SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
A G E N D A A N D O R D E R O F B U S I N E S S – REGULAR MEETING
Thursday, June 25, 2026

Baden High School – Gymnasium
825 Southwood Drive, South San Francisco, California

SSFUSD Equity Definition
Equity, in SSFUSD, is defined as giving students what they need, when they need it to fulfill their potential.

The Board of Trustees invites the community to participate in this meeting in-person.

The Board meeting will be streamed live and you can view it by visiting this web page streaming link: https://www.ssfusd.org/about-us/board-of-trustees/board-meetings
(The link will be active shortly before 7:00 p.m.)

Translation: For in-person attendees, a Spanish language translation will be provided if requested through the Superintendent's office, 650-877-8705, no later than 48 hours prior to the start of the meeting.

Traducción: La oficina de la superintendente, 650-877-8705, les proveerá una traducción en español a los asistentes si la piden 48 horas antes de empezar la reunión.

This meeting will include closed captions which require the Board to provide a break, for the captioner's benefit, after approximately every 90 minutes.

OPEN SESSION — 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION – 6:30 p.m.

1. Public Employee Discipline/Dismissal/Release (Government Code § 54957)

RECONVENE INTO OPEN SESSION – 7:00 p.m.

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. LAND ACKNOWLEDGEMENT STATEMENT

We acknowledge that the South San Francisco Unified School District is located on the unceded ancestral homeland of the Ramaytush Ohlone peoples who are the original inhabitants of the San Francisco Peninsula.

We wish to pay our respects by acknowledging the Ancestors, Elders, and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples.

E. REPORTING OUT FROM CLOSED SESSION

F. REVIEW OF AGENDA

G. PTA COUNCIL REMARKS

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

- South San Francisco Federation of Adult Educators
- South San Francisco Classroom Teachers Association
- California School Employees Association Chapter 197

I. PERSONNEL COMMISSION

J. ITEMS FROM THE BOARD

- Announcements
- Board Calendar
- Board Committee Reports

K. SUPERINTENDENT'S REPORT

a. Other

b. Other

c. Other

L. PUBLIC COMMENTS

The Board welcomes public comment and values the input of our community. Members of the public may attend in person to address the Board during this meeting, which is recorded and streamed live.

Process for Speaking:

To comment during the Public Comments portion of the meeting, please complete a name/address card located in the back of the room and give it to the secretary. The Board President will call upon individuals in random order. Each person may speak only once and must address the Board from the podium.

Speaking time is limited to a maximum of three minutes per individual (per Board Bylaw 9323). However, if more than ten speakers are anticipated, the Board President may, at their discretion, limit individual speaking time to one or two minutes to accommodate everyone.

Comments on Non-Agenda Items:

Members of the public may address the Board on matters that are not listed on tonight's agenda. This portion of public comment is limited to a total of 30 minutes.

Please note: In accordance with the Brown Act, the Board cannot discuss or take action on items that are not on the agenda. However, the Board may request staff to respond to your comments orally at the meeting or in writing at a future time.

Comments on Agenda Items:

Members of the public may also address the Board on specific items listed on tonight's agenda. Speakers may be heard during public comment or can be heard at the time the specific agenda item is called for discussion.

M. INFORMATION ONLY PRESENTATIONS – None

N. PRESENTATION WITH POTENTIAL ACTION

(Individual presentations are limited to a maximum of 10 minutes.)

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PRESENTATION

1. **STUDENT & FAMILY SERVICES**

   a. **Law Enforcement Contacts Summary for 2025-26**

      Director Ryan Sebers will review the end-of-year law enforcement contacts summary for the 2025-26 school year.

ACTION

1. **STUDENT & FAMILY SERVICES**

   a. **Approval of the SSFUSD and SSFPD MOU** 1 – 13

      Staff recommends approval of the updated 2026–27 Memorandum of Understanding (version #16) between SSFUSD and the South San Francisco Police Department, reflecting agreed-upon changes.

P. CONSENT AGENDA: The following items are submitted for Board approval. One motion will authorize action for those items so designated.

		PAGE
1. ADMINISTRATION		
a.	Minutes of the May 21, 2026 Regular Board Meeting.	14 – 41
2. TEACHING & LEARNING		
a.	SSFHS Ballet Folklorico to travel to the Mexican states of Oaxaca, Chiapas, and Jalisco, July 18 – August 4, 2026.	42 – 43
3. HUMAN RESOURCES		
a.	Certificated Personnel Assignment Order.	44 – 46
b.	Classified Personnel Assignment Order.	47 – 48
c.	MOU with Alliant International University Inc. (2026-29)	49 – 52
d.	MOU with SSFCTA for School Data Stewards (2026-27)	53 – 57
e.	MOU with SSFCTA for EdTech TLT (2026-27)	58 – 62
f.	Contract Renewal with Amergis Healthcare Staffing, Inc.	63 – 79
4. BUSINESS SERVICES		
a.	Purchase Order Listing.	80 – 86
b.	Warrant Register.	87 – 111
c.	Cash Receipts.	112 – 123
d.	Declaration of surplus items.	124 – 125
e.	Gifts to the District.	126 – 127
f.	Fundraising events.	128 – 143
g.	Professional services agreements under $25,000.	144 – 146

INFORMATION/DISCUSSION

1. BUSINESS SERVICES

a. 2026-27 District Budget

Assistant Superintendent Ted O will review the updated 2026-27 Proposed District Budget and Multi-Year Projections for 2027-28 and 2028-29.

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ACTION

1. ADMINISTRATION

a. Superintendent's Employment Contract — 147 – 159

Staff recommends approval of the Superintendent's employment contract dated June 25, 2026.

b. Agreement with Roy Advisors, LLC — 160 – 168

Staff recommends approval of the agreement with Roy Advisors, LLC for Professional Learning Systems Development, Enrollment and Facilities Planning, and Staffing Allocation Support for the period of July 1, 2026, through June 30, 2027 in an amount not to exceed $102,750.

2. TEACHING & LEARNING

a. Agreement with Health Connected — 169 – 175

Staff recommends approval of the agreement with Health Connected to provide instruction for Teen Talk Middle School for the 2026–27 school year, in the amount of $58,450.

b. Advanced English Course at Baden High School — 176 – 178

Staff recommends approval of the new course, Advanced English: Professional Writing for College, Career & Educational Leadership for implementation at Baden High School beginning in the 2026–27 school year.

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c. Agreements for Special Education Support for Vacant Positions 179 – 212

Staff recommends approval of agreements with Welldom and SPG Therapy & Education to provide personnel necessary to implement Individualized Education Program (IEP) services and support special education programs during the 2026–27 school year, in a total amount not to exceed $410,000.

d. Agreements with Non-Public Agencies for Special Education Mental Health Services 213 – 244

Staff recommends approval of the renewal of agreements with Beacon and Dooley Corporation to provide services for Individualized Education Programs (IEPs) in a total amount not to exceed $820,000.

e. Agreement with UnboundEd 245 – 248

Staff recommends approval of an agreement with UnboundEd to provide TK–12 ELA/ELD curriculum adoption support services during the 2026–27 school year in the amount of $54,000.

f. Approval of the 2026-27 Local Control Accountability Plan (LCAP) 249

Staff recommends the approval of the 2026-27 LCAP and authorization to submit the plan to the San Mateo County Office of Education.

g. Approval of SSFUSD Local Performance Indicators Self-Reflection 250

Staff recommends approval of the District's 2026 self-assessment of progress on local performance indicators, aligned with the LCFF State Priorities.

