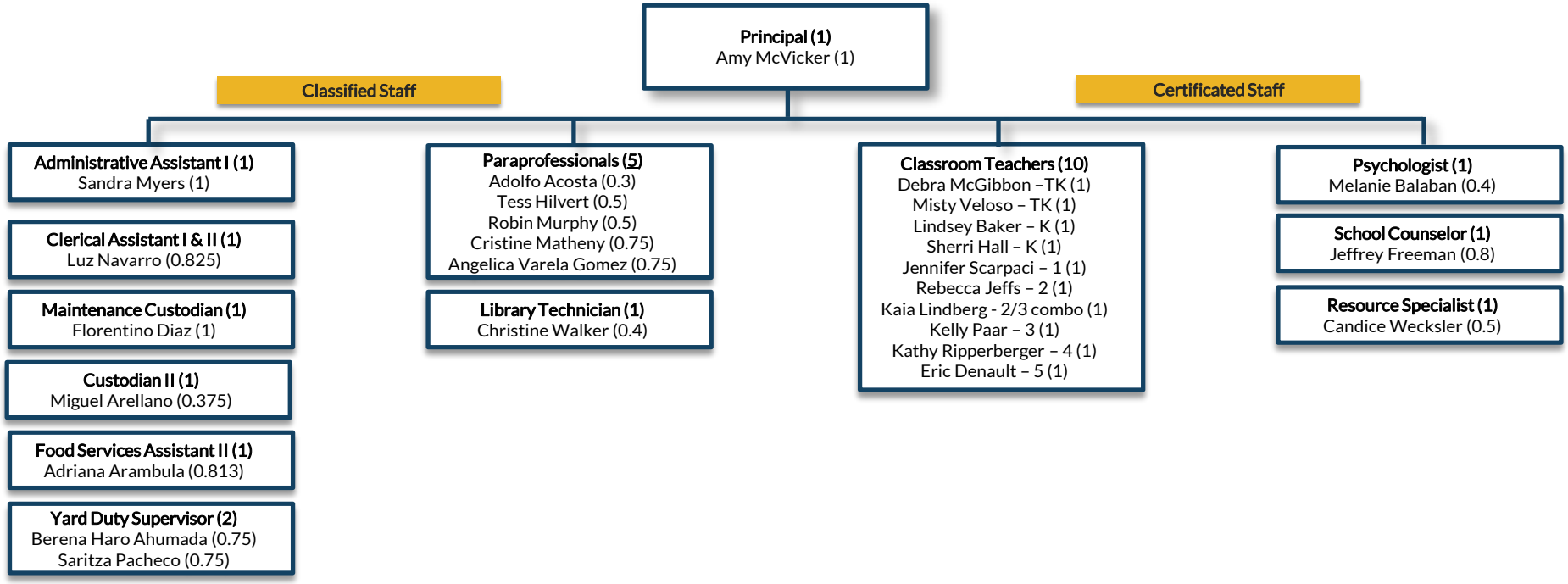
Teacher on Special Assignment(2)
Nicole Robinson (1)
Rosalie Simrock (1)

RSP Teacher (2)
Vanessa Buslon (1)
Megan Castro (1)

SDC Teacher (1)
Michaela McGee (1)
Shelby Vasquez (1) (Contract)

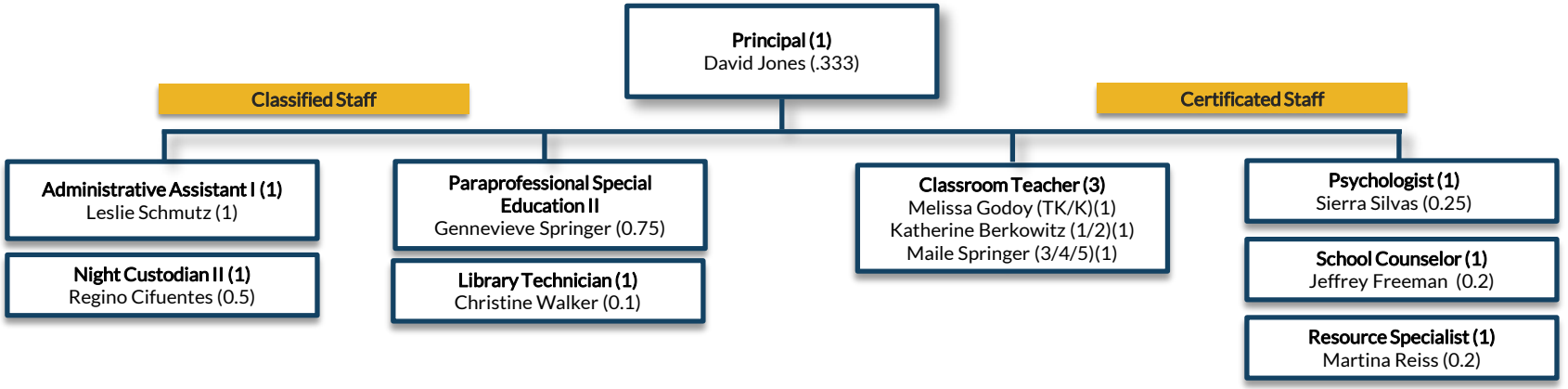
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CABRILLO UNIFIED SCHOOL DISTRICT
Farallone View Elementary School



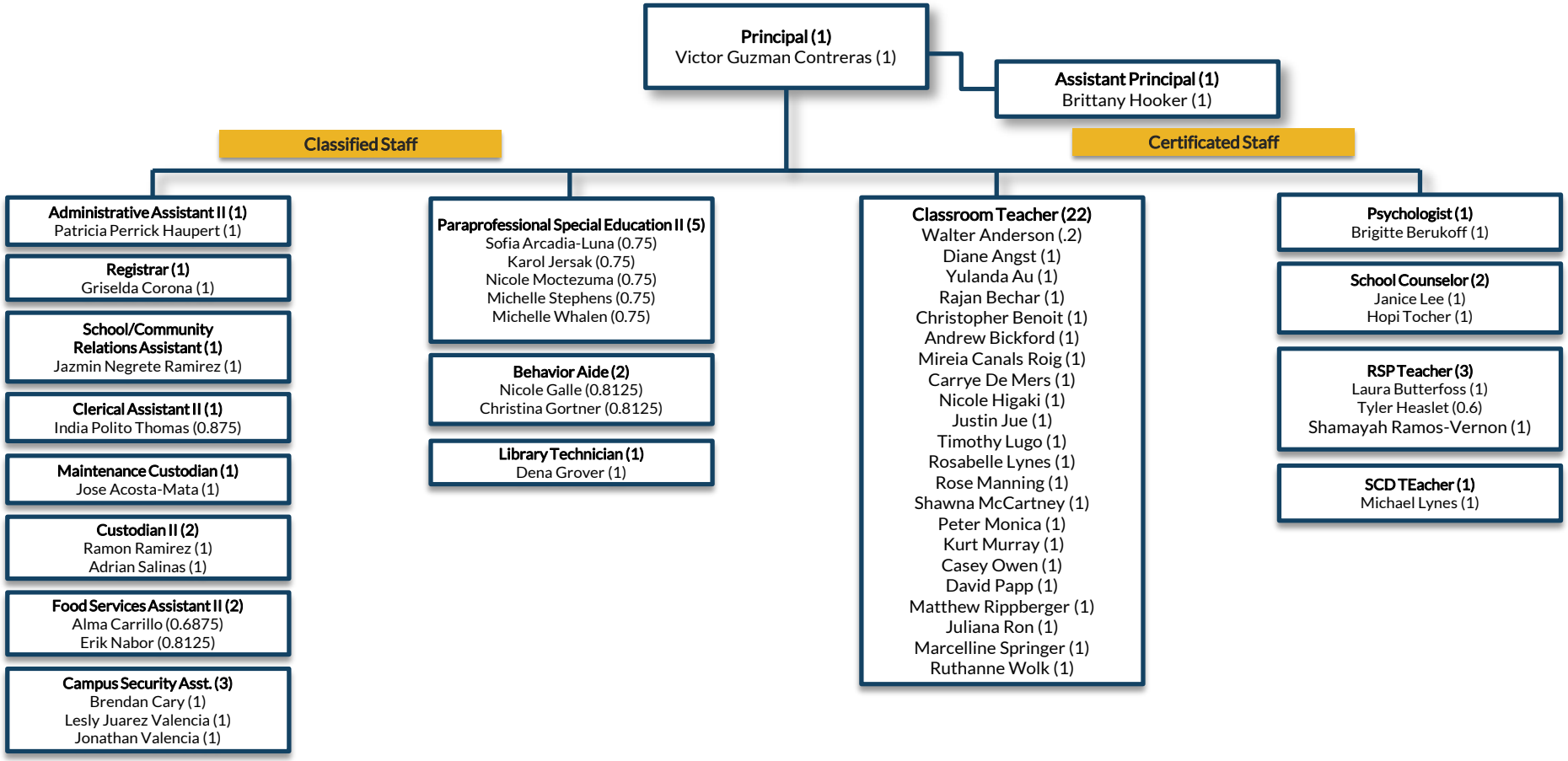
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CABRILLO UNIFIED SCHOOL DISTRICT
Kings Mountain Elementary School



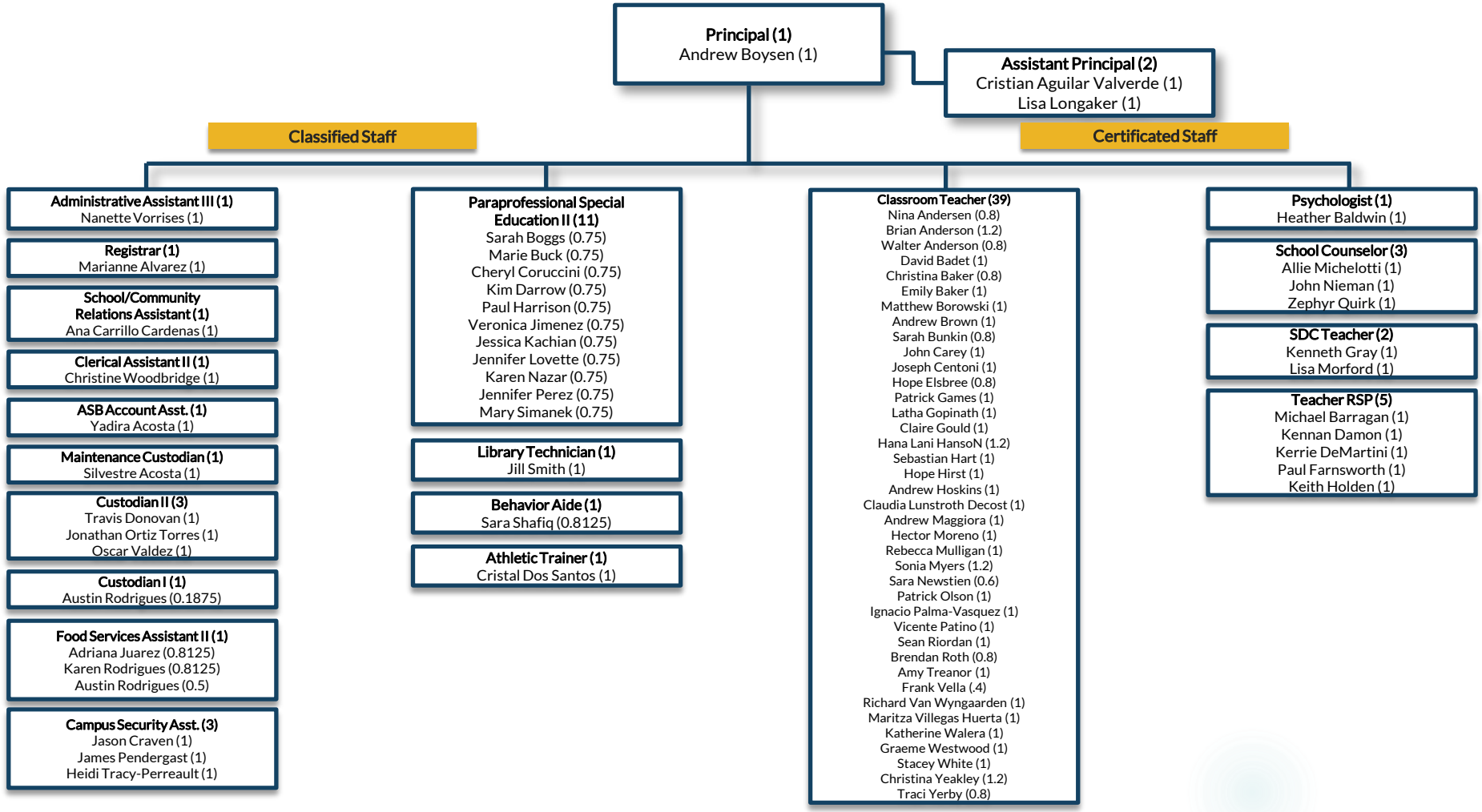
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CABRILLO UNIFIED SCHOOL DISTRICT
Cunha Intermediate School



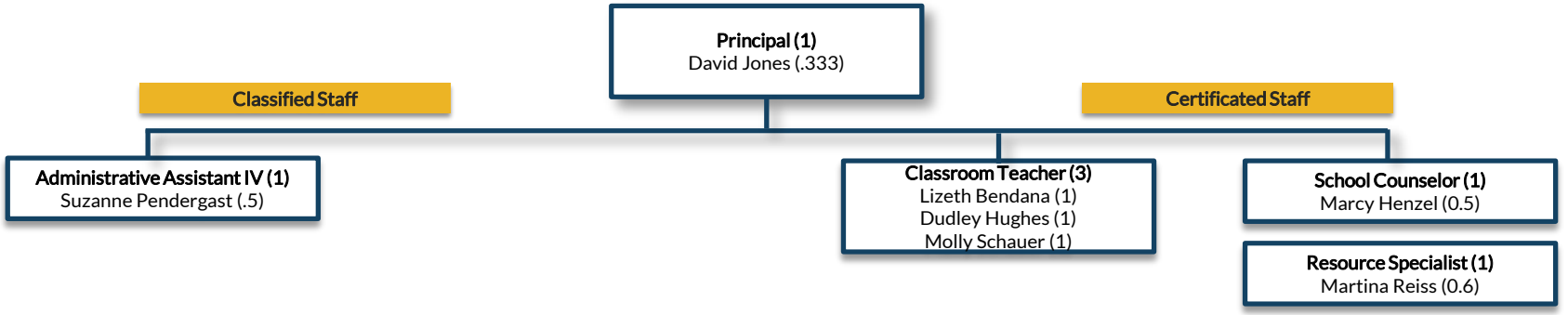
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CABRILLO UNIFIED SCHOOL DISTRICT
Half Moon Bay School



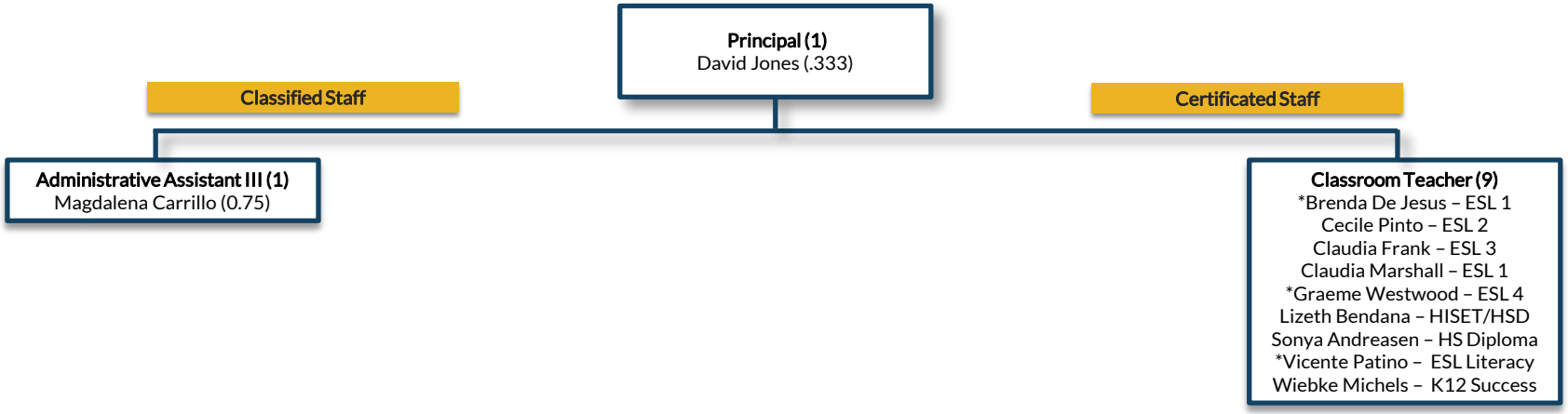
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CABRILLO UNIFIED SCHOOL DISTRICT
Pilarcitos Continuation High School / Alternative Education