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h. MOU with SMCCCD for the Middle College Program 251 – 268

Staff recommends the approval of the MOU with San Mateo County Community College District for the Middle College Program at Skyline College for the 2026-27 school year.

i. Agreement with Legarza Sports 269 – 274

Staff recommends the approval of the agreement with Legarza Sports to provide Physical Education instruction at all SSFUSD elementary school sites for the 2026-27 school year in the amount of $826,622.

j. Agreement with 3 King Services, LLC 275 – 281

Staff recommends approval of the agreement with 3 King Services, LLC to provide a centralized Principal resource that would serve as a single source of information in an amount not to exceed $30,750.

k. MOU with Partners in School Innovation (PSI) for Parkway Heights Middle School (PHMS) 282 – 288

Staff recommends approval of the MOU with PSI to support PHMS School Site Transformation from August 2026 through December 2026 in the amount of $31,000.

l. MOU with Partners in School Innovation (PSI) for Junipero Serra Elementary 289 – 295

Staff recommends approval of the MOU with PSI to support Junipero Serra Elementary School for the continued development of the site leader and instructional leadership team (ILT) in the development of Professional Learning Communities (PLC) in the amount of $54,000.

3. HUMAN RESOURCES

a. Adoption of the SSFUSD Portrait of an Educator (POE) 296 – 299

Staff recommends the adoption of the SSFUSD Portrait of an Educator.

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b. Resolution No. 26-61: Voluntary Waiver of Personnel Commissioner Stipend 300 – 301

Staff recommends adoption of Resolution #26-61: Voluntary Waiver of Personnel Commission Stipends, allowing Commissioners, on a voluntary basis, to waive their per-meeting stipends for the 2026-27 school year.

c. Local Assignment Option for Certificated Staff 302 – 303

Staff recommends approval of the Local Assignment Options for certificated staff under Education Code 44258.3 for the 2026–27 school year, authorizing the educators listed in the memo to teach outside their primary credential areas.

d. Agreement with The Danielson Group, Inc. 304 – 324

Staff recommends approval of the agreement with The Danielson Group, Inc. to support professional learning, materials, and substitute coverage required to implement the Danielson Framework for Teaching in the amount of $298,052.

4. STUDENT & FAMILY SERVICES

a. MOU with Friends For Youth (FFY) 325 – 330

Staff recommends approval of the MOU with Friends for Youth to provide school-based group mentoring services for South San Francisco Unified School District students for the period of 2026–27 through 2028–29.

b. Agreement with Learner Centered Collaborative (LCC) 331 – 344

Staff recommends approval of the agreement with Learner-Centered Collaborative (LCC) to provide professional learning design, leadership development, and implementation support aligned to the District's belonging and well-being priorities during the 2026–27 school year in an amount not to exceed $133,000.

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5. BUSINESS SERVICES

a. Adoption of the 2026-27 Proposed District Budget 345

Staff recommends adoption of the 2026-27 Proposed District Budget and the Multi-Year Projections for 2027-28 and 2028-29 and authorizes submission to the San Mateo County Office of Education.

b. Resolution No. 26-49 and Change Order #5 with McGuire and Hester 346 – 390

Staff recommends adoption of Resolution #26-49: Declaring the Futility of Public Bidding of Additional Construction Work, with a waiver of the reading, and approval of Change Order #5 to the contract with McGuire and Hester for the Westborough Middle School Field and Pavement Improvements Project in the amount of $172,701.

c. Resolution No. 26-59: Award of Lease-Leaseback Agreements for El Camino High School Modernization Project 391 –398

Staff recommends approval, adoption, and authorization of Resolution No. 26-59, with a waiver of the reading, supporting the award of the Lease-Leaseback (Site Lease and Facilities Lease) agreements for the El Camino High School Modernization Project, and further authorizing District staff to enter into Lease-Leaseback agreements with Rodan Builders, Inc. in the amount of $175,300.

d. Resolution No. 26-60: Education Protection Account Funds 399 – 402

Staff recommends adoption of Resolution #26-60: To receive and disburse Proposition 55 – Education Protection Account (EPA) funds for the 2026–27 fiscal year, in accordance with constitutional requirements.

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e. Agreement with Summit Pipelines 403 – 427

Staff recommends approval of the agreement with Summit Pipelines for CCTV Utility Survey Services for the South San Francisco High School Modernization Project in the amount of $19,200.

f. Agreement with P2S, LP 428 – 454

Staff recommends approval of the agreement with P2S, LP to provide Commissioning Services for the Sunshine Gardens Elementary School Modernization Project in the amount of $28,260.

g. Agreement with Achievement Engineering Corporation 455 – 487

Staff recommends approval of the agreement with Achievement Engineering Corporation to provide Geotechnical Engineering Services and Geological Hazards Evaluation for the Los Cerritos Elementary School Modernization Project in the amount of $51,221.

h. Agreement with ACC Environmental Consultants 488 –520

Staff recommends approval of the agreement with ACC Environmental Services, Inc. to provide Hazardous Material Consulting Services for the El Camino High School Modernization Project in the amount of $77,902.50.

i. Agreement with HL Construction Management, Inc. 521 –536

Staff recommends approval of the agreement with HL Construction Management Inc. for Schematic Design Cost Estimating Services for the South San Francisco High School Modernization Project in the amount of $46,200.

j. 2-Year Contract Renewal with Dannis Woliver Kelley (DWK) Legal Firm 537 – 541

Staff recommends approval of the renewal of the contract with law firm Dannis Woliver Kelley (DWK) for the 2026–27 and 2027–28 school years.

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k. Agreement with Lakeshore Learning for Monte Verde Elementary School TK Classroom 542 –565

Staff recommends approval of the agreement with Lakeshore Learning for the Monte Verde Elementary School Transitional Kindergarten classroom in the amount of $33,098.51.

l. Agreement with Lakeshore Learning for Junipero Serra Elementary School TK Classroom 566 –589

Staff recommends approval of the agreement with Lakeshore Learning for the Junipero Serra Elementary School Transitional Kindergarten classroom in the amount of $33,108.01.

REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS *(subject to change)*
Board meetings are being held in the Baden HS gym, unless otherwise noted.