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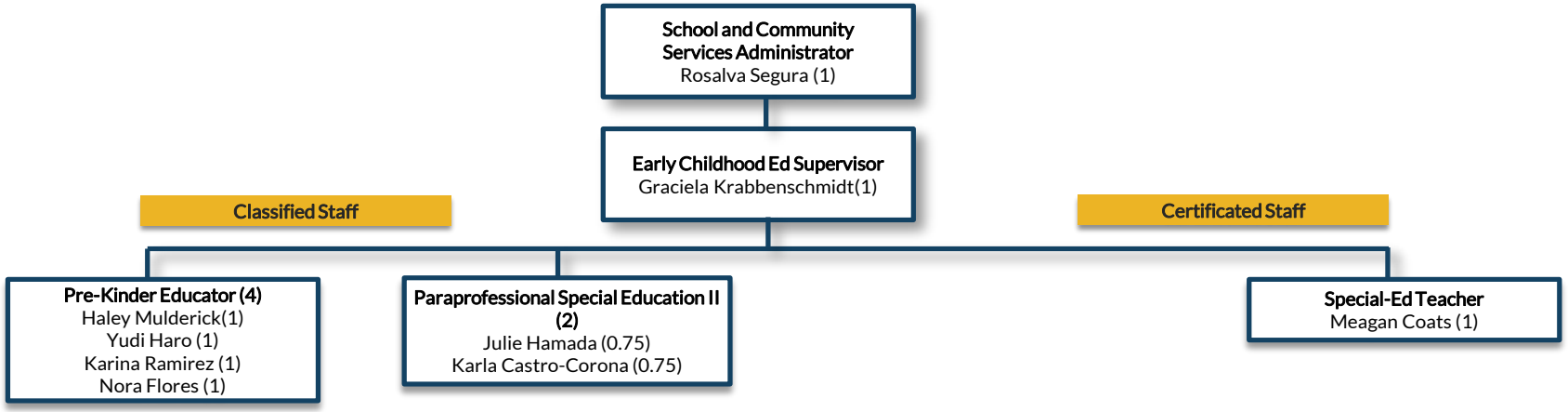
CABRILLO UNIFIED SCHOOL DISTRICT
La Costa Adult School



* Indicates Additional Assignment

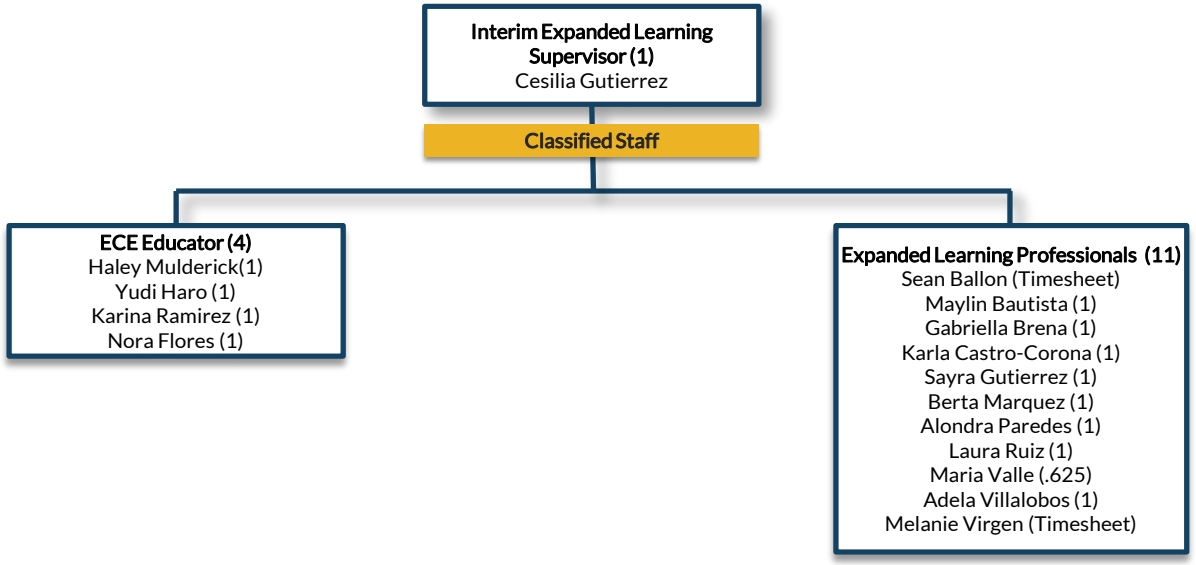
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CABRILLO UNIFIED SCHOOL DISTRICT
Los Listos Preschool



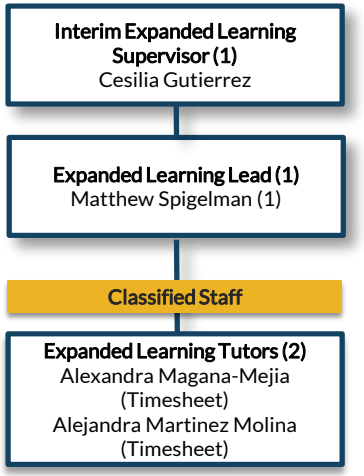
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CABRILLO UNIFIED SCHOOL DISTRICT
Expanded Learning Opportunities Program - Hatch



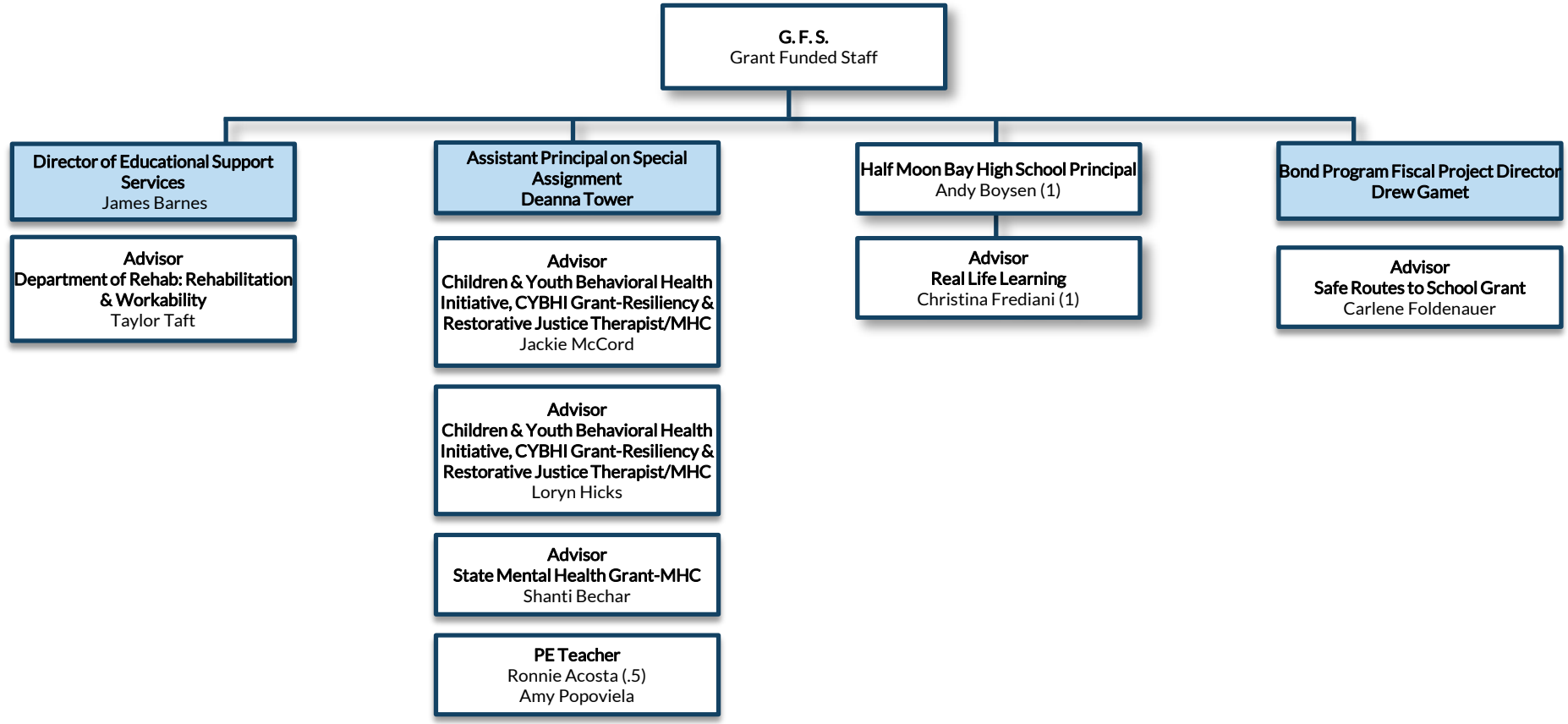
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CABRILLO UNIFIED SCHOOL DISTRICT
Dolphin Club - El Granada



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CABRILLO UNIFIED SCHOOL DISTRICT
Grant Funded Staff/Advisors



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Cabrillo Unified School District

Thank you!

QUESTIONS?

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CUSD

Cabrillo Unified School District

Strengthening Communication and Community Engagement

Dr. Ramon Miramontes, Superintendent
Governing Board Meeting
November 13, 2025

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Purpose of Presentation

Our Purpose Today:

- Reaffirm the Board's commitment to open, transparent communication.
- Share our vision for stronger connections with all district partners.
- Begin a collaborative process to shape a Governance Team resolution focused on effective communication and engagement.

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Background and Context

Why Communication Matters:

- Effective communication builds **trust, collaboration, and accountability.**
- The newly seated Governance Team recognizes the need for **clear, consistent, and inclusive dialogue.**
- Our district thrives when all voices—**staff, families, students, and community members—are heard and valued.**

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Who We Communicate With

Internal Partners:

- Governing Board & Superintendent
- Management Team & District Office Staff
- Site Leadership
- Certificated and Classified Staff

External Partners:

- Parents & Families
- Community Members
- Nonprofit & Civic Organizations
- Local Businesses & Taxpayers

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Guiding Principles

Our communication approach will be guided by:

1. **Transparency:** Open sharing of information and decision-making processes.
2. **Accessibility:** Information that is easy to find, understand, and use.
3. **Consistency:** Regular and predictable communication across all platforms.
4. **Collaboration:** Engaging partners in meaningful dialogue.
5. **Equity:** Ensuring all community members have a voice in our district's future.

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Alignment with District Mission

Mission:

"To serve all students through collaborative leadership and informed community engagement."

How This Initiative Supports the Mission:

- Strengthens two-way communication between the district and its stakeholders.
- Builds shared understanding of goals, challenges, and successes.
- Enhances community trust and involvement in district priorities.

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Current Communication Channels

Existing Platforms:

- District Website & School Newsletters
- Board Meetings & Agendas
- ParentSquare / Email Updates
- Community Forums & School Site Councils
- Social Media & Local Media Partnerships
- Monday Memos (including the Board Bits section highlighting Board Policy information)

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Short Term Opportunities for Growth

Areas Identified for Improvement:

- Unified messaging and branding across schools
- Expanded multilingual communication
- Increased transparency of Board actions and decisions
- Stronger feedback loops between schools and the community
- Streamlined communication systems across departments and schools
- Clearly defined responsibilities between the Board and administration to guide stakeholders

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Long Term Opportunities for Growth

Governance Team Proposal:

- Schedule a Board Retreat to define Board and Superintendent responsibilities and publicly establish goals
- Establish Board Goals and Protocols focused on stakeholder engagement.
- Identify measurable outcomes and accountability checkpoints.
- Develop a formal Board Resolution affirming the district's commitment to communication excellence.

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Recommendation

It is recommended that the Governing Board:

- Discuss and provide direction regarding:
  - The development of a Governance Team Resolution on communication.
  - Updates to Board Policies and Bylaws that support improved engagement.
- Begin drafting Board goals related to communication and transparency
- Participation in the Master of Governance program or other professional learning opportunities

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Invitation for Collaboration

Your Voice Matters!

- We invite ongoing input from all district partners.
- Together, we can strengthen trust, engagement, and shared purpose in Cabrillo Unified School District.

"Effective communication is the bridge between vision and action."

—Cabrillo Unified School District Governance Team

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Cabrillo Unified School District

Thank you!

QUESTIONS?

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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: November 13, 2025
TO: Members of the Governing Board
FROM: Carmen Daniel, Board President
Dr. Ramon Miramontes, Superintendent
CATEGORY: Action
ITEM TITLE: Proposal to Set Annual Organizational Meeting on Thursday, December 11, 2025, During the Scheduled Regular Board Meeting

BACKGROUND INFORMATION

In accordance with Education Code 35143, the Governing Board is required to hold an annual organizational meeting each year. In years when a regular election of district Board members occurs, the meeting must be scheduled within 15 days following the second Friday in December after the election. In years without an election, the meeting may be held on any date in December but must be completed by December 20.

Since there will be no Board elections in the Cabrillo Unified School District this year, the organizational meeting must be conducted within the first 20 days of December.

REPORT/PROPOSAL

It is proposed that the annual organizational meeting be scheduled for **Thursday, December 11, 2025**, during the regularly scheduled Board Meeting, which falls within the required timeframe.

During this meeting, the Board will:

- Elect a president and a clerk and/or vice president from among its members.
- Appoint the Superintendent as secretary to the Board.
- Authorize signatures.
- Approve a schedule of regular meetings for the year and a Board governance calendar.
- Designate Board representatives for district committees and collaborating organizations.

FISCAL ANALYSIS

There is no financial impact on the General Fund associated with the annual organizational meeting.

RECOMMENDATION

It is recommended that the Governing Board approve Thursday, December 11, 2025, as the date for the annual organizational meeting.

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

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SUPERINTENDENT
Dr. Ramon Miramontes

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

MEMORANDUM

MEETING DATE: November 13, 2025
TO: Members of the Governing Board
FROM: James Barnes, Director of Educational Support Services
Carlene Foldenauer, Coordinator of Safe Routes to School
CATEGORY: Consent/Action
ITEM TITLE: Adoption of Resolution 19-2025 Endorsing November 14, 2025, as Ruby Bridges Walk to School Day

BACKGROUND INFORMATION

Ruby Bridges is a living American activist who walked to school nearly every day and became a symbol of the civil rights movement at age six when she was the youngest of a group of African-American students designated to integrate schools in the American South. On November 14, 1960, her first day of school, she was escorted by four federal marshals and spent the entire day in the principal's office as irate parents marched into the school to remove their children.

Districts and schools in San Mateo County are encouraged to recognize Ruby's impact by adopting "Ruby Bridges Walk to School Day" on November 14 or on the following Wednesday when November 14 falls on a weekend. This year, Ruby Bridges Walk to School Day will be celebrated on Friday, November 14, 2025, and thus, we encourage students to honor Ruby Bridges while walking to school on this day.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

With the approval of Resolution No. 19-2025, the CUSD Governing Board recognizes and honors Ruby’s impact on equality and desegregation while also encouraging students and families to walk to school.

Prepared by: *Suzanne Pendergast*

RESOLUTION NO. 29-2025
BEFORE THE GOVERNING BOARD
OF THE CABRILLO UNIFIED SCHOOL DISTRICT
SAN MATEO COUNTY, CALIFORNIA

ENDORSING NOVEMBER 14, 2025, AS RUBY BRIDGES WALK TO SCHOOL DAY

WHEREAS, Ruby Bridges is an American activist who walked to school nearly every day and became a symbol of the civil rights movement at age six when she was the youngest of a group of African American students designated to integrate schools in the American South; and

WHEREAS, on November 14, 1960, Ruby Bridges was the only student of the group to enroll in William Frantz Elementary School in New Orleans; and

WHEREAS, on her first day of school, she was escorted by four federal marshals and spent the entire day in the principal's office as irate parents marched into the school to remove their children; and

WHEREAS, Ruby Bridges stood for equality and desegregation in the early 1960s; and

WHEREAS, Ruby Bridges is currently the chair of the Ruby Bridges Foundation, which she formed in 1999 to promote "the values of tolerance, respect, and appreciation of all differences," and

WHEREAS, Ruby Bridges has asserted that "Racism is a grown-up disease, and we must stop using our children to spread it;" and

WHEREAS, in 2018, scholars of Deborah Carlino's fifth-grade class from Martin Elementary School in the South San Francisco Unified School District learned about Ruby Bridges and were advocates for the adoption of a "Ruby Bridges Walk to School Day" as a way to honor Ruby's role in the Civil Rights Movement; and

WHEREAS, each year, the San Mateo County Office of Education Safe Routes to School Program leads this county-wide walk to school day; and the California State Senate passed the resolution to establish this special day each year, which was unanimously approved in September 2021.

WHEREAS, the Cabrillo Unified School District Governing Board and the Cabrillo Unified School District Superintendent support an educational environment that emphasizes inclusion, acceptance, and equality for all;

NOW, THEREFORE, BE IT RESOLVED that the Cabrillo Unified School District Governing Board and the Cabrillo Unified School District Superintendent hereby approve the adoption of "Ruby Bridges Walk to School Day," to be honored annually on November 14 or on the following Wednesday when November 14 falls on a weekend. This year, Ruby Bridges Walk to School Day will be celebrated on Thursday, November 14, 2025.

PASSED AND ADOPTED by the Governing Board of the Cabrillo Unified School District on the 14th day of November 2025 by the following vote:

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

Certified by:

_____
Carmen Daniel
Governing Board President
Cabrillo Unified School District

Attest by:

_____
Peter Cerneka
Clerk to the Governing Board
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: November 13, 2025
TO: Members of the Governing Board
FROM: Israel Castillo, Ed.M., Chief Academic Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Boys and Girls Club MOU for 1st–6th Grade After-School Programs for 2025-26 School Year

BACKGROUND INFORMATION

The Boys and Girls Club of the Coastside (BGCC) has a strong record of success as a leading provider of after-school academic and enrichment programs for middle and high school students on the San Mateo Coast. Their comprehensive approach, combining academic support, social-emotional learning, fitness, sports, and enrichment opportunities, has consistently demonstrated positive outcomes for students. BGCC and Cabrillo Unified School District (CUSD) have collaborated in the past to provide both summer camp and after-school programming, which have been well received by students and families alike.

Under this agreement, BGCC will continue to provide high-quality after-school programming that includes tutoring, mentoring, enrichment activities, and fitness opportunities. Students will be identified by CUSD and offered participation in the program. Families may choose to accept or decline enrollment. Any remaining spots will be offered to students who apply for participation and demonstrate financial need. Financial documentation, along with input from school counselors and site administrators, will help determine students identified as “at promise.”

Since the 2021–22 school year, CUSD and BGCC have partnered annually through the Expanded Learning Opportunities Program (ELOP) to support upper elementary and middle school students. This contract continues that partnership by providing after-school programming every school day from dismissal through the end of program hours, including minimum and conference days at the following sites:

- Hatch Elementary School: After-school programming for 2nd–5th grade students enrolled in the Expanded Learning Program
- Cunha Intermediate School: After-school programming for up to 30 6th grade students
- School Break Camps: Camps for up to 30 1st–6th grade students, offered during school breaks

For additional details, please refer to the attached BGCC Memorandum of Understanding (MOU) for the 2025–26 school year.

FISCAL ANALYSIS

The total cost of services provided under this agreement will not exceed $47,000, funded through the Expanded Learning Opportunities Program (ELOP) categorical allocation.

RECOMMENDATION

Approve as submitted.

Prepared by: *Josefina Infanzon*

AGREEMENT FOR SERVICE BETWEEN
THE CABRILLO UNIFIED SCHOOL DISTRICT AND CONTRACTOR

Boys & Girls Club of the Coastside (BGCC) ("CONTRACTOR") to provide services.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

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

The CONTRACTOR agrees to provide

A. Background
BGCC is a leading provider of after-school academic support for rising fourth to rising eighth grade students on the San Mateo Coast and offers a comprehensive out-of-school time program focused on academic achievement, social-emotional support, sports, fitness, and enrichment opportunities. BGCC and CUSD have previously partnered to provide both summer camp and after-school programming.

B. Scope of Services
With this contract, BGCC will provide after-school programming – tutoring, mentoring, enrichment, and fitness. All students will be identified by CUSD. These students will be offered a spot. They can enroll or decline. Any remaining spots will be given to students and their families who have applied to participate in the program and requested financial support. Financial documentation, school counselors, and site administration will help identify students as "at promise."

C. Deliverables - Camps during School breaks
- BGCC will provide expanded learning services for unduplicated students in grades 1 through 6 for a total of 30 students participating in 2 camps for a total of 6 days.
- The School breaks will be in February 2026 and April 2026.
- Program attendance records will be kept and shared with CUSD as requested.
- Student academic achievement will be documented through grades and participation (as evidenced by school records showing homework turned in.)

D. Deliverables - 2nd - 5th Grade / Elementary School
- BGCC will provide after-school programming - enrichment support and fitness on Tuesdays and Thursdays from 2:30 PM to 3:30 PM for a total of 46 days enrolled in the Expanded Learning Program at Hatch Elementary School.
- The program will begin on October 2, 2025, and finish on May 28, 2025.
- Optional programming focused on academic remediation and social experiences will be available on selected school holidays.
- Program attendance records will be kept and shared with CUSD as requested.
- Student academic achievement will be documented through grades and participation (as evidenced by school records showing homework turned in.)

E. Deliverables - 6th Grade/ Middle School
- BGCC will provide after-school programming - tutoring, mentoring, enrichment, and fitness every day from school dismissal to 6 PM for up to 30 sixth-grade students enrolled at Cunha Intermediate School.
- The program will begin on August 18, 2025
- Optional programming focused on academic remediation and social experiences will be available on selected school holidays.
- Program attendance records will be kept and shared with CUSD as requested.
- Student academic achievement will be documented through grades and participation (as evidenced by school records showing homework turned in).

F. TERM OF AGREEMENT: The term of this agreement is from August 18, 2025, to June 4, 2026.

G. COMPENSATION: The CONTRACTOR agrees to perform all the services of this agreement at the rate of:

- See deliverable C: $40/ per student per day attended for a total of 30 students (1-5 grade) participating in two three-day camps for a total of 6 days (Total for C $7,200)
- See deliverable D: $180.26/day for 46 days (Total for D $8,291.96)
- See deliverable E: $1,050/ per student per year up to 30 sixth-grade students (Total for E $31,500)

Total Compensation not to exceed $47,000 per this contract year.

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

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

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

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

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

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

N. INSURANCE: CONTRACTOR shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect CONTRACTOR and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from CONTRACTOR's operations under this Agreement, whether such operations be by CONTRACTOR, any subcontractor, anyone directly or indirectly employed by either of them or by an agent of either of them. Such insurance shall be a combined single limit bodily injury and property damage for each occurrence and shall not be less than the amount(s) specified below:

☒ Commercial General Liability... $2,000,000 (applies to all agreements)
__X__Auto Liability Insurance.. $1,000,000 (to be checked if motor vehicle used in performing services)
__X__Professional Liability..... $2,000,000 (to be checked if Contractor is a licensed professional)
__X__SAM Coverage..... $1,000,000 (to be checked if Contractor is a licensed professional unsupervised with students)
__ X__Workers' Comp..... $1,000,000 (to be checked if Contractor is a licensed professional)

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

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

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

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

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

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

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

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

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

Cabrillo Unified School District	Contractor
_____	_____
Israel Castillo Chief Academic Officer Educational Services Department	Contractor: Boys & Girls Club of the Coastside Executed by Mark Newton, Executive Director PO Box 545/600 Church Street, Room P11 Half Moon Bay, CA 94019
Date: _____	Date: _____
_____ Ramon Miramontes	Date: _____

Superintendent

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: November 13, 2025
TO: Members of the Governing Board
FROM: Dr. Ramon Miramontes, Superintendent
CATEGORY: Consent/Action
ITEM TITLE: Approval of Certificated Personnel Report

BACKGROUND INFORMATION

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

   Ashish Batra, Substitute Teacher, District Office, effective October 28, 2025

   Cheryl Brasil, Substitute Teacher, District Office, effective October 28, 2025

   Lisa Devry, Substitute Teacher, District Office, effective October 30, 2025

   Rachel Ginn, Substitute Teacher, District Office, effective October 23, 2025

   Theresa Janzen, Substitute Teacher, District Office, effective October 14, 2025

   Samantha Sommer, Substitute Teacher, District Office, effective November 3, 2025

   Denise Uniacke, Substitute Teacher, District Office, effective October 22, 2025

FISCAL ANALYSIS

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

RECOMMENDATION

Staff recommends approval of the November 13, 2025, Certificated Personnel Report as submitted.

Prepared by: *Erick Perez*

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
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MEMORANDUM

MEETING DATE: November 13, 2025
TO: Members of the Governing Board
FROM: Dr. Ramon Miramontes, Superintendent
CATEGORY: Consent/Action
ITEM TITLE: Approval of Classified Personnel Report

BACKGROUND INFORMATION

1. OFFER OF PROBATIONARY EMPLOYEMENT FOR 2025-26

Marco Rios Flores, Custodian II, Half Moon Bay High School, effective November 10, 2025

Melanie Virgen-Carrasco, Expanded Learning Professional, Hatch Elementary School, effective October 7, 2025

2. PROMOTIONS

Cesilia Gutierrez-Gaytan, formerly Administrative Assistant Migrant, promoted to Interim Expanded Learning Education supervisor, effective October 13, 2025

3. RESIGNATIONS

Bianca Forrester, Senior Human Resources Administrator, effective October 8, 2025

4. RETIREMENT

Steve Goldberg, Office Technician, District Office, effective December 31, 2025

Sandra Myers, Administrative Assistant I, Farallone View Elementary School, effective December 19, 2025

Diane Paoli, Accounts Technician, District Office, effective November 30, 2025

FISCAL ANALYSIS

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

RECOMMENDATION

Staff recommends approval of the November 13, 2025, Classified Personnel Report as submitted.

Prepared by: *Erick Perez*

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MEMORANDUM

MEETING DATE: November 13, 2025
TO: Members of the Governing Board
FROM: Dr. Ramon Miramontes, Superintendent
CATEGORY: Consent/Action
ITEM TITLE: Approval of the new Human Resources Specialist Job Description

BACKGROUND INFORMATION

The Human Resources Specialist position is a new position replacing the Administrative Assistant V, Human Resources position. The job description has been created to reflect duties that are better aligned with core responsibilities, ensuring our district's continued commitment to effectively serving our staff and supporting personnel operations.

REPORT/PROPOSAL

Per CSEA, voting for the approval of this position is still in progress and will conclude on Monday, November 10, 2025. If the CSEA members do not approve the position, this item will be removed from the agenda.

FISCAL ANALYSIS

This position will remain on the same salary schedule range as the Administrative Assistant V position. This position is already reflected in the budget presented by the CBO at the June 12, 2025, meeting of the Governing Board.

RECOMMENDATION

Staff recommends approval of the updated job description as submitted.

Prepared by: *Erick Perez*

CABRILLO UNIFIED SCHOOL DISTRICT

POSITION TITLE:

Human Resources Specialist

SALARY:
Per Classified Salary Schedule, Administrative V

PRIMARY FUNCTION:
Under the direction of the Senior Human Resources Administrator perform complex technical and administrative duties in support of human resources operations; provide information and assistance to employees and the general public regarding personnel functions, policies and procedures; prepare and maintain a variety of manual and automated personnel files, records and reports; coordinate recruitment activities and process personnel actions with discretion and confidentiality.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Personnel Administration:

- Assists in processing personnel actions including new hires, promotions, transfers, separations, and retirements; input employee data into human resources and payroll systems and databases
- Supports recruitment of certificated and classified personnel, including preparation and arrangement of appropriate advertising of vacancies through the Edjoin platform
- Orient new employees once selected; ensure all forms are properly completed and provided to Payroll Department and Board for approval in accordance with reporting deadlines
- Track leaves, promotions, resignations, and retirements; complete Board Personnel Action Reports when necessary
- Assists in performing background checks and reference checks as required

Data Management and Reporting:

- Populate leave banks, salary schedules and other datasets relating to human resources functions; maintain accuracy of automated systems
- Assists with research and compiles documentation related to employee salary increases including longevity, range and step increases; update appropriate systems and maintain records
- Prepare stipend lists for eligible categories including extra duty, department heads, combination class, administrator, professional growth, and unit advances
- Generate Employee Management System (ERP) reports, such as annual employment notices, absence reports, vacation rates, benefits reports and so on
- Compile statistical information for federal, state and local reports; process and evaluate forms and applications related to assigned functions
- Manage workers compensation leave tracking and record keeping
- Manages the Informed K12 platform for all departments

Compliance and Documentation:

- Review and process legal subpoenas with appropriate discretion
- Monitor TB expiration clearances and required trainings; schedule mandatory training sessions as needed

- Verify and review forms and reports for completeness and conformance with established regulations and procedures

Administrative Support:

- Assists the Personnel and Credentials Analyst to prepare CUSD Governing Board reports and presentations utilizing current technology for Board meetings
- Assist the Senior Human Resources Administrator in monitoring and achievement of LCAP goals and Strategic Plan objectives
- Prepare non-confidential information for Senior Leadership administrators for negotiation purposes
- Serve as administrative assistant to various committees as assigned; prepare agendas, attend meetings and prepare comprehensive minutes
- Responsible for all requisitions and ordering within the Human Resources Division

Communication and Coordination:

- Coordinate communication and activities with other District departments and personnel, students, parents, educational institutions, vendors, and outside organizations
- Respond to requests for information regarding Division functions, programs, personnel, policies, procedures and regulations
- Compose correspondence independently including inter-office communications, lists, notices, forms, letters, and memoranda
- Answer phones, verify employment, greet visitors and refer to appropriate staff members

File and Record Management:

- Maintain a variety of complex files and records often involving materials of a confidential nature
- Establish and maintain filing systems for both manual and automated records
- Input and retrieve computerized data; create queries and generate computerized lists and reports
- Schedule meetings, conferences and appointments for assigned administrators; arrange travel accommodations as necessary

Staff Development:

- Provide work direction, mentoring and coaching for clerical staff at the District office and school sites as assigned
- Train and provide assistance on complex and difficult work assignments for clerical staff related to the Human Resources program
- Prioritize work assignments in accordance with schedules and timelines

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of public human resources administration
- Practices and procedures related to certificated and classified personnel

- Computer software programs including but not limited to Adobe and Microsoft Office including Word, PowerPoint, and Excel, Informed K12
- Organization, policies and rules of assigned Division
- Modern office practices, procedures and equipment
- Record-keeping and report writing techniques
- Applicable federal and state laws, codes, regulations, policies and procedures
- Certificated and classified collective bargaining agreements
- Data control procedures and data entry operations
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Basic research methods
- Principles and practices of data collection and report preparation

ABILITY TO:

- Perform a variety of technical duties in support of human resources operations and activities
- Provide information and assistance to employees and the general public regarding personnel functions, policies and procedures
- Learn organizational operations, policies and objectives
- Compose letters and memoranda independently
- Maintain confidentiality using tact, patience and professionalism
- Plan and organize work effectively
- Train and provide work direction to others
- Understand and follow oral and written directions
- Work independently with little direction
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines
- Prepare reports by gathering and organizing data from a variety of sources
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Work efficiently with many interruptions
- Make arrangements for meetings and conferences using computer software
- Maintain variety of files, records and logs
- Use tact, initiative, prudence, and independent judgment within policy guidelines
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level coursework in business administration, human resources, communications or related field and three years of increasingly responsible clerical experience including one year of human resources experience.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance
- TB clearance

ENVIRONMENT:

- Office environment with moderate noise levels and constant interruptions
- May interact with upset staff and/or public representatives

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate office equipment including computer keyboard
- Visual acuity to read, prepare and ensure accuracy of materials and computer screen
- Hearing and speaking to exchange information on telephone or in person
- Sitting for extended periods of time
- Standing and walking between work areas as needed
- Bending, crouching, kneeling, stooping and reaching to retrieve and maintain files

This job description is not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel in this classification.

Pending Board Approval _____

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Dr. Ramon Miramontes

GOVERNING BOARD
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Breanna Lafontaine

MEMORANDUM

MEETING DATE: November 13, 2025
TO: Members of the Governing Board
FROM: Dr. Ramon Miramontes, Superintendent
CATEGORY: Consent/Action
ITEM TITLE: Approval of Coordinator of Educational Services Job Description

BACKGROUND INFORMATION

In alignment with the district's organizational approach, updating the Assistant Principal on Special Assignment position to Coordinator of Educational Services promotes greater symmetry and consistency within the Educational Services department.

FISCAL ANALYSIS

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

RECOMMENDATION

Staff recommends approval of the job description as submitted.

Prepared by: *Erick Perez*

CABRILLO UNIFIED SCHOOL DISTRICT

POSITION TITLE:
Coordinator of Educational Programs

SALARY:
Per Management/Unrepresented Salary Schedule, Certificated Administrator, High School Assistant Principal

PRIMARY FUNCTION:
Under the supervision of the Chief Academic Officer, and in collaboration with the Principals, the Coordinator of Educational Programs will effectively and efficiently help lead, shape, and guide the district's educational progress related to curriculum, instruction and assessment. The Coordinator of Educational Programs will provide professional development, implementation, and articulation of the district's PreK-12 curriculum programs, categorical/grants, and state and local assessments. The Coordinator of Educational Programs will provide assistance to school sites and principals in the development, preparation, and evaluation of school site educational plans, in alignment with the Local Control Accountability Plan and the district's strategic plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops a shared understanding of adopted standards for Pk-12 grades--based curriculum, instruction, and assessment that addresses student expectations and outcomes.
- Monitors student data to determine program and curriculum effectiveness, and makes recommendations for continued curricular improvement in these areas to benefit all students.
- Coordinates administration of state assessments, including CAASPP/SBAC (Smarter Balanced Assessment Consortium), ELPAC (English Language Proficiency Assessment of California), working with school administrators, district/site teachers on special assignment, teacher specialists, and school site testing coordinators. Provides direction, training, and oversight in all aspects of test administration.
- Coordinates research and development work related to instruction. Organizes all forms of valid data to support school personnel in understanding, monitoring, and evaluating quality instruction and student learning. Works with assessment and observational data to evaluate and improve the instructional program.
- Effectively utilizes all forms of valid data to track student progress in the aggregate and by subgroup. Evaluates effectiveness of categorical programs. Assists the leadership instructional teams from school sites in developing, implementing, monitoring, and evaluating student academic outcomes.
- Provides access to a variety of resources for effective instruction and differentiated support for all students, inclusive of English Learner populations.
- Makes available research which supports best practices for promoting instructional improvement.
- Plans and implements staff development, program development, and innovation of instructional strategies, incorporating teacher feedback and input.
- Builds the capacity of teachers to deliver high quality, data driven instruction.
- Coordinates and oversees all textbook adoption committees, textbook purchases, distribution, and inventory.
- Guides teachers in selection of assessment instruments and practical assessment strategies.