July 16, 2026

- Approval for Superintendent and Board participation in CSBA Conference
- Approval for Superintendent participation in 2026-27 conferences/seminars
- Williams report for 4th quarter ending 6/30/26
- Approval of the Board Governance calendar for 2026-27

August 20, 2026

- Introduction of Student Trustees/ASB High School Presidents
- Presentation on Summer School
- Public Hearing & resolution for confirmation of sufficient student textbooks/instructional materials
- Resolution: Attendance Awareness Month (September)

September 10, 2026

- Teaching & Learning presentation – Spruce Elementary
- Presentation & approval of year end unaudited actuals
- Discussion of October 22 Community Forum topic(s)
- Resolution: Hispanic Heritage Month (September 15 - October 15)
- Resolution: GANN limit

September 24, 2026

- Teaching & Learning presentation – Martin Elementary
- Approval of San Mateo Co. 2026-27 CSPP preschool contract

- Update on enrollment for the 2026-27 school year
- Update on Safe School Plans
- Resolution: Filipino American History Month (October)
- Approval of SMCOE Induction Program (BTSA) for services in 2026-27
- Resolution: California Week of the School Administrator (October)

October 8, 2026

- Teaching & learning presentation – Ponderosa Elementary
- Teaching & learning presentation – Los Cerritos Elementary
- Presentation on Fiscal Services
- Williams report for 1st quarter ending 9/30/26
- Resolution: Native American & Alaska Native Heritage Month (November)

October 22, 2026 - *Community Forum*

- Topic(s) TBD

November 12, 2026

- Teaching & Learning presentation – Westborough Middle
- Presentation on Assessment/Accountability (CAASPP, CAST)
- Public Hearing on Educator Effectiveness Block Grant

December 10, 2026

- Teaching & Learning presentation – Monte Verde Elementary
- Presentation & approval of First interim budget report "positive certification"
- Resolution: School Board Recognition Month
- CSBA Delegate Assembly nomination(s)
- Approval of 2027 Summer School Program

December 15, 2026 - *Reorganization meeting ONLY*

- Board of Trustees reorganization
- Resolution honoring outgoing Board President
- Selection of Trustees to District sub-committees/committees

SUMMARY OF BOARD DIRECTIVES

GOOD AND WELFARE

- Comments from Board Members and Superintendent

ADJOURNMENT

Pursuant to Government Code 54954.2, Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, should contact Joanna Marcelino, Senior Executive Assistant to the Superintendent, at least three working days prior to the meeting at (650) 877-8705. Notification in advance of this meeting will enable the District to make reasonable arrangements to ensure accessibility.

The agenda is available for review at the District's website: www.ssfusd.org (Click on *Board, Meetings*).
A recording is made of the Open Session of each meeting and can be found via YouTube at: https://www.youtube.com/@ssfusdmeetings

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Marcos Garcia, Ed.D., Assistant Superintendent, Student and Family Services; Ryan Sebers, Director, Student Services

DATE: June 25, 2026

RE: SSFUSD-SSFPD MOU Renewal for the 2026-2027 School Year

ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☒ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☒ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

Per action of the Board of Trustees (June 26, 2025) and action of City Council of the City of South San Francisco (July 9, 2025), the South San Francisco Unified School District (SSFUSD) and South San Francisco Police Department (SSFPD) MOU, version 16, commenced for the 2025-2026 school year, and will expire on June 30, 2026.

The terms of the MOU specify an annual renewal process as outlined in Section XIII(a) Renewal and Termination: “The initial term of this MOU shall commence 30 days after the MOU has been approved by both the City Council and the District’s Board of Trustees, and shall remain in effect through June 30, 2026. Each June/July thereafter, this MOU shall be reconsidered for renewal by both the City of South San Francisco and the District for each successive fiscal year, unless either party gives written notice of termination.”

On June 10, 2026, City Council of the City of South San Francisco approved the proposed MOU, version 16, for the 2026-2027 fiscal year (July 1, 2026 through June 30, 2027).

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Staff recommends the renewal of version 16 of the MOU between SSFUSD and SSFPD, updated for the 2026-2027 school year, with changes as follows:

> Section XIII(a) Renewal and Termination:
> The initial term of this MOU shall commence 30 days after the MOU has been approved by both the City Council and the District's Board of Trustees, and shall remain in effect through June 30, 2027. Each June/July thereafter, this MOU shall be reconsidered for renewal by both the City of South San Francisco and the District for each successive fiscal year, unless either party gives written notice of termination as set forth in subsection (b) below. For purposes of this MOU, the fiscal year begins on July 1st and ends on June 30th each year. In the event that the City Council or Board of Trustees is unable to complete deliberations on renewal of this MOU prior to June 30th each year, the MOU may be renewed at any time and will apply to the balance of the fiscal year in which it is renewed. The District or City Council can at any time agendize this at any of their respective meetings.

As was suggested by City Council of the City of South San Francisco at their meeting on June 10, 2026, staff also recommends the consideration of a triennial renewal term for subsequent renewals. The renewal term can be considered independent of the annual report requirement specified in Section X(c) Program Evaluation, Assessment, and Report. As such, The City Council and District Board of Trustees would continue to receive an annual report each June/July, following the end of each school year, regarding the Program, whether or not a triennial renewal term is adopted.

If a triennial renewal term is adopted, staff would recommend the following changes to the MOU, under Sections X(c) and Section XIII(a) as follows:

> Section X(c) Program Evaluation, Assessment, and Report:
> The City Council and District Board of Trustees will receive a report each June/July, following the end of each school year, regarding the Program. The report will be based on information available from the concluding school year. A purpose of the report is to provide the City Council and Board of Trustees with information relevant to their consideration of whether the program should be renewed for another year. The report will summarize the review described in this section, including an appraisal of whether the program is achieving its intended goals and objectives, and any improvements or adjustments to the Program proposed by the City Manager and Superintendent. The report will be presented

to the City Council and District Board of Trustees annually and as part of their consideration of triennial renewal of this MOU, as described in Section XIII(a).

Section XIII(a) Renewal and Termination:
The initial term of this MOU shall commence 30 days after the MOU has been approved by both the City Council and the District's Board of Trustees, and shall remain in effect through June 30, 2029. Each triennial June/July thereafter, this MOU shall be reconsidered for renewal by both the City of South San Francisco and the District for each successive three-year fiscal term, unless either party gives written notice of termination as set forth in subsection (b) below. For purposes of this MOU, a fiscal year begins on July 1st and ends on June 30th each year. In the event that the City Council or Board of Trustees is unable to complete deliberations on renewal of this MOU prior to June 30th of each three-year term, the MOU may be renewed at any time and will apply to the balance of the fiscal year in which it is renewed. The District or City Council can at any time agendize this at any of their respective meetings.

SSFUSD-SSFPD MOU (ver. 16)
For the 2026-27 School Year

This memorandum of understanding (MOU) is made by the South San Francisco Unified School District ("District") and the City of South San Francisco regarding their mutual understanding of the matters described below. This MOU consists of guidelines to inform the relationship between the District and the School Liaison Officer ("SLO") of the South San Francisco Police Department ("SSFPD"), which relationship is subject to annual review as set forth below. This document will work in conjunction with the District's Expectations for Student Success Handbook (the "District Handbook"); and all applicable city, state, and federal laws that provide guidance on how to properly handle common cases that are generated on school grounds. Some of the laws related to searches and questioning of students are summarized in Appendix 1 to this MOU, which may be updated to reflect changes in the law without requiring an amendment to this MOU.