- Assists teachers in using formative and summative data to assess student progress toward and attainment of expected outcomes.
- Supports and coordinates strategic planning efforts for the district and school sites to ensure program quality, continuous improvement, and student achievement for all students, with specific focus on underserved students, students from poverty, English learners, foster youth, and migrant students.
- Co-leads LEAP (Local Educational Agency Plan) and LCAP (Local Control Accountability Plan) in concert with district staff, school leadership, students, and community stakeholders. Leads the implementation of state and federal categorical programs, including Title I, Title II, Title III, LCFF "Supplemental and Concentration", and migrant education programs. Recommends and administers policies and procedures to support state and federal categorical programs. Aligns plans and efforts to improve student learning based on Strategic Priorities and Eight State Priorities.
- Oversees and assists in planning, developing, and implementing all Single School Plans for Student Achievement and the School Accountability Report Cards.
- Ensures that all functions are consistent with applicable state and federal regulations, policies and programs, and the District's educational goals, objectives, and policies. Monitors district and school-wide compliance issues as they relate to the District's categorical programs. Coordinates and prepares for any external review processes related to state and federal programs, including LCAP oversight and Federal Program Monitoring (FPM) as necessary.
- In collaboration with site principals, observes the implementation and reporting of all grants related to PBIS and school culture..
- Performs related duties and responsibilities as required.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:

- State and Federal entitlement programs and legal requirements, practices, and procedures
- Principles and best practices of program development, budget preparation, and administration
- Understanding of the principles of program evaluation techniques
- Establishes and maintains productive collaborative relationships with others at all levels
- Selects, supervises, trains, and evaluates staff
- Responds to staff, parent/guardian, and community issues and concerns
- Develops and administers program goals, objectives, and procedures
- Interprets and applies Federal, State, and local policies, laws, and regulations
- Work effectively with staff, parents, community, and outside agencies
- Communicates clearly and concisely, both orally and in writing
- Establishes professional credibility
- Analyzes and interprets assessment results for the purpose of designing and modifying instruction
- Ability to effectively operate office equipment, computers, and all associated programs Uses and shares a variety of instructional strategies, applying knowledge of methods of supporting and extending instruction
- Ability to meet multiple deadlines and coordinate the work of multiple groups of people
- Ability to define problems, collect data, establish facts, and draw valid conclusions Maintains a safe and orderly working and learning environment
- Uses effective interpersonal skills including tact, patience, and courtesy

QUALIFICATIONS:

- Master's degree is preferred
- Valid California Administrative Services credential
- Site Administration Experience
- Bilingual in Spanish is desired
- Resourceful and driven to keep current with newest trends, methodologies, and thinking in instruction, assessments, and use of technology
- Strong communication and organizational skills
- Valid California driver's license and ability to drive a car to perform job requirements.

PHYSICAL ABILITIES:

- Communicates so others will be able to clearly understand normal conversation
- Dexterity of hands and fingers to operate a computer keyboard and manipulate paper Sees to read, to prepare documents and reports, and to observe students
- Sits or stands for extended periods of time
- Works at a desk, conference table, small student classroom table, or in meetings in various configurations
- Hears and understands speech at normal levels
- Kneels, bends at the waist, and reaches overhead, above the shoulders, and horizontally Lifts objects weighing up to 25 pounds

WORK CALENDAR/SALARY

- 12-month (215 Day) Calendar
- Placement on the Management/Unrepresented Salary Schedule, same as High School Assistant Principal

$148,220	$151,184	$154,208	$157,292	$160,438	$163,646	$166,919

Pending Board Approval _____

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: November 13, 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.

REPORT/PROPOSAL

The chart presented illustrates the Cabrillo Unified School District 2025-26 enrollment for periods 2 and 3 and is provided for informational purposes only.

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
2025-26 SCHOOL YEAR
ENROLLMENT REPORT

School Month No. **2** **Date:** **10/3/2025**

Grade	El Granada	Farallone View	Hatch	Kings Mountain	Cunha	Half Moon Bay High	Pilarcitos	Home & Independent Study	TOTALS
TK	40	29	60	5	-	-	-	0	134
K	47	34	88	4	-	-	-	0	173
1	45	20	67	7	-	-	-	0	139
2	54	28	89	8	-	-	-	0	179
3	51	26	94	8	-	-	-	0	179
4	40	25	80	10	-	-	-	0	155
5	52	31	80	2	-	-	-	0	165
6	-	-	-	-	144	-	-	0	144
7	-	-	-	-	179	-	-	1	180
8	-	-	-	-	164	-	-	0	164
9	-	-	-	-	-	192	0	0	192
10	-	-	-	-	-	216	1	0	217
11	-	-	-	-	-	191	15	4	210
12	-	-	-	-	-	240	18	10	268
TOTAL ENROLLMENT	**329**	**193**	**558**	**44**	**487**	**839**	**34**	**15**	**2499**
Total Enrollment as of 10/04/24	328	170	555	46	524	897	37	6	2563
Difference between 10/04/24 Total Enrollment and 10/03/25 Total Enrollment	**1**	**23**	**3**	**-2**	**-37**	**-58**	**-3**	**9**	**-64**
Total Enrollment as of 9/05/25	330	191	557	48	486	849	27	14	2502
Difference between 9/05/25 Total Enrollment and 10/03/25 Total Enrollment	**-1**	**2**	**1**	**-4**	**1**	**-10**	**7**	**1**	**-3**

CABRILLO UNIFIED SCHOOL DISTRICT
2025-26 SCHOOL YEAR
ENROLLMENT REPORT

School Month No. **3** **Date:** **10/3/2025**

Grade	El Granada	Farallone View	Hatch	Kings Mountain	Cunha	Half Moon Bay High	Pilarcitos	Home & Independent Study	TOTALS
TK	40	29	60	5	-	-	-	0	134
K	47	34	88	4	-	-	-	0	173
1	45	20	67	7	-	-	-	0	139
2	54	28	89	8	-	-	-	0	179
3	51	26	94	8	-	-	-	0	179
4	40	25	80	10	-	-	-	0	155
5	52	31	80	2	-	-	-	0	165
6	-	-	-	-	144	-	-	0	144
7	-	-	-	-	179	-	-	1	180
8	-	-	-	-	164	-	-	0	164
9	-	-	-	-	-	192	0	0	192
10	-	-	-	-	-	216	1	0	217
11	-	-	-	-	-	191	15	4	210
12	-	-	-	-	-	240	18	10	268
TOTAL ENROLLMENT	**329**	**193**	**558**	**44**	**487**	**839**	**34**	**15**	**2499**
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Total Enrollment as of 9/05/25	330	191	557	48	486	849	27	14	2502
Difference between 9/05/25 Total Enrollment and 10/03/25 Total Enrollment	**-1**	**2**	**1**	**-4**	**1**	**-10**	**7**	**1**	**-3**

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MEMORANDUM

MEETING DATE: November 13, 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 11.13.2025.

FISCAL ANALYSIS

There is no financial impact on the General Fund.

RECOMMENDATION

Approve as submitted.

Prepared by: *Holly Lynne*

November 13, 2025 Board Meeting
Summary Site Donations

Site	Items	Donor	Amount	Site Total Donations
HMBHS	Money for the Ashley Pedersen Memorial Scholarship Fund	William H. Smith	$2,000	
HMBHS	Money for four bike U-racks	Marin Holt/Coastside on Bikes	$1,000	
Pilarcitos	Pumpkins	Bob Marsh	$500	
				$3,500

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MEMORANDUM

MEETING DATE: November 13, 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 October 1, 2025, to October 31, 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 October 2025 is $13,677,649.68.

RECOMMENDATION

Receive the warrant register processed for the October 2025 period.

Prepared by: *Holly Lynne*

Checks Dated 10/01/2025 through 10/31/2025 — **Board Meeting Date October 2025**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
405552	10/10/2025	CAROLINE E. DOIDGE	Cancelled			242.85 *
		Cancelled on 10/09/2025, Cancel Register # PM251010				
719631	10/02/2025	FasTrak Violation Processing Dept	01-4300	License plate CA 1647846		8.00
719632	10/02/2025	COUNTY OF SAN MATEO	Cancelled	EG Lights Permit		8,046.00 *
		Cancelled on 10/14/2025, Cancel Register # AP10162025				
719633	10/02/2025	Linde Gas & Equipment Inc.	01-4300	Welding machines and equipment for Mr. Riordan.		26,920.96
719634	10/02/2025	Quattrocchi Kwok Architects	21-6210	Architect Fees for EG ES Pre-K Portables	1,202.50	
				Architect Fees for EG ES Swing Space Portable	4,722.00	
				EG Phase I Architect Fees	9,766.42	15,690.92
719635	10/02/2025	Studio W Architects	21-6210	FV Modernization Ph I & Phase II		42,018.12
719636	10/02/2025	DALE SCOTT & CO INC.	01-5810	Invoice 203494		5,400.00
719637	10/02/2025	Half Moon Bay Speech Inc	01-5867	Open PO to contract Rebecca K for the 2025-26 SY		24,960.00
719638	10/02/2025	Pacifica Community Television	01-5800	Board Meetings Broadcasting/Recording - OPEN		400.00
719639	10/02/2025	Southern Counties Lubricants, LLC	01-4300	Fuel and diesel supply for District transportation		1,538.15
719640	10/02/2025	TERRAVERDE ENERGY LLC	01-5800	TerraVerde Agreement for Solar Asset Mang. Service		5,117.42
719641	10/02/2025	U.s Bancorp Service Center	01-4300	SEPT25 Supt. Billing Statement	211.95	
			01-5200	SEPT25 Supt. Billing Statement	332.93	544.88
720266	10/06/2025	Amazon Capital Services	01-4300	MEP Materials		219.50
720267	10/06/2025	[redacted]	01-5200	Open PO to reimburse [redacted] for transportati		460.60
720268	10/06/2025	Cabe Cal Assn For Bilingual Educati	01-5800	Consulting and professional learning support for e		17,500.00
720269	10/06/2025	CARRILLO, MAGDAELENA	11-5200	Conference		207.77
720270	10/06/2025	Christine Borba-Furtado	01-5200	Open PO to reimburse transportation for Aidan K		558.60
720271	10/06/2025	CORTES, MARIA EUGENIA Y	01-5200	Mileage for Sept 2025		385.14
720272	10/06/2025	Ellen Silva Creative Services	01-4300	Open PO for Ellen Silva, Creative Services		500.00
720273	10/06/2025	EWELL EDUCATIONAL SERVICES INC	01-5200	Conference for S. Riordan		190.00
720274	10/06/2025	FELTS, BRYAN M	01-5200	Mileage for Sept 2025		185.71
720275	10/06/2025	Kis	01-4300	VEEAM DATA PLATFORM SUB.LICENSE X 2		2,670.00
720276	10/06/2025	Linde Gas & Equipment Inc.	01-4300	OPEN PO - Riordan		154.34
720277	10/06/2025	Metlife Small Market	01-9564	MetLife Billing Oct 25		395.50

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Checks Dated 10/01/2025 through 10/31/2025 — **Board Meeting Date October 2025**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
720278	10/06/2025	MIRAMONTES, RAMON	01-5200	Mileage Reimbursement for Dr. Ramon Miramontes		669.20
720279	10/06/2025	PACIFIC COAST AV	21-6400	Services and upgrades		1,887.27
720280	10/06/2025	PEARSON EDUCATION	01-4300	Welding Instruction		16,483.24
720281	10/06/2025	Primo Brands BlueTriton Brands, Inc.	01-4300	Water Delivery		127.64
720282	10/06/2025	Rebekah Will Audiology, PC	01-5800	Open PO to rec. Audiology serv. from Rebekah Will		1,875.00
720283	10/06/2025	RELIAS LLC	11-4300	Instructional support		120.80
720284	10/06/2025	Republic Services #925	01-5504	Waste Disposal, All Sites 25-26		3,927.87
720285	10/06/2025	Ricoh Usa Inc	01-5601	Open PO for Ricoh Overage Charges 25-26		15,886.79
720286	10/06/2025	Super Duper Publications	01-4300	PO to purchase One Word E &R Kits for SLPs		483.45
720287	10/06/2025	Svsoa Silicon Valley Sports Official	01-5800	Football & Volleyball Referees	4,365.00	
				Volleyball Referees	1,604.25	5,969.25
720288	10/06/2025	TAFT, TAYLOR G	01-5200	Mileage for Sept 2025		8.40
720289	10/06/2025	Tk Elevator Corporation	01-5603	Elevator Maintenance and Repair Services		3,170.88
720290	10/06/2025	Turnitin Holdings LLC	01-4300	Turnitin subscription renewal for 2025-26		6,760.00
721365	10/09/2025	BENDANA, LIZETH M	01-4300	Open PO - RJ Supplies for Trainings		265.11
721366	10/09/2025	Big Creek Lumber	01-4300	Opne PO for Big Creek HMB High School SY 25-26		160.50
721367	10/09/2025	California Water Service	01-5503	KM Water Bill		521.22
721368	10/09/2025	CARRILLO, MAGDAELENA	11-5200	Mileage for Aug-Oct 2025		91.28
721369	10/09/2025	Christina Frediani	01-4300	Real Life Learning CEG SIG 2025-26	243.95	
			01-5800	Real Life Learning CEG SIG 2025-26	3,256.05	3,500.00
721370	10/09/2025	Cintas	01-5603	Uniform Cleaning Services and rental.		398.36
721371	10/09/2025	CLARK PEST CONTROL	01-5800	District-Wide Pest Control Services		185.00
721372	10/09/2025	Coastside County Water Distric	01-5503	Coastside County Water		15,757.71
721373	10/09/2025	Dept Of Industrial Relations Payment Processing Center	01-5800	DIR State Conveyance Invoices for Cunha Elevators		125.00
721374	10/09/2025	Dept Of Industrial Relations Payment Processing Center	01-5800	DIR State Conveyance Invoices for Cunha Elevators		225.00
721375	10/09/2025	Ellen Silva Creative Services	01-4300	Ellen Silva- Creative Services		500.00
721376	10/09/2025	GUZMAN CONTRERAS, VICTOR M	01-4300	Back to School Night Refreshments	335.31	
				Pizza/Refreshments for ELAC Meeting	126.96	462.27
721377	10/09/2025	HD Supply Facilities Maint	01-4300	Building supplies & Materials		4,613.65
721378	10/09/2025	Hmb Smog	01-5603	Transportation Smog Check & Repair Services		420.31
721379	10/09/2025	JONES, DAVID F	01-4300	Woodworking Class		558.25

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Checks Dated 10/01/2025 through 10/31/2025 — **Board Meeting Date October 2025**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
721380	10/09/2025	Kayla Picard-Martinez	01-5800	Reimbursement for TB Testing for Cunha's Amity		135.00
721381	10/09/2025	Linde Gas & Equipment Inc.	01-4300	OPEN PO - Riordan		2.88
721382	10/09/2025	Montara Water And Sanitary District	01-5503	Bi-Monthly Water Bill-FV		1,377.76
721383	10/09/2025	On Point Language Solutions	01-5800	Interpretation/Translation Services CUSD schools		2,127.40
721384	10/09/2025	Pacific Gas And Electric	01-5502	Open PO for District PG&E		729.17
721385	10/09/2025	Pacifica Community Television	01-5800	Board Meetings Broadcasting/Recording - OPEN		800.00
721386	10/09/2025	Paulo's Auto Care	01-5603	Vehicle Repair & Maintenance Services		410.99
721387	10/09/2025	Recology Of The Coast	01-5504	Open PO for Recology of the Coast 25-26		523.26
721388	10/09/2025	Sysco - San Francisco	01-4300	Sysco - ELOP snacks		301.48
721389	10/09/2025	Total School Solutions	01-5800	TSS Consultants in Sept 2025		5,843.75
721390	10/09/2025	Trade Credit Services Hassett Hardware	01-4300	Building Supplies for MOT Dept.		1,757.10
721391	10/09/2025	U.C. REGENTS	01-5210	UC Elkus Ranch Leadership Program		5,000.00
721392	10/09/2025	U.s Bancorp Service Center	01-4300	SEPT 25 Business Billing		144.00
721393	10/09/2025	ARCADIO'S PRODUCE INC.	13-4710	Milk & Produce for HS	196.99	
			13-4712	Milk & Produce for HS	22.11	219.10
721394	10/09/2025	David's Bagels	13-4712	Bagels for HS		184.00
721395	10/09/2025	Nob Hill Catering	13-4710	Lunch:Hatch,ElGranad,Farallone.KMtn & Cunha		23,113.55
721396	10/09/2025	Orkin Exterminating Co	13-5800	Pest Control		172.00
721397	10/09/2025	Straw Hat Pizza	13-4710	Pizza	31.98	
				School Lunches	1,119.30	1,151.28
721893	10/13/2025	American Portables	21-5600	ADA LUXURY TRAILER RENTAL - 10 MONTHS		500.00
721894	10/13/2025	AstroTurf Corporation	01-6170	Turf Replacement @ HMBHS & Cunha	1,660,754.92	
			21-6170	Turf Replacement @ HMBHS & Cunha	1,660,754.92	3,321,509.84
721895	10/13/2025	CORE WEST INC	21-6200	FV Modernization General Contractor		730,512.84
721896	10/13/2025	Quattrocchi Kwok Architects	21-6210	Architect Fees for EG ES Swing Space Portable	6,296.00	
				Architect Fees for EG Modernization Phase II	40,371.99	
				EG Phase I Architect Fees	10,587.18	57,255.17
721897	10/13/2025	RODAN BUILDERS INC	21-6200	El Granada Phase II		2,891,715.26
721898	10/13/2025	Nob Hill Catering	13-4710	Lunch:Hatch,ElGranad,Farallone.KMtn & Cunha		33,060.72
721899	10/13/2025	Straw Hat Pizza	13-4710	Pizza		31.98

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
721900	10/13/2025	ARCADIO'S PRODUCE INC.	13-4710	Milk & Produce for HS	219.29	
			13-4712	Milk & Produce for HS	24.61	243.90
721901	10/13/2025	Spork Food Hub - Fiery Ginger	01-4300	Produce for Grant		5,226.08
721902	10/13/2025	BARROW, KIRSTEN A	01-5200	Mileage for SMCOE training		53.20
721903	10/13/2025	Bfi Of CA INC-Ox Mtn Landfill	01-5504	Green Waste Dropoff 25-26		130.22
721904	10/13/2025	Big Creek Lumber	01-4300	Opne PO for Big Creek HMB High School SY 25-26		674.99
721905	10/13/2025	CARLTON, LYNNE K	01-4200	Reimb for books		338.98
721906	10/13/2025	CIFUENTES RECYCLING & HAULING	01-4300	Recycling, Debris Box, and Related Services		3,300.00
721907	10/13/2025	Curriculum Associates Inc	01-4300	PO to purchase i-Ready for Laura and Arvin @Cunha		2,525.00
721908	10/13/2025	Danny Bretao Danny Lopes	01-8699	Los Listos Field Trip		465.00
721909	10/13/2025	Fedex	01-5903	Open PO for FedEx		96.39
721910	10/13/2025	Gold Star Foods Inc.	01-4300	ELOP Snacks		243.88
721911	10/13/2025	Grainger Inc.	01-4300	OPEN PO - Riordan		69.91
721912	10/13/2025	JONES, DAVID F	01-4300	Prop 28		75.10
721913	10/13/2025	Lopez Fence	01-5603	Fencing Installation and Repairs		640.00
721914	10/13/2025	Napa County Office of Edu	01-5200	Educating for Careers Conference Registration		600.00
721915	10/13/2025	PEREZ, ERICK L	01-5200	Mileage for Sept 2025		186.90
721916	10/13/2025	School Specialty Llc	01-4100	Additional Science textbooks for El Granada school	1,519.44	
				Science Textbooks for Hatch Elementary	284.30	1,803.74
721917	10/13/2025	Smartsign Xpressmyself.Com LLC	01-4300	Office Hours Signs for All School Sites		1,316.42
721918	10/13/2025	U.s Bancorp Service Center	01-4300	SEPT 25 Business Billing		17.70
721919	10/13/2025	Wilson Language Training	01-4300	PO to purchase Fundations teacher kits for Hatch		2,905.03
721920	10/13/2025	Sysco - San Francisco	13-4300	Ala Carte Market Foods & Supplies	809.10	
			13-4710	Ala Carte Market Foods & Supplies	744.07	
			13-4712	Ala Carte Market Foods & Supplies	1,744.51	3,297.68
721921	10/13/2025	Sysco - San Francisco	13-4300	Ala Carte Market Foods & Supplies	76.10	
			13-4712	Ala Carte Market Foods & Supplies	396.55	472.65
721922	10/13/2025	Sysco - San Francisco	13-4712	Ala Carte Market Foods & Supplies		517.43
721923	10/13/2025	AMERICAN FIDELITY ADMINISTRATIVE SERVICES LLC	01-5800	Invoice 77439		4,713.00
721924	10/13/2025	DOIDGE, CAROLINE E	01-5200	Sept Mileage		71.89
721925	10/13/2025	Interstate Batteries	01-4300	MOT Batteries		551.55
721926	10/13/2025	Totally Promotional	01-4300	Lanyards		136.11

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
721927	10/13/2025	Trade Credit Services Hassett Hardware	01-4300	Building Supplies for MOT Dept.		50.97
722233	10/14/2025	CASTILLO TORRES, ISRAEL	01-4300	Peets reimbursement		30.95
722234	10/14/2025	DESIGNING SCHOOLS INC.	01-5800	PRofessional Develoment on Artificial Inteligence		12,000.00
722235	10/14/2025	XTL US INC.	01-4300	Laser Cutter and Heat Press		5,177.76
722236	10/14/2025	ACSIG	01-9572	Vision Benefits		4,957.18
722237	10/14/2025	CIFUENTES RECYCLING & HAULING	21-5800	Debris Box & Services for EG		2,700.00
722238	10/14/2025	TEXAS LIFE INSURACE COMPANY	01-9585	Life Insurance Benefits		2,458.59
722892	10/16/2025	Sysco - San Francisco	13-4300	Ala Carte Market Foods & Supplies	726.96	
			13-4710	Ala Carte Market Foods & Supplies	238.22	
			13-4712	Ala Carte Market Foods & Supplies	424.67	1,389.85
722893	10/16/2025	ACSIG Dental	01-9571	September Dental Billing		22,530.85
722894	10/16/2025	CIFUENTES RECYCLING & HAULING	21-5800	Debris Box & Services for FV		1,800.00
722895	10/16/2025	Smcsig	01-9553	10/2025 Health Benefits	28,173.39	
			01-9564	10/2025 Health Benefits	357,068.61	385,242.00
722896	10/16/2025	At&t Mobility	01-5901	Open PO for AT&T Mobility		249.00
722897	10/16/2025	Big Creek Lumber	01-4300	Opne PO for Big Creek HMB High School SY 25-26		343.18
722898	10/16/2025	Chavan & Associates Llp	01-5820	Audit Services Chavan & Associates LLP		2,300.00
722899	10/16/2025	Kathryn Strauss	01-5800	Website Consultant Contract		4,900.00
722900	10/16/2025	Matthew Spigelman	01-4300	Reimbursements for supplies for Dolphin Club		92.44
722901	10/16/2025	NAVARRO, LUZ M	01-4300	Medical supplies		61.71
722902	10/16/2025	Occupational Health Centers Of California - A Medical Corp	01-5800	Transportation Department Physical Exam		423.00
722903	10/16/2025	Ricoh Usa Inc	01-4300	Staples for EG		56.68
722904	10/16/2025	Southern Counties Lubricants, LLC	01-4300	Fuel and diesel supply for District transportation		1,628.48
722905	10/16/2025	SPIGELMAN, MATTHEW R	01-5200	Mileage reimb for Aug-Oct 2025		30.80
722906	10/16/2025	The Avalon Academy	01-5100	PO250431	11,769.00	
			01-5800	PO250431	162.00	
			01-5864	PO250431	2,775.50	
			01-5867	PO250431	1,458.00	16,164.50
723447	10/20/2025	Bay Area Air Quality Management District	01-5800	Bay Area Air Quality Annual Permit		296.00
723448	10/20/2025	Demco Inc.	01-4200	Purchase Library Books		192.62
723449	10/20/2025	Dept Of Industrial Relations Payment Processing Center	01-5800	DIR State Conveyance Invoices for H.S. Elevator		225.00

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723450	10/20/2025	Dept Of Industrial Relations Payment Processing Center	01-5800	DIR State Conveyance Invoices for H.S. Elevator		125.00
723451	10/20/2025	HARO, YADIRA	01-5200	MILEAGE for Sept 2025		76.44
723452	10/20/2025	Ink Spell Books	01-4200	Books for AVID		314.63
723453	10/20/2025	MURRAY'S TRUCK AND AUTO REPAIR	01-5603	Bus Service and Repairs		662.11
723454	10/20/2025	PACIFIC COAST AV	21-6400	Final invoice		1,887.91
723455	10/20/2025	Powerschool Group Llc	01-4300	Power Buddy & SIS		13,462.85
723456	10/20/2025	Resource Solutions Of Sf Group	01-4300	Custodial Supplies for All School Sites		267.00
723457	10/20/2025	Ricoh Usa Inc	01-5601	Open PO for Ricoh Overage Charges 25-26		11.50
723458	10/20/2025	San Mateo County Tax Collector	01-5504	CUSD Property Tax Bills 2025-2026-All Sites		58,434.39
723459	10/20/2025	Sysco - San Francisco	01-4300	Sysco - ELOP snacks		189.59
723460	10/20/2025	Uline Attn: Accounts Receivable	01-4300	Supplies and Equipment for Warehouse & Maintenance		13,679.19
723461	10/20/2025	Valencia's Painting	01-5800	Deposit		1,800.00
723462	10/20/2025	Colbi Technologies	21-5800	Vendor List Prequel Tool		1,495.00
723463	10/20/2025	On Point Language Solutions	01-5800	Interpretation Services for Graduation Ceremonies		1,834.10
723464	10/20/2025	A+ Livescan Services	01-5800	Open PO for Livescan 25-26		2,965.00
723465	10/20/2025	Asap Administrative Software Applic	11-4300	Software		4,798.43
723466	10/20/2025	BENDANA, LIZETH M	01-4300	Open PO - RJ Supplies for Trainings		175.07
723467	10/20/2025	Christina Frediani	01-4300	Real Life Learning CEG SIG 2025-26	22.33	
			01-5800	Real Life Learning CEG SIG 2025-26	298.12	320.45
723468	10/20/2025	DIBARTOLO-FORRESTER, BIANCA P	01-4300	Donuts for Negotiations		127.50
723469	10/20/2025	Ellen Silva Creative Services	01-4300	Open PO for Ellen Silva, Creative Services		400.00
723470	10/20/2025	HANSON, HANA LANI J	01-4300	Supplies		120.57
723471	10/20/2025	JONES, DAVID F	01-4300	Prop 28		150.71
723472	10/20/2025	Occupational Health Centers Of California - A Medical Corp	01-5800	Transportation Department Physical Exam		141.00
723473	10/20/2025	Primo Brands BlueTriton Brands, Inc.	01-4300	Water Delivery		113.93
723474	10/20/2025	Wex Bank	01-4300	Open PO - Gas Cards		130.08
724752	10/23/2025	Gold Star Foods Inc.	13-4711	Misc Food for all sites		2.74
724753	10/23/2025	[redacted]	01-5200	Open PO to reimburse transportation for [redacted]		80.08
724754	10/23/2025	Department Of Justice Accounting Office	01-5800	Open PO for Dept Of Justice 25-26		7,399.00
724755	10/23/2025	Skyview Tree Service Inc	01-5603	Tree Services Multiple Sites and Properties		21,200.00
724756	10/23/2025	DEPT OF GENERAL SERVICES OFFICE OF FISCAL SERVICES	21-6210	APP # 01-120673		3,987.61

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
724757	10/23/2025	DEPT OF GENERAL SERVICES OFFICE OF FISCAL SERVICES	21-6210	APP # 01-121184		1,808.48
724758	10/23/2025	DEPT OF GENERAL SERVICES OFFICE OF FISCAL SERVICES	21-6210	APP # 01-121631		376.25
724759	10/23/2025	AMERICAN FIDELITY ADMINISTRATIVE SERVICES LLC	01-5800	Oct 2025 fee		501.00
724760	10/23/2025	Andreini Bros Inc.	01-5800	CUSD D.O. Speed Bumps		6,800.00
724761	10/23/2025	BARROW, KIRSTEN A	01-4300	To purchase soundproofing panels for Counseling		40.18
724762	10/23/2025	BENDANA, LIZETH M	Cancelled	Reimbursement for Lizeth Bendana	241.18	*
				Super Friday Materials	81.35	322.53 *
		Cancelled on 10/28/2025, Cancel Register # AP10292025				
724763	10/23/2025	E-rate Online Llc	01-5800	USF Filing Services		3,750.00
724764	10/23/2025	GIGAKOM	21-4400	Network Equipment for Bond Projects		599.67
724765	10/23/2025	Grainger Inc.	01-4300	OPEN PO - Riordan		1,943.86
724766	10/23/2025	GUZMAN CONTRERAS, VICTOR M	Cancelled	Reimbursement for Lizeth Bendana		334.99 *
		Cancelled on 10/28/2025, Cancel Register # AP10292025				
724767	10/23/2025	Hearing Conservation Associate	01-5800	PO250190		4,854.45
724768	10/23/2025	INFANZON, JOSEFINA	01-4300	CABE Training with Parents		13.98
724769	10/23/2025	Ricoh Usa Inc	01-5601	Open PO for Ricoh Overage Charges 25-26		5,810.52
724770	10/23/2025	SCHAUER, MOLLY F	01-4200	Reimbursement for Library Books		102.84
724771	10/23/2025	The Goodheart-willcox Co. Inc.	01-9510	EP250052		4,572.76
724772	10/23/2025	Gold Star Foods Inc.	13-4300	Misc Food for all sites	140.20	
			13-4710	Misc Food for all sites	5,150.45	
			13-4711	Misc Food for all sites	11.49	
			13-4712	Misc Food for all sites	1,469.40	
			13-4790	Misc Food for all sites	85.82	6,857.36
724773	10/23/2025	Big Creek Lumber	01-4300	District Office Maintenance Dept. Open P.O.2025-26		155.20
724774	10/23/2025	Opening Technologies	01-4300	Supplies, Locks, Doors and Repairs		1,071.55
724775	10/23/2025	Skyview Tree Service Inc	01-5603	Tree Services Multiple Sites and Properties		24,500.00
724776	10/23/2025	U.s Bancorp Service Center	01-4300	OCT 25 Business Billing	4,642.76	
			01-5200	OCT 25 Business Billing	1,190.00	
			11-4300	Open PO for PRIMO Water Services	80.94	
			11-5200	OCT 25 Business Billing	842.04	
			21-5800	OCT 25 Business Billing	4,224.15	10,979.89
724777	10/23/2025	Bagg Bay Area Geotechnical Grp	21-6240	PO251123, Services in FY26		5,128.75
724778	10/23/2025	CIS INC	21-6290	FV Inspection Services		21,800.00
724779	10/23/2025	Consolidated Engineering Lab	21-6290	El Granada Ed Building C & Site Work		3,709.04

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Checks Dated 10/01/2025 through 10/31/2025 — **Board Meeting Date October 2025**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
724780	10/23/2025	Mobile Modular Mgmt Corp	21-5600	PO 250792 Leased in 25-26		6,615.00
724781	10/23/2025	Nor-Cal Moving Services	21-5800	PO251030, Work done in FY26		4,224.00
724782	10/23/2025	Opening Technologies	21-4300	EG Phase I		408.29
725482	10/27/2025	Studio W Architects	21-6210	HMBHS Central Kitchen & Athletic Training Expansion		47,688.30
725483	10/27/2025	Gold Star Foods Inc.	13-4710	Misc Food for all sites		164.45
725484	10/27/2025	U.s Bancorp Service Center	01-4300	OCT 25 Business Billing		99.08
725485	10/27/2025	AstroTurf Corporation	01-6170	Turf Replacement @ HMBHS & Cunha	580,092.89	
			21-6170	Turf Replacement @ HMBHS & Cunha	580,092.90	1,160,185.79
725486	10/27/2025	Campbell Keller	21-4400	PO250852, Received in FY26		164,662.20
725487	10/27/2025	Nor-Cal Moving Services	21-5800	PO251030, Work done in FY26		26,992.22
725488	10/27/2025	RODAN BUILDERS INC	21-6200	El Granada Phase II		2,217,988.00
725489	10/27/2025	RODAN BUILDERS INC	21-6200	El Granada Phase II		1,340,724.89
725490	10/27/2025	State of CA Employment Development Dept	01-9565	Quarterly Contribution		3,002.45
725491	10/27/2025	TERRAVERDE ENERGY LLC	01-5800	TerraVerde Agreement for Solar Asset Mang. Service		40,115.00
725492	10/27/2025	U.s Bancorp Service Center	01-4300	Texts for the Publications course		223.70
725493	10/27/2025	Ca Dept Of Tax & Fee Administr	01-4300	July-Sept 2025 Fuel Tax		44.00
725494	10/27/2025	ARCADIO'S PRODUCE INC.	13-4710	Milk & Produce for HS	456.00	
			13-4712	Milk & Produce for HS	374.85	830.85
725495	10/27/2025	David's Bagels	13-4712	Bagels for HS		138.00
725496	10/27/2025	Spork Food Hub - Fiery Ginger	01-4300	Produce for Grant		2,438.24
725497	10/27/2025	Straw Hat Pizza	13-4710	Pizza	47.97	
				School Lunches	1,183.26	1,231.23
725498	10/27/2025	Sysco - San Francisco	13-4300	Ala Carte Market Foods & Supplies	389.01	
			13-4710	Ala Carte Market Foods & Supplies	853.93	
			13-4712	Ala Carte Market Foods & Supplies	1,286.27	2,529.21
725499	10/27/2025	Atkinson Andelson Loya Ruud & Romo	01-5810	Open PO to pay AALRR for lawyer fees for 2025-26sy		23,285.91
725500	10/27/2025	AYA HEALTHCARE INC	01-5800	Open PO to contract with AYA for PreK SDC teacher		25,520.00
725501	10/27/2025	B&H Foto Electronics Corp	01-4300	Youth Latino Cinema Project After School class		7,646.16
725502	10/27/2025	BENDANA, LIZETH M	01-8699	Reimbursement for Lizeth Bendana		576.17
725503	10/27/2025	Caroline Morton	01-5800	Open PO to pay Caroline Morton for Supervision		4,725.00
725504	10/27/2025	COUNTY OF SAN MATEO BHRS ATTN: JUSTIN WONG	01-5800	Open PO for BHRS from San Mateo County for 2025-26		7,000.00

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 10/01/2025 through 10/31/2025 — **Board Meeting Date October 2025**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
725505	10/27/2025	Dooley Corporation David Dooley	01-5800	Open PO for Valeria to rec'v mentoring from Dooley		2,680.00
725506	10/27/2025	FOLLETT CONTENT SOLUTIONS LLC	01-4200	Purchase Library Books		385.12
725507	10/27/2025	GUZMAN CONTRERAS, VICTOR M	01-8699	Super Friday Materials		81.35
725508	10/27/2025	Hopskipdrive Inc	01-5863	Open PO for HopSkipDrive to transport for 2025-26		4,294.88
725509	10/27/2025	LearnUp Centers	01-5800	Open PO to pay Learn Up per Settlement Agreement		160.00
725510	10/27/2025	[redacted]S	01-5864	Open PO for PT services from [redacted] [redacted] 25-26		3,375.00
725511	10/27/2025	On Point Language Solutions	01-5800	Open PO for SPED to rec'v Interpreting from Onpoin		2,669.00
725512	10/27/2025	Pacific Autism Learning Serv	01-5800	Open PO for PALS to provide behavior for [redacted]		12,024.56
725513	10/27/2025	Rebekah Will Audiology, PC	01-5800	Open PO to rec. Audiology serv. from [redacted]		1,500.00
725514	10/27/2025	Serra Yellow Cab	01-5863	Open PO for Serra Yellow Cab to transport 2025-26	13,875.00	
				Open PO to use Yellow Cab as backup transportation	75.00	13,950.00
725515	10/27/2025	Soliant	01-5867	Open PO for SLP - [redacted] for 2025-26 SY		14,500.00
725516	10/27/2025	The Avalon Academy	01-5100	Open PO for [redacted] to attend 2025-26	12,220.25	
			01-5800	Open PO for [redacted] to attend 2025-26	1,155.00	
			01-5864	Open PO for [redacted] to attend 2025-26	1,536.00	
			01-5867	Open PO for [redacted] to attend 2025-26	2,310.00	17,221.25
725517	10/27/2025	The Speech Pathology Group	01-5867	Open PO to contract with SPG for the 2025-26 SY		75,840.28
725518	10/27/2025	TTF HOLDINGS LOCKBOX	01-5867	Open Po for Speech Services from ProCare Therapy		10,372.15
725519	10/27/2025	U.s Bancorp Service Center	01-5200	SEPT25 Supt. Billing Statement		2,106.21
725520	10/27/2025	Wilson Language Training	01-4300	PO to purchase Fundations teacher kits for FV		2,670.27
726962	10/30/2025	Straw Hat Pizza	13-4710	Pizza		31.98
726963	10/30/2025	Pacific Gas And Electric	01-5502	Open PO for District PG&E		22,534.25