It is the intention of the District and SSFPD to maintain collaborative efforts to provide a safe and healthy school environment for students, staff, and visitors. In doing so, the District recognizes the impact SLOs may have on different student groups, and will prioritize student safety and relationship building.

I. Goals and Objectives:

a) Protect the constitutional and civil rights of students.
b) Maintain a safe and secure environment on school campuses which will be conducive to learning.
c) Establish a positive working partnership.
d) SSFPD desires to promote positive attitudes regarding the role of police in society through non-punitive, alliance-building interactions with students and staff, and will seek the District's partnership and input of District administrators in creating such opportunities.
e) The District desires to reduce student suspensions, expulsions, and referrals to the criminal justice system to the furthest extent possible. The District also desires to reduce and eliminate racial disparities in contacts with students.
f) Conduct criminal investigations.
g) Refer student cases to restorative justice alternatives/programs and court diversion to the greatest extent possible prior to relying on the court or penal system.
h) Ensure that all SSFPD Officers understand the needs, strengths, and challenges of various student groups based on race, ethnicity, national origin, disability, religion, gender, sexual orientation, economic status, age, cultural group, immigration status, or affiliation with any other similar identifiable group. SSFPD currently provides all officers,

including SLOs, with training in areas such as cultural diversity, racial bias prevention, crisis intervention, bias and racial profiling prevention and principled policing, along with other training. SSFPD will continue to prepare SLOs through training and experience to meet the unique requirements needed for an SLO to interact appropriately with students and staff in a school setting. Annually, SSFPD Chief of Police and his/her staff and District school administrators will meet to review SLO training requirements and collaborate on a joint list of required training for SLOs, recognizing that over time, training needs may change. The SLO will receive specialized training regarding the education of students with disabilities, as identified under the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Americans with Disabilities Act, to help the SLO understand the unique needs of students with disabilities.

II. Non-Discrimination:

The parties are committed to complying with existing laws that prohibit the use of students' race, ethnicity, national origin, disability, religion, gender, sexual orientation, economic status, age, cultural group, immigration status, or affiliation with any other similar identifiable group as the basis for providing differing levels of law enforcement service or inconsistent enforcement of the law. Additionally, in accordance with Federal and State law which provides that undocumented students must be provided the same education offered to citizens, and which protects undocumented students from unreasonable search and seizure; in order for all students and families to feel comfortable and secure in the school environment; and consistent with the City of South San Francisco's existing policies for the SSFPD, SLOs will not question students or their parents or family members about their immigration status.

II. District's Role and Responsibility:

a) Ensure student welfare as its highest priority.
b) Establish and implement student safety and positive school climate programs.
c) Develop procedures to handle campus safety issues.
d) Develop emergency response procedures.
e) Develop a school safety plan.
f) Establish and follow procedures for referring SLO involvement.
g) District school administrators shall not request information related to student contacts with law enforcement outside of the timeframe for which the District has responsibility for the student.
h) Annually, District school administrators will receive and provide training on when to contact police and when not to contact them, pursuant to established District processes, to ensure clarity of expectations.

i) Handle all student disciplinary concerns that are not mandatory in nature for and address situations without the involvement of SLOs (beyond the mandatory scope of Cal. Ed. Code § 48902 and Penal Code § 245).

III. School Liaison Officer's Role and Responsibility:

a) The School Liaison Officer ("SLO") is a police officer; not a schoolteacher, school administrator, or school counselor, and therefore will not be expected or asked to act in those roles. The SLO will work with families, individual students, and other school staff members with counseling and guidance efforts when requested and appropriate, and will defer to the decisions of those groups, unless there is a criminal aspect.

b) Coordinate all activities with the principal and staff members concerned; seek permission, guidance, and advice prior to enacting any programs within the school.

c) When it pertains to preventing a disruption that would, if ignored, place students and staff at risk of harm, the SLO will assist with resolving the problem to guard against risk of harm. In all other cases, disciplining students and addressing other conduct deemed inappropriate is the responsibility of the District.

d) Provide students, staff, and parents with a familiar and recognizable law enforcement contact. SLOs will work to create positive relationships with students and staff through appropriate social interactions when not responding to requests for assistance.

e) Attend various sporting events and school activities as needed and as called upon by school administrators (subject to approval by the Superintendent or designee), for the purpose of proactive enforcement and community interaction. As set forth in Section III above, the District shall develop and implement an internal process for determining the need for police involvement at such sporting events and school activities.

f) The District and SSFPD believe the U.S. Department of Education's position that "restraint and seclusion should be avoided to the greatest extent possible without endangering the safety of students and staff" is the best practice to follow in nearly all situations. The SLO should only use a physical restraint device (e.g. handcuffs or other restraints) in cases that require the physical arrest of a student for referral to the criminal justice system, or to prevent the involved individual from injuring themselves or others.

g) If doing so is practical and will not interfere with other duties, when working on District campuses, the SLO will wear a designated alternate uniform to present a more casual appearance (*i.e.* – polo shirt with utility slacks, or business suit). When wearing the designated alternate uniform, officers may have all necessary safety equipment for the performance of their duties, including without limitation a bullet-resistant vest worn

under their clothing and all use-of-force tools to allow for appropriate de-escalation.

V. Role of School Liaison Officers During Investigations at School Sites:

a) School disciplinary investigations are a separate and distinct process from police investigations, which occur only when there is a reasonable suspicion of criminal conduct. In such cases, these processes will occur in parallel. In some cases, police may inform a school/district of an incident that falls within school/district jurisdiction to address at a school discipline level, and in other cases police may respond to a report of a crime which has been investigated by the school/district. Although information gathered in parallel investigations of the same issue may be shared to inform the school and police of additional details not acquired within the scope of either of their independent investigations, searches and interviews facilitated by either the school/district or police do not replace or truncate a thorough investigation by either entity. If either the school/district or police have the benefit of shared information for the purpose of greater clarity of the issue being investigated, then either entity must weigh the facts and evidence and determine the appropriate disposition within their own jurisdiction (*i.e.* the school/district determines an appropriate disciplinary response or intervention within the school realm, and the police determine criminal charges in the legal realm). Although police may also be pursuing a criminal investigation outside of school and have legal grounds to interview the student at school and/or remove the student from campus, it is understood that an overlap of investigative authority of school administrator's/district officials and police officers may exist in some cases. To the extent possible, any police investigations into student conduct will occur off campus; however, in some circumstances, such as when the student conduct occurs at school, interviews or other forms of investigation may need to be conducted on campus.

b) Any searches of students or their property by the SLO shall comply with the Department's Search and Seizure Policy. Absent exigent circumstances, the SLO should make every reasonable effort to alert a school administrator prior to conducting a search of a student or their property, including lockers. Whenever possible, the SLO should be accompanied by a school administrator when conducting searches.