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 10/01/2025 through 10/31/2025 — **Board Meeting Date October 2025**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
726964	10/30/2025	Atkinson Andelson Loya Ruud & Romo	01-5810	Open PO to pay AALRR for lawyer fees for 2025-26sy		10,604.42
726965	10/30/2025	[redacted]	01-5100	Open PO to reimburse [redacted] parents 2025-26	16,565.00	
			01-5800	Open PO to reimburse Emily Horny's parents 2025-26	6,340.00	22,905.00
726966	10/30/2025	Soliant	01-5867	Open PO for SLP - [redacted] for 2025-26 SY		5,062.50
726967	10/30/2025	The Avalon Academy	01-5100	Open PO for [redacted] to attend 2025-26	12,141.08	
				Open PO for [redacted] to attend 2025-26	11,161.00	
			01-5800	Open PO for [redacted] to attend 2025-26	330.00	
				Open PO for [redacted] to attend 2025-26	1,815.00	
			01-5864	Open PO for [redacted] to attend 2025-26	2,979.00	
				Open PO for [redacted] to attend 2025-26	2,412.00	
			01-5867	Open PO for [redacted] to attend 2025-26	1,485.00	
				Open PO for [redacted] to attend 2025-26	1,072.50	33,395.58
726968	10/30/2025	The Speech Pathology Group	01-5867	Open PO to contract with SPG for the 2025-26 SY		31,451.52
726969	10/30/2025	U.s Bancorp Service Center	01-5200	SEPT25 Supt. Billing Statement		52.93
726970	10/30/2025	Amazon Capital Services	01-4200	Library Books	228.96	
			01-4300	25-26 Supply Purchases for IT	1,360.46	
				Amazon Order	58.22	
				Campus Cleanup	32.12	
				Dreinks for Math Frameworks PD	18.98	
				Drinks for Math Frameworks PD	47.69	
				ELOP Materials	3,053.57	
				Kinder Enrichment Program/ Teacher Materials	28.56	
				Library supplies/office	212.48	
				Office Supplies for Business Department	251.47	
				Office Supplies for transportation	2,508.57	

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 10/01/2025 through 10/31/2025 — **Board Meeting Date October 2025**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
726970	10/30/2025	Amazon Capital Services	01-4300	Open PO - SSP Grant	102.71	
				Open PO for Low Incidence Student needs	627.35	
				Open PO to purchase office supplies from Amazon	1,027.73	
				Purchase Supplies for Office	60.52	
				Reclassification Ceremony	114.21	
				School order	2,241.12	
				supplies	452.37	
				Supplies - World Language	176.10	
				Supplies for Office	35.18	
				Supplies for Office Staff	180.30	
				Teacher textbooks	219.40	
				Whiteboard, office supplies	186.78	
			11-4300	Instructional Supplies	124.34	
			12-4300	CSPP Materials	140.84	
			21-4300	Giant cutting ribon	64.27	13,554.30
726971	10/30/2025	American Portables	01-4300	Open PO for FYE 2025-2026		132.47
726972	10/30/2025	Cabe Cal Assn For Bilingual Educati	01-5800	Consulting and professional learning support for e		7,500.00
726973	10/30/2025	Code to the Future	01-5800	CTTF Agreement for Curriculum/Integration of AI		190,000.00
726974	10/30/2025	Esther B Clark School	01-5100	Open PO for [redacted] to attend Esther B Clark	12,615.50	
				Open PO for [redacted] to attend Esther B Clark	11,243.40	
			01-5861	Open PO for [redacted] to attend Esther B Clark	3,300.75	
				Open PO for [redacted] to attend Esther B Clark	3,137.75	30,297.40
726975	10/30/2025	KRABBENSCHMIDT, GRACIELA	01-4300	Reimb for TK club and LL food		390.34
726976	10/30/2025	Opening Technologies	01-4300	Supplies, Locks, Doors and Repairs		2,441.69
726977	10/30/2025	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	01-5601	Open Lease for mail machine 25-26		1,771.53
726978	10/30/2025	Ring Central Inc.	01-5901	New usage credits		234.90
726979	10/30/2025	School Outfitters	01-4300	Vinyl Covered Tackboard for Ed Serv Calendar 25-26		1,099.17
726980	10/30/2025	SHRED WORKS INC.	01-5800	Shredding Service		87.00
726981	10/30/2025	SIMROCK, ROSALIE R	01-4300	Refreshments for Reclassification Ceremony		110.17

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Checks Dated 10/01/2025 through 10/31/2025 — **Board Meeting Date October 2025**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
726982	10/30/2025	Southern Counties Lubricants, LLC	01 4300	Fuel and diesel supply for District transportation		1,611.32
726983	10/30/2025	Sysco - San Francisco	01-4300	Sysco - ELOP snacks		667.19
726984	10/30/2025	Trade Credit Services Hassett Hardware	01-4300	OPEN PO for Hassett - Riordan		54.25
726985	10/30/2025	U.s Bancorp Service Center	01-4300	OCT 25 Business Billing		1.00
726986	10/30/2025	Zoho Corporation	01-4300	ManageEngine ADSelfService Plus Professional Editi		1,311.00
				Total Number of Checks	**249**	**13,686,596.05**

	Count	Amount
Cancel	4	9,268.90
Net Issue		13,677,327.15

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	195	3,756,291.85
11	Adult Education Fund	6	6,265.60
12	Child Development Fund	1	140.84
13	Cafeteria Fund	20	75,639.96
21	Building Fund	30	9,839,311.43
	Total Number of Checks	**245**	13,677,649.68
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		**13,677,649.68**

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: November 13, 2025
TO: Members of the Governing Board
FROM: Jennifer Marsh, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Memorandum of Understanding with CUSD, City of Half Moon Bay, and BGCC

BACKGROUND INFORMATION

Cabrillo Unified School District (CUSD) owns and operates the facilities located at 530 Kelly Avenue in Half Moon Bay, including the Event Center at Cunha Middle School. The Boys and Girls Club of the Coastside (BGCC) provided funding, constructed, and currently operates the Event Center under a separate agreement with the district.

The City of Half Moon Bay provides recreation programs that serve the Coastside community. In collaboration with CUSD and BGCC, the City seeks to offer drop-in recreational sports programming for community members. All parties recognize the value of programs that promote physical activity, teamwork, and inclusion.

REPORT/PROPOSAL

This Memorandum of Understanding (MOU) renews a cooperative agreement among CUSD, BGCC, and the City of Half Moon Bay for time-limited use of the Event Center. The City of Half Moon Bay will provide drop-in sports activities on Sundays.

FISCAL ANALYSIS

There is no financial impact on the General Fund.

RECOMMENDATION

Approve as submitted.

Prepared by: *Holly Lynne*

Memorandum of Understanding
Between Cabrillo Unified School District, Boys and Girls Club of the Coastside, and the City of Half Moon Bay
Regarding Time-Limited Use of Certain Space at 530 Kelly Avenue, Half Moon Bay, CA 94019

This Memorandum of Understanding ("MOU") is made and entered into as of the Effective Date by and between the Cabrillo Unified School District (CUSD), the Boys and Girls Club of the Coastside (BGCC), and the City of Half Moon Bay ("CITY") for the purpose of providing time-limited use of the CUSD/BGCC Event Center (Event Center located at Kelly Avenue, Half Moon Bay, CA 94019.

Recitals

WHEREAS, Cunha Middle School and the Event Center are CUSD facilities; and

WHEREAS, the BGCC provided funding, constructed, and operates the Event Center under a separate agreement with CUSD; and

WHEREAS, the CITY operates a recreation program which is focused on the Coastside, but available to all; and

WHEREAS, the MOU will at times reference Parties, which shall refer to CUSD, BGCC, and CITY; and

WHEREAS, the Parties acknowledge that the City programming serves to engage, and encourage community members through exercise and recreational activity; and

WHEREAS, the Parties also acknowledge the benefit of programming which fosters a positive environment by promoting communication, fair play, and the acceptance and inclusion of everyone.

NOW THEREFORE, the Parties wish to set forth the terms and understanding between them with respect to the time-limited use of space at 530 Kelly Avenue.

Terms

1. **Purpose.** The purpose of this MOU is to establish the Parties' intent to cooperate and collaborate on certain activities and outline their responsibilities in connection with the time-limited use of space at 530 Kelly Avenue for drop-in sports activities. Namely, the CITY intends to provide drop-in sports activities within the Events Center.

2. **Term.** This MOU is effective upon the Effective Date and shall remain in effect until December 31, 2026, unless modified by written amendment executed by the Parties.

3. **Use Term**. The City intends to program the space(s) from January 2, 2026, through November 30, 2026.

4. **Availability of Space(s).** The space(s) will be available to the City each Sunday from 11:30 a.m. until 4:30 p.m. except as otherwise mutually agreed to by BGCC and the City. In the event that BGCC or CUSD needs access to the facility for an event not previously calendared, and it is required for CITY use to be canceled, BGCC and/or CUSD will give the CITY a 2-week notice of cancellation. In the event that the CITY needs to cancel a day of use, the CITY will give the BGCC and CUSD a 2-week notice of cancellation.

5. **Liability Insurance.** The City will provide evidence of a current Certificate of Insurance listing BGCC and CUSD as Additional Covered Parties for specified use days for the duration of the MOU. CITY will ensure that all participants sign a Waiver & Release of Liability, which will release CITY, BGCC, and CUSD of any liabilities prior to program participation. CITY will ensure that all approved volunteers sign the CITY Volunteer Waiver Application. In addition, they will be covered through the Certificate of Insurance held by CITY.

6. **Responsibilities.**

   a. City agrees as follows:

      i. No restroom access will be provided at the Events Center
      ii. CITY understands that no food or drinks are allowed
      iii. Bleachers will remain closed during use
      iv. CITY staff and volunteers will be responsible for opening and generally supervising facilities
      v. CITY staff must complete orientation before their first shift
      vi. CITY will provide its own sports balls and equipment (Basketball, Volleyball, ~~Pickleball~~, etc.)
      vii. No storage of City supplies or equipment will be permitted
      viii. CITY will be responsible for the payment of custodial services needed upon completion of each day of use
      ix. Any equipment and supplies used must be removed upon completion of each day's activities
      x. The City agrees to make a one-time payment of $5,000 by January 15, 2026, to BGCC for use of the facility.
      xi. City agrees to pay BGCC for custodial services at the rate of $35.00 per hour; where the City's use precedes a CUSD/BGCC event, the City's custodial costs will be reduced by 50 percent. Payment will be made within 30 days of receipt of an invoice from BGCC.
      xii. City agrees to maintain liability insurance coverage as noted in Section 5.

   b. BGCC agrees as follows:

      i. Train City staff on facility opening and closing duties and expectations
      ii. Provide training on:
         1. Automated basketball goal operations
         2. Volleyball equipment set-up and removal (Setup and removal of volleyball equipment requires at least two (2) trained City personnel on a Sunday
      iii. Provide a means to access lights, basketball goal, mechanical equipment, as well as volleyball equipment and supplies.

   c. CUSD agrees as follows:

      i. Provide an electronic keycard or other means to access the Boys & Girls Club Event Center during the rental period

   d. Parties agree that any monies collected by the City for the programming will be wholly the City's.

7. **Amendments.** Any of the Parties may request changes to this MOU. Any changes, modifications, revisions, or amendments to this MOU that are mutually agreed upon by and between the Parties

to this MOU shall be incorporated by written instrument and effective when executed and signed by all Parties to this MOU.

8. **Complete Agreement.** This MOU represents the entire, integrated MOU between the Parties regarding the subject matter hereof and supersedes all prior negotiations, representations, and agreements, whether written or oral.

9. **Conflict of Interest.** Each of the Parties shall avoid all conflicts of interest in the performance of this MOU and shall immediately notify the other Parties should a conflict of interest arise that would prohibit or impair its ability to perform under this MOU.

10. **Non-Discrimination.** The Parties will not discriminate, in any way, against any person based on sex, pregnancy, childbirth or related medical conditions, race, veteran status, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, gender (including gender identity and gender perception), sexual orientation, use of family medical leave, genetic testing, or any other basis protected by federal or state law. This policy shall apply to all employment practices.

11. **Signatures**. In witness whereof, the parties to this MOU, through their duly authorized representatives, have executed this MOU on the dates set out below and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein. This MOU may be executed by a Party's signature transmitted by facsimile or electronically, and copies of this MOU executed and delivered by such means shall have the same force and effect as copies hereof executed and delivered with original signatures. This MOU may be executed in counterparts, all of which will constitute one MOU. A copy or original of this document with all signature pages appended together will be deemed a fully executed, original MOU.

12. **Effective Date**. This MOU shall be effective upon execution of the Parties and approval by their respective governing bodies (the Effective date). November 14, 2025

CABRILLO UNIFIED SCHOOL DISTRICT,

By_____ Date:_____
Jennifer Marsh
Chief Business Official

CITY OF HALF MOON BAY,

By_____ Date_____
Matthew Chidester
City Manager

BOYS AND GIRLS CLUB OF THE COASTSIDE

By_____Date:_____
Mark Newton
Executive Director

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: November 13, 2025
TO: Members of the Governing Board
FROM: Jennifer Marsh, Chief Business Officer
Drew Gamet, Bond Program Fiscal Project Director
CATEGORY: Consent/Action
ITEM TITLE: Authorization to Submit Career Technical Education Facilities Program Grant Application for Building J Modernization at Half Moon Bay High School

BACKGROUND INFORMATION

The California Department of Education's Career Technical Education Facilities Program (CTEFP) Cycle 7 provides matching state funds to modernize and construct Career Technical Education (CTE) facilities. The application deadline is December 1, 2025. Building J at Half Moon Bay High School is identified in the Board-approved Facilities Master Plan (August 2025) as a $6.49 million modernization priority. The building currently houses the wood shop, locker rooms, and adjacent work areas.

This grant opportunity aligns directly with the district's bond-funded facilities priorities and provides an opportunity to leverage state matching funds to advance the project. The project is considered "construction-ready" under the California Department of Education's scoring criteria, as it builds on an existing, board-approved facilities priority and does not require new site selection, design initiation, or environmental review.

REPORT/PROPOSAL

The district proposes to apply for $1.5 million in CTE Facilities Program funding with a 1:1 local match of $1.5 million from Measure K Bond funds. The total project cost is $6.49 million.

The scope of work includes:

- Modernization of the existing wood shop and adjacent lab areas to meet industry standards for construction, manufacturing, and sustainable design pathways
- Installation of new infrastructure systems (electrical, HVAC, and dust collection) to support specialized equipment and safety compliance
- Creation of flexible lab and maker spaces that can serve multiple CTE sectors, including Building Trades, Engineering, and Sustainable Systems
- Upgrades to American with Disabilities Act access, lighting, and security systems to enhance equity and safety for all students
- Integration of outdoor learning zones for construction and environmental project-based learning

This project will expand student access to state-of-the-art learning environments, support high-wage, high-demand career pathways in construction, sustainability, and advanced manufacturing, and advance equity goals by engaging underrepresented student groups, including Hispanic/Latino, English Learner, and low-income populations, in industry-connected learning.

FISCAL ANALYSIS

There is no immediate fiscal impact associated with authorizing the submission of the grant application. If the grant application is successful, the district will be required to provide a 1:1 local match of $1.5 million from Measure

K Bond funds for the $1.5 million state grant award. The total project cost of $6.49 million would be funded through the combination of the state grant ($1.5 million), the local match ($1.5 million), and additional Measure K Bond funds ($3.49 million).

Any grant award and associated expenditures will be brought back to the Board for approval prior to project implementation.

RECOMMENDATION

It is recommended that the Governing Board authorize staff to submit a Career Technical Education Facilities Program grant application to the California Department of Education in an amount not to exceed $1.5 million, with a local match of $1.5 million from Measure K Bond funds.

Prepared by: *Drew Gamet*

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Dr. Ramon Miramontes

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MEMORANDUM

MEETING DATE: November 13, 2025
TO: Members of the Governing Board
FROM: Jennifer Marsh, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Developer Fees Report for Fiscal Year 2024-25

BACKGROUND INFORMATION

Sections 66001 and 66006 of the Government Code require that Cabrillo Unified School District (CUSD) provide public information on impact fees received from new residential and commercial/industrial development to mitigate the impact of new development on the school facilities. The district currently collects statutory school fees in accordance with Education Code Section 17620.

School districts are authorized to levy fees on new development to fund the construction and reconstruction of the district's school facilities. The CUSD Developer Fees are collected and deposited into the CUSD Fund 25 and are earmarked for improvements to the CUSD facilities.

On May 11, 2023, the Governing Board authorized charging $4.79 per square foot for residential construction and $0.78 per square foot for commercial construction. Below is a 2024-2025 report that summarizes the CUSD Fund 25 activity applying the Board-approved rates.

REPORT/PROPOSAL

2024-2025 CUSD DEVELOPER FEES REPORT

In the 2024-2025 school year, CUSD collected $301,356.95 in developer fees.