c) This relationship extends to SLOs who may work with the District's school administrative teams during investigations of student and staff issues. The SLO is an employee of the police department and is a police officer. In matters involving student criminal offenses, the SLO may be asked to assist or provide resources to District officials conducting a school investigation. Interview and search procedure is still governed by the school administrators, who bear responsibility in that situation. If a school administrator asks a police officer to conduct a search, the search would still require the presence of a school administrator, and the SLO would still be an extension of school authority.

d) When school administrators conduct an investigation and determine that a crime that must be reported by law has been committed, the police are notified. If the police

subsequently dispatch an officer to the school, they begin a parallel investigation which may involve interviews and search procedures. At that point, the police are governed by their own investigation and are responsible for any interviews and searches they initiate within the scope of their authority. If an SLO is coincidentally dispatched in response to a school report of a crime, the SLO is then viewed as a regular police officer fulfilling the responsibilities of a police investigation and not an extension of school administrators.

e) SLOs and other police officers assisting schools with investigations, when there is no probable cause to believe that the student has committed or has knowledge about a crime, do not assume responsibility just because they are asked to assist. If, during an investigation, an SLO or assisting officer determines that there is probable cause to believe that the student has committed or has knowledge about a crime such that a police investigation should be initiated, even when the school investigation is still ongoing, the officer would then assume responsibility for any parallel investigative processes the officer initiates at that point. The District's investigation and the police investigation would be considered two distinct processes.

VI. Guidelines for Distinguishing Between Disciplinary Misconduct and Criminal Offenses:

One of the primary guiding principles in education and the criminal justice system is that mistakes made by young people should not carry lifelong consequences. Young people should be afforded multiple opportunities to overcome minor violations of law and school policy. The following points provide direction for determining the sanctions for an alleged violation of the District's Code of Conduct, California statutes or local ordinances.

a) School administrators have broad latitude in addressing minor violations of the District Expectations for Student Success Handbook, that may also be violations of the law. Minor violations of the District Handbook should be addressed by the school administrators without involvement of the SLO. Involvement of police on school campuses, beyond the mandatory scope of Cal. Ed. Code § 48902 and Penal Code § 245, will be at the discretion of District official's/school administrators, in the interest of the safety of the District's learning communities. In exercising such discretion, District officials and school administrators will be required to undergo training and understand and implement District policies for SLO involvement. The District is committed to providing clear guidance and training to ensure it is able to manage student behaviors at the local level in most cases where there are minor infractions of the District Handbook that are also violations of law. Relevant portions of the District Handbook and other District policies that identify the circumstances under which District employees are supposed to involve the SLO are included in Appendix 2 to this MOU, which may be updated to reflect changes in those documents without an amendment to this MOU.

b) In certain circumstances, school administrators may be required to report situations to law enforcement for investigation, including but not limited to a student who has been subjected to abuse or neglect, victims of several types of crimes, and threats of violence.

c) SLOs are responsible for criminal law issues, not school discipline or poor behavior issues. Absent a real and immediate threat to student, staff, or public safety, incidents on District campuses involving public order offenses (including disorderly conduct; disturbance/disruption of schools or public assembly; trespass; loitering; profanity; and fighting that does not involve physical injury or a weapon) are considered school discipline issues to be handled by school administrators, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of a criminal citation, ticket, or summons, filing of a delinquency petition, referral to a probation officer, or actual arrest).

d) Whenever possible, a student will not be arrested at school when the arrest can be made effectively elsewhere. An arrest at school is the last resort after all other avenues have been exhausted, unless the student poses a real and immediate threat to another student, teacher, or public safety; or a judicial warrant specifically directs the arrest of the student in a school.

e) If circumstances require an arrest to occur on school grounds, the SLO shall be mindful of the educational environment and of other students who may witness the arrest. Whenever possible, arrests should not occur during the lunch hour, before or after school, or in open areas on a school campus where there is a potential for a large number of student witnesses.

f) Except in exigent circumstances, school principal's / principals' designees will be advised prior to an arrest of a student on school grounds. The student's parent or guardian will be notified as soon as practicable when the student is released to a law enforcement officer.

g) SSFPD officers, including the SLO, will continue to follow state law and City policies when effectuating arrests.

VII. Student Rights:

a) Except in exigent circumstances, the SLO will inform school administrators prior to conducting a probable cause search of a student on campus.

b) The SLO will inform school administrators prior to questioning a student on school grounds, except in situations where the student poses a real and immediate threat to another student, teacher, or public safety, and such advance notice to school administrators is not feasible.

c) Absent a real and immediate threat to student, staff, or public safety, physically invasive searches by a SLO will not be conducted on a student, except as noted above in circumstances in which an SLO is conducting a search pursuant to an independent criminal investigation.

VIII. Training and Reports on SLO Activity:

a) The SLO will provide an annual report on SLO Program activities. The District, represented by the Superintendent or his/her designee and the City of South San Francisco, represented by the City Manager or his/her designee will collaborate on identifying the information to be included in the annual report.

b) SSFPD currently provides all officers, including SLOs, with training in areas such as cultural diversity, racial bias prevention, crisis intervention, bias and racial profiling prevention and principled policing, along with other training. It is SSFPD's intent to continue to prepare SLOs through training and experience to meet the unique requirements needed for an SLO to interact appropriately with students and staff in a school setting. Annually, SSFPD staff and District staff will meet to review SLO training requirements and collaborate on a joint list of required training for SLOs, recognizing that over time training needs may change. This joint list of required trainings will be set forth in a side letter that is updated annually.

c) The SLO will receive specialized training regarding the education of students with disabilities, as identified under the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Americans with Disabilities Act, to help the SLO understand the unique needs of students with disabilities.

d) If the District offers trainings or publishes policies regarding non-punitive approaches to behavioral management in the District, then the parties expect that the SLO will participate in the trainings and be familiar with the content of the trainings and any such policies. If the District has implemented any specific programs designed to improve overall school climate or respond to student behaviors in specific ways, the District may invite the SLO to participate in any trainings associated with those programs.

e) SSFPD will pay for all SLO training described in this MOU.

IX. SLO Performance and Review

a) In the event that a school/district has concerns regarding the actions of an SLO relative to this MOU, a representative of the school/district will refer the concerns initially and in writing to the Chief of Police, after which the Chief of Police and a District representative will meet and confer. A meeting may also be conducted with all parties, including the SLO, to mediate and resolve any problems.

b) Notwithstanding the process described in the immediately preceding subsections, the SSFPD Chief is solely responsible for decisions about the assignment of SLOs, hiring and continuing employment of SLOs, and supervision and evaluations of the performance of SLOs. In the event that a school/district concern regarding the actions of an SLO relative to this MOU is not resolved through the steps described above, the

SSFPD Chief will reassign the SLO and exercise reasonable diligence to identify and provide a qualified replacement. The SSFPD Chief will consult with the District Superintendent or designee regarding the assignment of SLOs. In the event that the District Superintendent or designee has concerns about an SLO assignment, the process described in this Section IX will apply.

c) SSFPD will maintain methods for members of the public, including District students and employees, to file complaints against SSFPD officers, including SLOs. Complaints may be filed anonymously, and may be submitted in writing using forms provided by the SSFPD or in any other manner. The current versions of the SSFPD's forms are attached hereto as Appendix 3, and may be updated without an amendment to this MOU. The District has an independent right to investigate complaints from students, employees or others, to determine whether a breach of this MOU has occurred, but not to investigate SSFPD officers, including the SLO, as though they were employees of the District.

X. Program Evaluation, Assessment, and Report:

a) The School Liaison Officer Program will be assessed annually as described in this Section. The evaluation of the Program will be conducted jointly between the City of South San Francisco, represented by the City Manager or his/her designee and the District, represented by the Superintendent or his/her designee. The annual Program assessment may include, but is not limited to the following areas:

1) Success of established Program goals and objectives.
2) An internal survey of school administration, staff, and student representatives who have had interactions with law enforcement officers on campus will be conducted. The number of student representatives whose input will be sought will vary according to grade level. The survey will be primarily concerned with perceptions of safety and security relative to the Program. The timing, content, and evaluation of the survey will be discussed as part of regular meetings (see Section X(b) below). The City of South San Francisco will be provided with such survey information, including disaggregated survey responses.
3) An appraisal of areas with opportunities for improvement

A purpose of the assessment is to determine whether the program should continue for the following school year.

b) The parties also agree to establish a meeting schedule in order to maintain regular and open communication; to evaluate the effect of this agreement; and to suggest improvements and adjustments that may be necessary. The City Manager and Superintendent or their designees will determine who will participate in the meetings. If the meeting participants identify operational changes that require an amendment to this MOU, then proposed changes will be brought to the City Council and School Board.

c) The City Council and District Board of Trustees will receive a report each June/July, following the end of each school year, regarding the Program. The report will be based on information available from the concluding school year. A purpose of the report is to provide the City Council and Board of Trustees with information relevant to their consideration of whether the program should be renewed for another year. The report will summarize the review described in this section, including an appraisal of whether the program is achieving its intended goals and objectives, and any improvements or adjustments to the Program proposed by the City Manager and Superintendent. The report will be presented to the City Council and District Board of Trustees as part of their consideration of annual renewal of this MOU, as described in Section XIII(a).

d) This report should include aggregated data on why police were called to campus, who called them, demographic data on the students and other people with which they interacted, and outcomes (including arrests, citations, and other data). The District will collect relevant demographic and outcome data for district students from the previous calendar year. The City of South San Francisco will also track and share data with the school district regarding the number of student arrests and citations, by gender, race/ethnicity, and any other relevant data from the previous calendar year.

e) The City of South San Francisco, represented by the City Manager or his/her designee, and the District will bring proposed amendments to this MOU to the City Council and District Board of Trustees as necessary and not solely as part of the annual presentation to the City Council and District Board of Trustees. The District or City Council can agendize this at any of their respective meetings.

XI. Mutual Indemnity:

The City of South San Francisco, represented by the City Manager or his/her designee and the District agree to indemnify and hold each other harmless against any and all third-party losses, claims, liabilities, damages, costs, expenses and injuries (including personal injuries or death) arising from or in connection with investigations at school sites, to the extent that such losses, claims, liabilities, damages, costs, expenses or injuries arise out of the negligence of the indemnifying party. In the event of concurrent negligence of the parties, liability for any and all claims for injuries or damage to persons and/or property would be apportioned according to the California theory of comparative negligence.

XII. No Third-Party Beneficiaries:

Nothing in this MOU is intended to or shall confer upon any person other than the parties any rights or remedies hereunder.

XIII. Renewal and Termination:

a) The initial term of this MOU shall commence 30 days after the MOU has been approved by both the City Council and the District's Board of Trustees, and shall remain in effect through June 30, 2027. Each June/July thereafter, this MOU shall be reconsidered for renewal by both the City of South San Francisco and the District for each successive fiscal year, unless either party gives written notice of termination as set forth in subsection (b) below. For purposes of this MOU, the fiscal year begins on July 1st and ends on June 30th each year. In the event that the City Council or Board of Trustees is unable to complete deliberations on renewal of this MOU prior to June 30th each year, the MOU may be renewed at any time and will apply to the balance of the fiscal year in which it is renewed. The District or City Council can at any time agendize this at any of their respective meetings.

b) This MOU may be terminated without cause by either party at any time, by giving prior written notice at least 30 days in advance of the effective date of such termination, or may be terminated by mutual agreement of both parties.

c) All notices under this MOU shall be in writing and delivered by email AND U.S. mail, postage prepaid, to the following addresses:

If to South San Francisco Unified School District:
398 B Street
South San Francisco, CA 94080

If to City of South San Francisco:
P.O. Box 711
South San Francisco, CA 94083

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the dates set forth below:

South San Francisco Unified School District

Date: _____ _____

Dr. Shawnterra Moore, Superintendent

City of South San Francisco

Date: _____ _____

Laura Snideman, City Manager

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Regular Meeting of May 21, 2026

Baden High School – Gymnasium
825 Southwood Drive, South San Francisco, California

SSFUSD Equity Definition
Equity, in SSFUSD, is defined as giving students what they need, when they need it to fulfill their potential.

OPEN SESSION — 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION – 6:30 p.m.

1. Public Employee Discipline/Dismissal/Release (Government Code § 54957)

2. Superintendent evaluation

RECONVENE INTO OPEN SESSION – 7:00 p.m.

B. ROLL CALL

Board Members: Ms. Amanda Anthony – Present
Mrs. Amy Lam – Present
Dr. Chialin Hsieh – Present
Mrs. Patricia Murray – Present
Mrs. Mina Richardson – Present

Cabinet Members: Dr. Shawnterra Moore, Superintendent – Present
Mr. J. Marwan Hannon, Assistant Superintendent, Human Resources – Present
Dr. Marcos Garcia, Assistant Superintendent, Student & Family Services – Present
Dr. Nia Campbell, Assistant Superintendent, Teaching & Learning – Present
Mr. Ted O, Assistant Superintendent, Business Services – Present

C. PLEDGE OF ALLEGIANCE was led by Gianna Lechado, 12th grade student at Baden High School. Afterwards, she shared how Baden's supportive environment helped her overcome anxiety and develop a stronger sense of belonging. She highlighted the positive relationships she has built with teachers and peers, the benefits of smaller class sizes, and opportunities such as the Precita Eyes mural project that helped her gain confidence and connect with

others. Gianna noted that Baden has become a place where she feels valued, motivated, and supported in achieving her goals. She also recognized the school's many community-building activities and thanked the Board for supporting programs that help students feel seen, connected, and successful.

D. LAND ACKNOWLEDGEMENT STATEMENT

We acknowledge that the South San Francisco Unified School District is located on the unceded ancestral homeland of the Ramaytush Ohlone peoples who are the original inhabitants of the San Francisco Peninsula.

We wish to pay our respects by acknowledging the Ancestors, Elders, and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples.

E. REPORTING OUT FROM CLOSED SESSION – None

F. REVIEW OF AGENDA

Dr. Moore requested that Consent Item 2C be removed from the agenda and brought back for further review at a future Board meeting. She also requested that Biotechnology 1H, Biotechnology 2H, and Biotechnology 3H be removed from Action Item 2A for additional review and consideration at a later meeting.