Beginning Balance	$ 2,514,731.61
Interest	$ 106,746.52
Revenue	$ 301,356.75
Expenditures	$ 140,301.90
Ending balance	$ 2,782,533.13

FISCAL ANALYSIS

There is no financial impact on the General Fund. The collected CUSD Developer Fees are earmarked for improving CUSD facilities.

RECOMMENDATION

Staff recommends approving the Developer Fees Report as submitted.

Prepared by: *Holly Lynne*

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
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MEMORANDUM

MEETING DATE: November 13, 2025
TO: Members of the Governing Board
FROM: Jennifer Marsh, Chief Business Officer
Drew Gamet, Bond Program Fiscal Project Director
CATEGORY: Consent/Action
ITEM TITLE: Approval of Pre-Qualified Pool of Architectural Services Firms for Measure K Bond Projects

BACKGROUND INFORMATION

In order to move efficiently with project planning and design for Measure K Bond projects, the district issued a Request for Qualifications (RFQ) on August 18, 2025, for architectural services. While this pool will be available for any bond work throughout the district, the primary focus will be on projects at Half Moon Bay High School.

REPORT/PROPOSAL

Statements of Qualifications (SOQs) were due on September 22, 2025. The district received 21 SOQs from qualified architectural firms. Based on review of the submissions, the District's Bond Team invited 6 firms to participate in interviews held on October 8, 2025.

Following the interview process, staff conducted thorough reference checks on the top 3 firms. The District's Bond Team recommends the following architectural firms for the district's pre-qualified pool:

- SVA Architects
- Derive Castellanos Architects
- Peartree + Belli Architects

The district will either assign specific projects to these firms or issue requests for proposals from all three for particular projects or school sites. Proposals from these firms will be analyzed for appropriate scope and fee amounts by the Bond Team. Recommendations for specific service proposals will then be submitted for Board consideration and approval as required by law.

FISCAL ANALYSIS

There is no fiscal impact associated with this action at this time. Approval of the pre-qualified pool does not commit the district to any expenditure. Future contracts with these firms for specific projects will be brought to the Board for consideration and approval with detailed scope and cost information.

RECOMMENDATION

It is recommended that the Governing Board approve the pre-qualified pool of architectural services firms as listed above for Measure K Bond projects.

Prepared by: *Drew Gamet*

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: November 13, 2025
TO: Members of the Governing Board
FROM: Jennifer Marsh, Chief Business Officer
Roger Anchartechahar, Senior Project Manager, Vanir Construction
CATEGORY: Consent/Action
ITEM TITLE: Authorization to Purchase PreK & K Play Structure for El Granada Elementary School Phase 2 Modernization

BACKGROUND INFORMATION

The El Granada Elementary School Phase 2 Modernization Project includes upgrades to Buildings A, D, K, the Multipurpose (MU) Building, and the central playground area. As part of the playground modernization, this proposal provides for the supply and delivery of a new PreK & K play structure, consistent with the DSA-approved drawings.

The play structure is scheduled for delivery to the site on March 31, 2026, and will be installed and ready for use by August 7, 2026.

REPORT/PROPOSAL

Approval is requested to proceed with the purchase of the PreK & K play structure for the El Granada Elementary School Phase 2 Modernization Project. This will allow the district to secure optimal pricing and ensure timely release for delivery and installation Enter report or proposal.

FISCAL ANALYSIS

The cost for the supply and delivery of this play structure proposal is $96,910.40. This cost is within the budgeted amount of $100,000 and takes advantage of the 2025 Sourcewell pre-solicited state contract before the 2026 rate increase.

RECOMMENDATION

It is recommended that the Governing Board approve the purchase of the Miracle Play Systems proposal dated October 20, 2025.

Prepared by: *Holly Lynne*

El Granada ES PreK

Half Moon Bay, CA

Prepared for: Cabrillo USD



Prepared By

Jean Tyan

Sales Account Manager
jean@miracleplaysystems.com
650.930.0459



MIRACLE playsystems DESIGNING PLAY

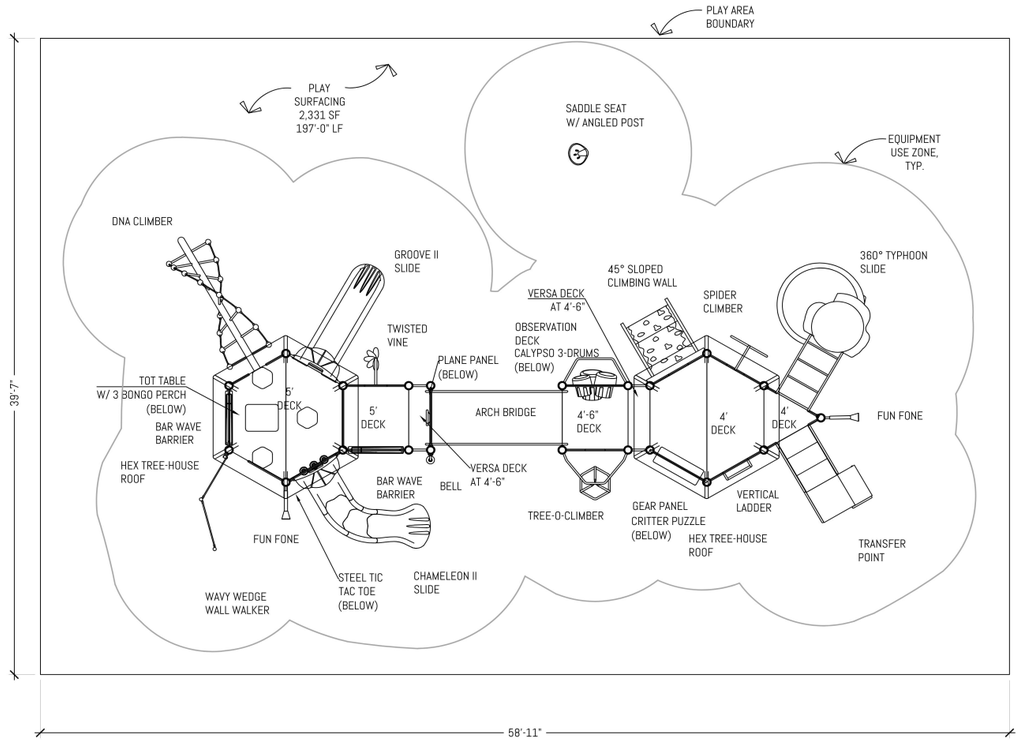
Creating Fun Play Environments to Enrich Communities

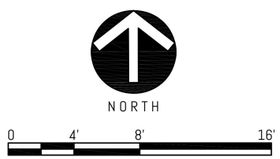
ASTM INTERNATIONAL

ADA Compliant

PLAY AREA - AGE APPROPRIATE 2-5 YEARS:	CAPACITY: 113-130 CHILDREN	
ELEVATED PLAY ACTIVITIES (TOTAL)	11	
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER:	11	REQ'D: 6
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP:	0	REQ'D: 0
GROUND LEVEL ACTIVITY TYPE:	6	REQ'D: 3
GROUND LEVEL ACTIVITY QUANTITY:	11	REQ'D: 4

NOTES:
1. USE ZONES FINISH SURFACE OF PLAYGROUND COMPLIES WITH ASTM F1292-99.
2. GROUND SURFACING COMPLIES WITH ASTM 1951-99
3. PLAYGROUND EQUIPMENT SHALL COMPLY WITH ASTM F1487-98.
4. THIS PLAY AREA MEETS CBC SECTION 11B-1008.





EL GRANADA ES PREK

HALF MOON BAY, CA

PERIMETER:	197'-0" LF	004	
SITE AREA:	2,331 SF	DATE:	10/06/2025
CRITICAL FALL HEIGHT:	6'-02" CFH	DRAWN BY:	LDV/CG
DESIGN CONCEPT		FILE: 22 1217 ELGRANADAESPREK 004.DWG	

MIRACLE playsystems DESIGNING PLAY

ALL DRAWINGS ARE SUBJECT TO CHANGE AND SHOULD BE REVIEWED BEFORE FINAL SALE.
ALL SITE DIMENSIONS WILL NEED TO BE VERIFIED PRIOR TO SALE AND INSTALLATION.



COLOR OPTION - C3

Colors shown in rendering are for illustrative purposes only. Actual color and pattern may vary slightly.

Creating Fun Play Environments to Enrich Communities

MIRACLE playsystems DESIGNING PLAY



COLOR OPTION - C3

Colors shown in rendering are for illustrative purposes only. Actual color and pattern may vary slightly.

Creating Fun Play Environments to Enrich Communities

MIRACLE playsystems DESIGNING PLAY



Colors shown in rendering are for illustrative purposes only. Actual color and pattern may vary slightly.

Creating Fun Play Environments to Enrich Communities

MIRACLE playsystems DESIGNING PLAY

10/20/2025

Job Number: 22-1217
Job: El Granada ES PreK
Quote Name: Quote-22-1217-El Granada ES PreK_004_10.20.25
Quote Number: Q-12973

Prepared by:
Jean Tyan
jean@miracleplaysystems.com

Terms: Equipment - Mobilization Deposit - 50% Equipment at time of order, Balance Net 30 from Ship Date

Remit to: Miracle Playsystems
1276 S Main St.,
Salinas, CA 93901

Sub Total: $80,667.79
Freight: $8,680.00
Estimated Tax: $7,562.61
Total: $96,910.40

Miracle

This Quote Includes a Sourcewell Discount (Contract# 010521-LTS)

Product Code	Description	Qty	Rate	Total	Estimated Tax (if applicable)
MREC EQUIP	Miracle Play Equipment Per Plan_22 1217 El Granada ES PreK_004	1	$104,763.36	$80,667.79	$7,562.61
				Miracle SUBTOTAL:	$80,667.79
				Miracle TOTAL:	$80,667.79

Sub Total: $80,667.79
Freight: $8,680.00
Total Estimated Tax: $7,562.61
Grand Total: $96,910.40

Please confirm or edit order information below.

End User Company:
Cabrillo USD
End User Contact:
End User Email:

Delivery Contact:
Delivery Email:
Delivery Phone:
Delivery Address:

Site Address:
400 Santiago AVe.,
Half Moon Bay

Bill To Email:
BagotK@cabrillo.k12.ca.us
LynneH@cabrillo.k12.ca.us
acostav@cabrillo.k12.ca.us

Bill To:
,
,
, ,

Customer Reference #:

Terms & Conditions
Applicable Territories: Colorado, Wyoming, Nebraska, Oregon, Washington, and California

1. Purchase Contract Terms
Acceptance of these terms is confirmed by signing the estimate/quote. The quote must be attached as an exhibit to any resulting contract or purchase order. Any other terms proposed by the client are considered material alterations and are void. Estimate valid for **30 days** from date of quote. Colors to be confirmed with your local sales representative.

2. Payment Terms
• Equipment: 50% deposit upon order, 50% balance Net 30 from ship date.
• Installation (if applicable): 25% deposit at time of equipment order, balance billed upon completion, Net 30.
• Credit Card Fee: 3.5% convenience fee.
• Retainage: Not accepted.
• Tax: Final tax added unless proper tax-exemption certificate is provided.

3. Lead Times & Scheduling
Lead times vary by manufacturer and product type and will be confirmed at the time of receipt of order acknowledgement by the manufacturer once all necessary documentation has been provided, deposit has been received, and order has been placed. A tentative installation schedule can be provided once all relevant factory order acknowledgements have been received. Please note – production and shipping lead time does not include installation lead time.

4. Tariff Contingency
Buyer agrees to reimburse for any tariffs, duties, or similar charges imposed after contract execution. Should new government tariffs be implemented or existing tariffs be modified prior to delivery that directly affects the quoted products, we reserve the right to adjust the price accordingly. Tariff fees will be on final bill.

5. Construction Services (If Applicable)
Excludes:
• Delivery & offloading
• Packaging disposal
• Site security/chain link temp fence
• Spoils removal off-site
• Site base prep and drainage
• Permits, engineering, testing
• Soil samples, CPSI inspection
• Crane or heavy equipment services
• Utility locating
• Unforeseen site/digging conditions including civil scope outside of typical footing design (ex: drainage, etc.) capabilities, delegated design requirements, and any condition not specifically included in this proposal.

Site Preparation Requirements
• Stable, dry and soil compacted (95%), The installation site must be excavated and prepared to the specified depth and dimensions prior to mobilization. Subgrade drainage must not be installed prior to equipment installation. No loose-fill surfacing, or compacted aggregate subbase may be present in play pit prior to installation of play equipment unless otherwise quoted. If compacted aggregate subbase is not in Miracle Playsystems scope of work, it must be completed after playground installation and prior to PIP. Failure to meet these requirements may result in delays and additional charges.
• Less than 1% grade
• Accessible for labor and equipment
• Frozen ground conditions may impact construction schedule

6. General Exclusions
Unless specified, proposals do not include:
• Transporting materials to the jobsite from delivery site
• Installation
• Site base prep and drainage
• Permits, engineering, testing
• Soil samples, CPSI inspection
• Crane or heavy equipment services
• Specialty trades
• Power supply
• Insurance above $1M/$2M per occurrence

• Prevailing wages
• Permits, bonds
• Safety inspections
• Testing services
• DSA submittals and plan check services

7. Equipment Inspections
All equipment must be inspected upon delivery. Any missing or damaged parts must be reported immediately. Color discrepancies must be reported at the time of delivery; installation of equipment constitutes acceptance of all colors as delivered.

8. Foundation Guidelines For all Shade and Shelter Projects
Designs assume no adjacent structures or slopes unless otherwise qualified on bid. Additional engineering may be required for site-specific conditions. Client is responsible for providing current, site-specific geotechnical reports, site plans and civil drawings. Order may not be released to manufacturer without proper documentation. Manufacturers reserve the right to omit footing design from engineering package should unfavorable soils conditions or impact from adjacent structure foundations (or any other condition deemed appropriate by Manufacturer) be present in the provided geotechnical report, site plans or civil drawings. In the event Manufacture omits a footing design, the Client shall be solely responsible for retaining a qualified third-party engineer to provide a suitable foundation design. Note that final engineering will determine footing size. Larger footing sizes will result in an increased footing cost. If larger footing size is necessary, it will be acknowledged and addressed via change order prior to mobilization and footing installation.

9. Change Orders
All changes to the original scope of work must be documented in writing and signed by both parties before implementation. Change orders will include detailed descriptions of additional work, and revised pricing. Additional work may be billed at prevailing labor and material rates. No verbal authorization will be accepted. Client agrees to pay for any work performed without proper written authorization. Changes may affect delivery schedules and final completion dates.

10. Insurance
Includes General Liability and Workers Compensation. Waivers of subrogation or primary non-contributory endorsements incur additional costs.

11. Cancellation Policy
Equipment Orders: Orders may be cancelled within 48 hours of order acknowledgment without penalty. After 48 hours, cancellation is subject to a 25% restocking fee plus any costs incurred by manufacturer. Orders cannot be cancelled once production has begun - full payment required.

Installation Services: Installation may be cancelled up to 7 days prior to scheduled start date. Cancellations with less than 7 days' notice are subject to a minimum charge of $1,500 to cover mobilization costs and scheduling disruption.

Deposits: In case of client cancellation, deposits will be applied toward cancellation fees and restocking charges.

12. Remobilization
Pricing assumes single mobilization unless otherwise noted. Should Miracle Playsystems or its subcontractors be required to remobilize due to no fault of their own, a minimum remobilization fee of $3,500 per occurrence will be added to the final invoice.

13. Indemnity Clause
Client/Owner shall defend, indemnify and hold harmless Miracle Playsystems, its officers, directors, board of trustees, agents, or employees and each of them, from any and all claims, demands, causes of action in law or in equity, damages, penalties, costs, expenses, reasonable attorneys' fees, reasonable experts' fees, reasonable consultants' fees, judgments, losses or liabilities, of every kind and nature whatsoever arising out of or in any way connected with or incidental to, the performance of the services under this Agreement or any of the obligations contained in this Agreement ("Claims"). Without limitation, "damages" include personal injury, including, but not limited to bodily injury, emotional injury, sickness or disease, or death to persons, including, but not limited to, any employees or agents of Miracle Playsystems, or any other person; or other damages of any kind to anyone including, without limitation, economic loss, property damage and loss of use thereof. It is expressly acknowledged and agreed that each of the foregoing indemnities is independent, that each shall be given effect, and that each shall apply despite any acts or omissions, misconduct or negligent conduct, whether active or passive, on the part of, or other contractor(s); provided, however, Miracle Playsystems duty to indemnify shall be limited to the percentage or the degree Miracle Playsystems comparative negligence caused any damages.

14. General Terms

THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN: Miracle Playsystems objects to any other terms proposed by client, in writing or otherwise, as material alterations, and all such proposed terms shall be void. Client authorizes Miracle Playsystems to ship equipment and agrees to pay the total specified. Shipping terms are FOB the place of shipment via common carrier. Client and owner/operator agree to indemnify and hold Miracle Playsystems, harmless from and against all liabilities, losses, penalties, damages and expenses, including costs and attorney fees, resulting from any and all claims, liens, damages, actions, suits, judgments or settlements, injuries arising or alleged to arise out of their failure, or failure of architect, contractors, subcontractors, installers, employees, agents and assigns to assemble, install, inspect and/or maintain the play equipment and impact absorbing surfacing in full compliance with each manufacturers installation instructions and safety requirements and their misuse and/or alteration of the play equipment.

Company: _____

Signature: _____

Name: _____

Date: _____



MIRACLE RECREATION EQUIPMENT COMPANY BRINGS YOU THE THRILLS OF A LIFETIME!