G. PTA COUNCIL REMARKS

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

San Francisco Federation of Adult Educators – Elizabeth Bales, President of SSFAE, addressed the Board to share updates from the adult education program. She described a challenging year marked by uncertainty affecting students, many of whom are immigrants balancing work, family responsibilities, and schooling. She noted that external factors, including economic pressures and immigration-related fears, have contributed to fluctuating attendance and increased barriers for students.

Despite these challenges, she emphasized that adult education staff continue to adapt by pivoting programs and responding to evolving student needs. She concluded by noting the ongoing resilience of the adult education community

South San Francisco Classroom Teachers Association – Shari Giusti, President of SSFCTA, reflected on the close of the 2025–26 school year and noted both opportunities and concerns for the district moving forward. She expressed appreciation for increased communication with district leadership but raised concerns about upcoming changes in special education, particularly the expansion of co-teaching models.

Ms. Giusti emphasized the need for more comprehensive training and collaboration time for teachers to effectively support implementation before the new school year begins. She also raised concerns about working conditions, including reports of insufficient support, scheduling issues, and instances where special education teachers are being pulled into non-instructional duties.

Additionally, she highlighted ongoing concerns about workplace climate, including allegations of retaliation tied to grievance filing and broader issues of staff dissatisfaction at certain school sites. She urged the district and Board to ensure that contractual protections are followed and offered to meet with trustees for further discussion over the summer.

California School Employees Association Chapter 197 – None

I. PERSONNEL COMMISSION

Mr. Hannon announced that the next Personnel Commission meeting will be held on Monday, June 15, 2026 at 5:00 p.m. in the district office board room.

J. ITEMS FROM THE BOARD

Trustee Lam announced a new literacy initiative launching at 8:00 a.m. the following morning at Sunshine Gardens, in partnership with the Kiwanis Club. The project aims to distribute books to students to encourage reading over the summer. She acknowledged and thanked the Kiwanis Club as well as Sunshine Gardens staff including Literacy Coordinator Lindsay Summers and Principal Gonzalez. She also recognized support from the Asian Pacific American DNA group at Genentech for assisting with book collection and donations.

K. SUPERINTENDENT'S REPORT

a. **Golden Apple/Retirees Ceremony –** Dr. Moore opened by reflecting on the 39th Annual Golden Apple and Retirement Celebration held last week, describing it as a joyful and meaningful event. The celebration featured music, laughter, families, colleagues, flowers, handmade signs, and widespread appreciation for district employees.

   She shared that the district honored 29 retirees, recognized staff members reaching service milestones of up to 40 years, and celebrated 10 Golden Apple recipients. These individuals were highlighted for their dedication, care, and impact on students and the broader community.

   Dr. Moore emphasized that the event served as a powerful reminder of the lasting ripple effect staff have on students, families, and the South San Francisco Unified community, expressing deep gratitude for all who contribute to making the district a special place.

b. **End of Year/ Promotions & Graduations** – Dr. Moore spoke about the

upcoming promotion and graduation season, noting a strong sense of excitement and pride across the district. She highlighted these ceremonies as some of the most meaningful moments of the school year, as they reflect not only academic achievement but also students' perseverance, growth, resilience, and character.

She expressed appreciation for the dedication of educators, staff, families, and community members whose encouragement and support help students reach these milestones. Dr. Moore also noted that students continue to demonstrate the district's "portrait of a graduate" qualities, including leadership, creativity, determination, and a focus on future goals.

She acknowledged the wide range of post-secondary pathways students are pursuing, including college, career pathways, military service, and other opportunities. Finally, she thanked school staff working behind the scenes to prepare celebration events and shared anticipation for celebrating with the community in the coming week.

c. **Counseling & Induction Highlights** – Dr. Moore highlighted the continued growth and evolution of the district's counseling program, noting that although a formal presentation was not held this year, the work remains strong and expanding across South San Francisco Unified.

   She emphasized efforts to build a proactive, vertically aligned K–12 counseling system focused on student wellness, college and career readiness, and whole-child support. Dr. Moore pointed to data showing positive growth, including increased financial aid completion rates, expanded mental health supports, and stronger systems designed to support students academically, socially, and emotionally.

   She encouraged the community to review the full counseling program presentation posted on the board meeting webpage, noting it reflects the important work counselors are doing every day to support students.

   Dr. Moore also referenced a previously shared update on the district's induction program for new teachers, highlighting the mentorship, coaching, and reflective practices that support educator development and growth in service of students. She similarly encouraged the community to review that presentation in the May 7th board meeting materials.

d. **Kent Awards** – Dr. Moore proudly recognized South San Francisco Unified School District staff and programs honored at the San Mateo County J. Russell Kent Awards and Emily Garfield Awards Celebration.

   She shared that the district received four Kent Awards, which recognize

innovative programs that support student success across the system. In addition, Westborough Middle School psychologist Angel Gonzalez received the Emily Garfield Award for his outstanding leadership and dedication to student wellness and support.

Dr. Moore emphasized that these recognitions reflect the creativity, care, and excellence present throughout the district and expressed pride in all those who were honored. She also recognized student accomplishments as the school year wraps up, highlighting achievements in academics, arts, STEM competitions, athletics, and other enrichment activities such as TED talks, History Day, and AP coursework.

She noted that these successes reflect the district's "portrait of a graduate," showing students' growth, resilience, and engagement in their passions. She thanked students, staff, coaches, advisors, and families for their support and expressed pride in students' achievements across the district.

Trustee Richardson congratulated the El Camino High School varsity baseball team on completing a perfect 15–0 season. She recognized the team's hard work and dedication and announced that the Colts would compete in the playoffs at Lincoln High School in San Jose on May 23. She expressed pride in the team's accomplishment and wished them continued success.

e. **Introduction of Toby Lee, Director of Facilities & Safety** – Mr. Lee thanked the Board and community for the opportunity to serve and expressed his commitment to supporting the district's schools.

   Mr. Lee emphasized the importance of safe, clean, and well-maintained facilities in supporting student and staff success. He shared that his focus will be on listening, learning, building relationships, collaboration, accountability, and ensuring district facilities continue to support the educational mission. He concluded by expressing his enthusiasm for joining the community and contributing to the district's success in the years ahead.

f. **End of Year SSFUSD Staff & Community Survey** – Dr. Moore shared that the district has been working to strengthen community communications and be more thoughtful and intentional about how information is shared. She emphasized that feedback is welcomed and encouraged.

   She noted that a QR code has been provided and will also be sent out through the staff newsletter to gather input on what is working well, and

that it can be reshared for those unable to access it.