Miracle is one of the nation's first and most innovative playground equipment manufacturers. We first began shaping the future of play in 1927 when our founder Johnnie Ahrens created the Whirl — a tilting, kid- powered merry-go-round — based on the timeless insight that, "Kids want action." That same inspiration has driven 90+ years of innovation, including the introductions of the first fiberglass slide (1963), the 25- foot Mega Tower® (2000s), and the Avalanche Inclusive Slide (2015). Our latest advance, the Extreme Generation adventure playground, delivers challenging physical events for kids seeking extreme play. Its design brings play to new heights, with innovative, fully-enclosed skyways that provide elaborate rope-course-inspired activities far above ground, safely adding an element of perceived risk to any play space.

This never-ending dedication to innovation is the reason why, even after more than 90+ years, the Miracle legacy remains focused on building yours. We believe the experience of building a playground should be as intuitive as playing on it. From design, specification, funding, purchasing and installation, we'll be with you every step of the way. Our customized design process is free because there should never be a charge to dream.

Let's get you started by envisioning a playground that is meant for your community and right for your budget. It's why our legacy has always been about building yours.

MIRACLE® ADVANTAGE

We believe the experience of building a playground should be as intuitive as playing on it. From design, specification, funding, purchasing and installation, we'll be with you every step of the way. Our customized design process is free because there should never be a charge to dream.



Versalok ®

Our clamp design features a stainless steel, tamper-resistant fastener that eliminates the need for stacking multiple clamps.



Mira-Therm™

This textured vinyl coating for deck surfaces helps prevent rapid heat transfer, while the circle pattern keeps little fingers safe.



Gator Grip ®

The 3D textured pattern makes it easy — and comfortable — for kids to make their next moves.



Compound Resin

Provides superior strength and durability, advanced color fastness and UV resistance.

Safety

We're committed to providing equipment that meets and/ or exceeds the performance safety specifications established by organizations such as ASTM, CPSC, CSA, CPSIA, IPEMA and EN. To verify product certification, visit www.ipema.org.

COLOR CHOICES

DESIGNER, GIVE YOUR PLAYGROUND STYLE!

Rock-ite® Plastic Playground Colors

Roofs, Slides, Big Timber® Components, Crawl Tubes, Bongos™, Bumpers, and Panels.



Mira-Lene™ Playground Panel Colors



Mira-Cote® Powder-Coated Painted Metal Playground Colors

Posts, Arches, Swings, and Accents (Railings and Climbers).



Miracle® uses high quality materials and state of the art manufacturing processes.
Commercial playgrounds and products are subjected to years of environmental and solar exposure.
Such extreme exposure takes its toll on paints and pigments, and all colors will fade over time.
So Miracle® does not warrant against color fading or discoloration. It is important to properly maintain your playground to ensure its longevity. Depending on environmental conditions at your location, the installation of fabric shade structures may help to delay fading and discoloration.
Actual colors in catalog may vary due to four color printing process.

MIRACLE WARRANTY

Miracle Recreation Equipment Company warrants its products against structural failure due to defects in materials and workmanship for the warranty periods and material categories prescribed below.

Buyer agrees that products sold by Miracle Recreation Equipment Company carry only the following warranties:

LIMITED WARRANTY FOR AS LONG AS YOU OWN THE PRODUCT: Aluminum deck posts, steel deck posts, VersaLok® fastening system, cast aluminum parts, and stainless steel hardware.

LIMITED FIFTEEN (15) YEAR WARRANTY: All rigid steel playground components, decks, steps, and weldments, rotationally molded and sheet plastic components, plastic lumber, roof panels, and stainless steel slides, except as otherwise specified below.

LIMITED TEN (10) YEAR WARRANTY: Fabric shade steel frames, and Shadesure™ and Colourshade FR fabrics (Note Exception: Limited Five (5) Year Warranty on Shadesure™ fabrics in colors Red, Yellow, Electric Purple, Zesty Lime, Cinnamon, and Olive.)

LIMITED EIGHT (8) YEAR WARRANTY:
- Fiberglass signage, accessible swing seats, precast PolyFiberCrete or precast concrete products.
- Play Terrain Synthetic Turf safety surfacing against deterioration of specified attenuation performance and appearance.
- Integrated shade fabric and components against rot, UV deterioration and defects in materials and workmanship (Note Exception: Limited Three (3) Year Warranty for fabric in shades of red).

LIMITED FIVE (5) YEAR WARRANTY:
- Heavy duty diamond barrier mesh and Kidrox™ Climbing Rocks.
- Mira-Therm™ PVC coating and PE coating against cracking or peeling.
- Park and Site Amenities (i.e. benches, tables, trash receptacles, etc.).
- GFRP (Glass Fiber Reinforced Polymer) Products.
- Steel core cable nets and rope fittings and connections (Note Exception: Warranty does not cover normal wear and tear such as fraying or facing of cable coating).

LIMITED THREE (3) YEAR WARRANTY: Flexible belting, plastic border timbers and accessories, and electronic panel speakers, sound chips, and circuit boards.

LIMITED ONE (1) YEAR WARRANTY:
- Slashproof Swing Seats, 360° Bucket Tot Swing Seats, and Tuff Net no climbing mesh.
- Pool slide support structures, stairways, landings and railings.
- All other products, components and custom pieces that are not specifically listed above, including, without limitation, all moving parts, such as swing hangers and bearings, swivels, chains, whirls, springs and flexible components, and all high wear items, such as trolleys, cables, wheels, and bumper stops related to rail and cable ride products.

BUYER'S REMEDY: If any products prove defective or non-conforming under normal use and within the above-prescribed warranty periods and material categories, Buyer must promptly notify Miracle in writing at 878 E. Hwy 60, Monett, MO 65708 USA. Miracle does not warranty that any particular color will be available for any period of time, and reserves the right to discontinue any color for any reason, without recourse by the Purchaser or Owner of the discontinued color. Miracle may elect to inspect the alleged defect at Buyer's site or at Miracle's facility. Buyer shall not return products to Miracle unless authorized by Miracle to do so. Authorized returns must be properly packaged and shipped prepaid and insured, at Buyer's expense. Upon verification of warranty coverage, Miracle may elect, in its sole discretion, to repair defective or non-conforming products, or replace them by delivering products or part(s) of similar functionality free of charge to the site. Miracle's limited warranties do not cover the cost of labor to remove defective or non -conforming part(s) or to install repaired or replacement part(s). By use of these limited warranties, Buyer accepts their terms and limitations, and waives any rights it would otherwise have to claim or assert that such warranties fail of their essential purpose. Buyer agrees that venue for any court action to enforce these limited warranties shall be in Barry or Greene Counties in the State of Missouri.

LIMITATIONS: All warranty periods begin on the date of Miracle's invoice. Repaired and/or replacement part(s) are warranted only for the balance of the original limited warranty period. Warranties extend only to the original Buyer/end user for products purchased from Miracle or a Miracle authorized reseller, and are not transferrable.

Warranties apply only to Miracle products that are erected and installed in conformance with Miracle's installation instructions, and that are maintained and inspected in conformance with Miracle maintenance and operational instructions.

Warranties specifically do not cover Miracle products:
- for cosmetic damage or flaws occurring under normal use, such as surface scratches, minor chips, hairline cracks, dents, marring, efflorescence, color fade (except for shade fabric as noted above), discoloration, corrosion/rust, fraying, or warping of recycled plastic lumber;
- that have been modified, altered, or repaired by unauthorized third parties;
- that have not been used as designed or intended, or misused;
- to which non-Miracle parts have been added or substituted;
- that have been removed from their original location and re-installed elsewhere, without pre-approval by Miracle;
- or that have been damaged due to excessive wear and tear, vandalism, abnormal use, abuse, negligence, environmental factors (such as wind-blown sand, salt spray, or airborne emissions from industrial sources), extreme weather (such as hail, flooding, lightning, tornados, sandstorms, earthquakes, or wind storms), and acts of God.

E FOREGOING LIMITED WARRANTY IS THE SOLE AND EXCLUSIVE WARRANTY FOR SELLER'S PRODUCTS, AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, IN LAW OR IN FACT. SELLER SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT MITATION, ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR PURPOSE, AND ANY IMPLIED WARRANTIES ARISING OUT OF COURSE OF DEALING OR PERFORMANCE OR TRADE USAGE. SELLER SHALL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, EMPLARY, SPECIAL, OR PUNITIVE DAMAGES, OR ANY LOSS OF REVENUE, PROFIT OR USE, ARISING OUT OF A BREACH OF THIS WARRANTY OR IN CONNECTION WITH THE SALE, INSTALLATION, MAINTENANCE, USE, OPERATION OR REPAIR OF ANY PRODUCT. IN NO EVENT WILL SELLER BE LIABLE FOR Y AMOUNT GREATER THAN THE PURCHASE PRICE OF A DEFECTIVE PRODUCT.

Prices are subject to change without notice and are exclusive of installation, surfacing, transportation, insurance, taxes, license fees, customs fees, duties, premiums, fees, and other changes.

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: November 13, 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 – October 9, 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

Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

Thursday, October 9, 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
- Peter Cerneka, Clerk
- 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:

Draft

- 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, Peter Cerneka, Carmen Daniel, and Breanna Lafontaine

Passed 4-0

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

Absences:
Lizet Cortes, Vice President

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

    Interim Assistant Superintendent Israel Castillo presented a certificate of recognition to S**uzanne Pendergast** for her outstanding contributions and dedicated service to Pilarcitos High School.

b. Pilarcitos High School Presentation_2025-26
(Presentation)

Supporting Documents/Attachments:

1. Pilarcitos High School Board Presentation 10.09.2025.pdf
   Pilarcitos High School Principal David Jones and Lead Teacher Lizeth Bendana presented an overview of Pilarcitos High School's programs, data, and experiential learning opportunities, highlighting individualized instruction, student engagement strategies, and hands-on classes that support student achievement and graduation goals.

c. Student Board Members Report

1. Half Moon Bay High School Student Board Member ***Student Board Member Maverick Johnson*** shared updates on Homecoming Week activities, increased student engagement through a new point system, spirit events, and the upcoming football game. He also suggested adding trash cans along the campus hill to reduce litter.
2. Pilarcitos High School Student Board Member **Student Board Member Martin Juarez** shared updates from Pilarcitos High School, highlighting student enthusiasm for the woodworking and Elkus Ranch programs. He also noted funding challenges for the horse class, which the school hopes to sustain through additional support.

3. GENERAL BUSINESS

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

Supporting Documents/Attachments:

1. Authorization to Proceed with Design Development for Phase 1 Construction at Half Moon Bay High School
   Bond Program Fiscal Director Drew Gamet presented the Authorization to Proceed with Design Development for Phase 1 Construction at Half Moon Bay High School, outlining Building G and pool construction, temporary classroom needs, project sequencing, budget status, and the next steps for design development.

A motion was made to approve Item 3a as presented.

Draft

Moved by: Mary Beth Alexander
Seconded by: Carmen Daniel

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

Passed 4-0

Preferential Votes:

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

Absences:

Lizet Cortes, Vice President

A motion was made to amend the agenda and move Consent Agenda Items 5b and 5c to General Business for separate discussion.

Moved by: Breanna Lafontaine
Seconded by: Peter Cerneka

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

Passed 4-0

Preferential Votes:

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

Absences:

Lizet Cortes, Vice President

b. Approval of Code to the Future Agreement for Artificial Intelligence Program for Elementary Schools - October 13, 2025 – August 31, 2030 (Action) - MOVED

Supporting Documents/Attachments:

1. Code to the Future Proposal.pdf
   Note: Item 3b (originally 5b) was moved from the

Draft

Consent Agenda for separate discussion.

A motion was made to approve Item 3b (originally 5b) as presented.

Moved by: Peter Cerneka

Seconded by: Carmen Daniel

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

Passed 4-0

Preferential Votes:

Maverick Johnson, Student Board Member, Half Moon Bay High School

Martin Juarez, Student Board Member, Pilarcitos High School

Absences:

Lizet Cortes, Vice President

c. Approval of Designing Schools Artificial Intelligence Professional Development for Secondary Schools for the 2025-26 School Year (Action) - MOVED

Supporting Documents/Attachments:

1. Designing Schools AI Advance Proposal

Note: Item 3c (originally 5c) was moved from the Consent Agenda for separate discussion.

A motion was made to approve Item 3c (originally 5c) as presented.

Moved by: Peter Cerneka

Seconded by: Breanna Lafontaine

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

Passed 4-0

Preferential Votes:

Maverick Johnson, Student Board Member, Half Moon Bay High School

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Martin Juarez, Student Board Member, Pilarcitos High School

Absences:

Lizet Cortes, Vice President

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, shared updates on teacher engagement during Homecoming Week and parent conferences, emphasizing collaboration with administration on facility planning. He highlighted the importance of classroom space for instruction and appreciated ongoing communication between teachers and district leadership.
2. California School Employee Association (CSEA) Representatives
   None.

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 amended.

Moved by: Mary Beth Alexander
Seconded by: Peter Cerneka

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

Passed 4-0

Preferential Votes:
Martin Juarez, Student Board Member, Pilarcitos High School

Absences:
Lizet Cortes, Vice President
Maverick Johnson, Student Board Member, Half Moon Bay High School - Left the meeting at 7:49 p.m.

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

b. Approval of Youth Cinema Project Agreement for HMBHS Elective English Class 2025–28

Supporting Documents/Attachments:

1. YCP Agreement of Services for HMBHS_2025–28

c. Approval of Educators Cooperative Proposal to Support CTE Pathways for the 2025–26 School Year

Supporting Documents/Attachments:

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

d. Approval of 2025–26 Agricultural Education Incentive Grant

Supporting Documents/Attachments:

1. 2025-26 Agricultural Incentive Grant Application.pdf

e. Approval of the Student/Teacher (Academic) Calendars for 2026-27 and 2027-28

Supporting Documents/Attachments:

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

f. Approval of Certificated Personnel Report

g. Approval of Classified Personnel Report

h. Approval of Updated Job Descriptions: Athletic Trainer, Expanded Learning Supervisor, and Chief Academic Officer

Draft

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

i. Enrollment Report

Supporting Documents/Attachments:

1. 2025-26 Enrollment Report Period 1

j. Information on Warrant Register Report Processed

Supporting Documents/Attachments:

1. 090125-093025 Warrant Register

k. Approval of Donations to Cabrillo Unified School District

Supporting Documents/Attachments:

1. Summary Site Donations 10.09.2025

l. Approval of Williams Uniform Complaints Reports for First Quarter of the 2025–26 School Year (Education Code §35186)

Supporting Documents/Attachments:

1. Williams_UCP_Report_Q1_2025-26.pdf

m. 2025-09-11_Regular_Board_Meeting_Minutes_DRAFT.pdf
Approval of Governing Board Meeting Minutes

Supporting Documents/Attachments:

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

6. GOVERNING BOARD REPORTS

a. Board Members

Member Mary Beth Alexander suggested exploring solar installation at El Granada Elementary to reduce general fund costs through bond funding. She also noted the recent county presentation on ICE protocols and procedures and encouraged participation in pre-conference training sessions offered before the annual December conference.

Clerk Peter Cerneka announced that the next Board meeting will include a discussion on district transparency. He

emphasized the importance of improving communication with the community, suggested providing clearer organizational information, and proposed reviewing high-cost items separately from the consent agenda to enhance transparency.

Member Breanna Lafontaine reflected on the recent San Mateo County School Boards Association meeting, highlighting discussions on ICE detentions and community safety. She commended Faith in Action Bay Area for its support services, expressed enthusiasm for the Half Moon Bay High School Homecoming, and encouraged stronger Board engagement with the Cabrillo Education Foundation.

President Carmen Daniel noted her attendance at the San Mateo County School Boards Association meeting and appreciated learning about organizations providing support for those affected by ICE-related situations.

b. Superintendent Report

Superintendent Dr. Ramon Miramontes highlighted the successful ribbon-cutting for the new athletic field and thanked district staff and community partners. He acknowledged teacher efforts during conferences, recognized staff professional development initiatives, discussed leadership transitions, and emphasized collaboration, efficiency, and continued progress on district priorities and facilities projects.

7. CLOSED SESSION

a. Identification of Closed Session Topics of Discussion

b. Public Comments on Closed Session Items

c. Adjournment to Closed Session

The Board adjourned to Closed Session at 7:59 p.m.

d. CONFIDENTIAL STUDENT MATTER: Approval of Individual Services Agreements for Cases 090125 and 090225 (Action)

This item included confidential attachments, provided exclusively to Board members for Closed Session review.

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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

The Board reconvened to Open Session at 8:23 p.m.

a. Report Action Taken in Closed Session
President Daniel reported the following action in Closed Session:

- The Board voted 4-0 to approve the Individual Services Agreement, Case No. 090125.
- The Board voted 4-0 to approve the Individual Services Agreement, Case No. 090225.
- The Board also considered the appointment of the Chief Academic Officer; the vote was held in Open Session.

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

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.*

A motion was made to approve Item 8b as amended.

Moved by: Peter Cerneka
Seconded by: Breanna Lafontaine

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

Passed 4-0

Preferential Votes:
Martin Juarez, Student Board Member, Pilarcitos High School

Absences:

Lizet Cortes, Vice President
Maverick Johnson, Student Board Member, Half Moon Bay High School - Left the meeting at 7:49 p.m.

9. CLOSING ITEMS

a. Adjournment of the Meeting
A motion was made to adjourn the October 9, 2025, Regular Meeting at 8:28 p.m.

Moved by: Carmen Daniel
Seconded by: Peter Cerneka

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

Passed 4-0

Preferential Votes:
Martin Juarez, Student Board Member, Pilarcitos High School

Absences:

Lizet Cortes, Vice President
Maverick Johnson, Student Board Member, Half Moon Bay High School - Left the meeting at 7:49 p.m.

Minutes prepared by Rosibel Acosta, Executive Assistant to the Superintendent.

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Peter Cerneka, Clerk

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