L. PUBLIC COMMENTS

Thomas Blochberger, a science teacher at South San Francisco High School and CTA representative, spoke about planned reductions in teacher positions and increases in class sizes for the 2026–27 school year. He shared that many teachers have expressed concern about the potential impact on student learning and questioned the lack of faculty involvement in discussions regarding the staffing changes. While district officials cited declining enrollment as a factor, he emphasized the importance of maintaining educational quality and argued that larger class sizes may negatively affect student outcomes. He also reflected on a previous AP Biology class with a small enrollment that achieved exceptional AP exam results, noting the value of smaller class sizes in supporting student success.

Melanie Olsen, a South San Francisco resident and district alumna, advocated for the development of workforce housing for district employees, particularly at the Foxridge School site. She noted that the site was identified in the district's long-range facilities planning efforts and described housing affordability as a significant challenge for teachers and staff. Olsen stated that high housing costs and long commutes can contribute to employee turnover and suggested that workforce housing could improve retention, strengthen school stability, and demonstrate the district's commitment to supporting its employees. She also referenced Measure T and encouraged continued discussion about the potential use of district-owned property for employee housing.

Megan Connery, an El Camino High School math teacher and CTA secretary, raised concerns about district communication systems following a recent school incident notification that she and several staff members reportedly did not receive. She explained that communication platforms currently used across the district including School Messenger, Infinite Campus, ParentSquare, StudentSquare, Google Classroom, and Outlook distribution lists do not always appear to be aligned. Ms. Connery emphasized that timely communication is especially critical during safety-related incidents and suggested that school sites be given greater responsibility for maintaining accurate staff communication lists to ensure information reaches all employees.

Tim Hockenos, a science teacher at South San Francisco High School, expressed concern about staffing reductions within the science department. He stated that two biology teachers would be leaving, with only one replacement planned, resulting in larger biology class sizes. He also shared concerns that AP Chemistry would not be offered due to staffing changes and that he would instead be assigned to teach freshman biology. Mr. Hockenos

shared that access to advanced science courses is essential for students pursuing healthcare and STEM careers and urged the district to maintain AP Chemistry and invest in science programming that prepares students for future educational and career opportunities.

Melissa Wood-Yoshida, a South San Francisco resident, veteran teacher, and reading specialist, spoke in support of comprehensive districtwide training in evidence-based reading instruction. She stated that elementary educators and reading specialists have requested such training for many years and expressed concern that it has not been provided on a broad scale. Ms. Wood-Yoshida emphasized the importance of literacy as the foundation for learning across all subject areas and encouraged the Board to examine available resources, including state funding opportunities, to support professional development in evidence-based reading practices.

Jeremy Levine, representing the Housing Leadership Council, spoke in support of workforce housing initiatives for district employees. He highlighted the challenges school districts face in retaining educators and staff in high-cost communities and noted that employee housing has been successfully implemented in neighboring districts. Levine encouraged the Board to consider including funding for preliminary planning and feasibility discussions in future budget deliberations and suggested exploring partnerships with the City of South San Francisco and other stakeholders to advance workforce housing opportunities. He stated that such efforts could support employee retention, strengthen the district workforce, and benefit students and the broader community.

M. INFORMATION ONLY PRESENTATIONS

1. TEACHING & LEARNING

a. Alternative Education (Baden High School & SSF Adult Education)

Principal Seemaa Prasad presented educational priorities and programs in the District's Alternative Education, including Baden HS and Adult Education.

Trustee Richardson shared positive observations about Baden High School, noting that the school has continued to grow and flourish. She commended Principal Prasad's leadership and expressed appreciation for the efforts of staff in helping students feel connected to the broader District community. Trustee Richardson also highlighted the student speaker's remarks as particularly encouraging and thanked the school for creating opportunities that support student

success and belonging.

Trustee Richardson asked whether Baden students pursue opportunities such as Middle College. Principal Prasad explained that Baden students transition directly into college and career pathways, citing a recent graduate who completed an online course and entered a barbering program while attending school. She noted that students regularly matriculate into college programs, although Middle College operates as a different educational model.

Trustee Anthony expressed appreciation for the leadership demonstrated by Principal Prasad in overseeing a multi-school campus and acknowledged the dedication of teachers and staff in fostering a strong sense of belonging among students. She shared that she was deeply moved by the student speaker’s comments and noted that the positive feedback reflected broader trends seen in the school’s belonging data.

Trustee Anthony also commended the school for significant academic gains among student subgroups, noting that the improvements were particularly impressive despite an overall decline in performance metrics. She further praised the reduction in suspension rates, observing that the school's emphasis on belonging and restorative approaches appears to be helping students learn from mistakes and remain engaged in their education.

Trustee Anthony highlighted the growth and success of the Adult Education program, particularly given ongoing uncertainty surrounding federal funding. She applauded the program's ability to continue creating opportunities for students and expressed hope that the District could explore expanding Career Technical Education (CTE) offerings in response to strong student interest and participation.

Trustee Lam echoed colleagues’ comments and expressed appreciation for staff’s dedication, hard work, and commitment to students. She emphasized that the support provided goes beyond basic services, highlighting the importance of listening to students and creating safe spaces where they can feel supported.

She noted that her visits to the site this year have

broadened her understanding of continuation high schools and deepened her appreciation for the care provided to students. She also acknowledged the adult education program, commending staff for their ability to adapt and pivot as needs change.

Additionally, she referenced the progress seminar earlier in the year and participation from partner organizations such as Nova Works. She discussed broader economic shifts and the importance of supporting individuals with career training and educational opportunities to help them thrive in a changing economy.

Trustee Anthony also noted that while her perspective may not reflect the full Board's position, she felt it was important to share. She acknowledged the district's strong work around belonging and stated that, in that context, she continues to support the idea of developing an alternative high school program in addition to Baden Continuation High School. She emphasized that she intends to continue raising this idea.

Trustee Hsieh expressed appreciation for the emphasis on belonging, student voice, and relationship-centered supports for students who need additional encouragement and flexibility.

She highlighted improvements in graduation rates, reductions in suspension rates, and growth in counseling and dual enrollment opportunities, noting these as strong indicators that student supports are making a positive impact.

She also commended the adult education and transition programs, particularly the real-world learning opportunities and community-building activities that help students build confidence, skills, and hope for the future.

President Murray expressed appreciation for the mural near the adult education area, describing it as beautiful and highlighting its colors and placement near the gate.

She also reflected on the importance of alternative learning environments, emphasizing that some students learn differently and benefit from schools like Baden Continuation

High School. She connected this to the sense of belonging data, stating that it reflects students being in the right place and expressed satisfaction with that outcome.

b. Performance Management – Special Education and Pupil Personnel

Director Sabrina Yacoub provided an overview of the services and support offered to Special Education students, with a focus on utilizing Performance Management as a tool for performance analysis and continuous improvement.

Trustee Richardson began by reflecting on the evolution of special education services, noting how experiences for families have improved over time compared to earlier years. She emphasized the district's increased commitment to serving a broader range of student needs within general education settings.

She asked for clarification on the range of disabilities the district is able to serve within its schools. Director Yacoub responded by explaining that eligibility is determined under the Individuals with Disabilities Education Act (IDEA), which includes 13 disability categories. Students are assessed to determine whether they meet eligibility criteria under one or more of these categories.

Trustee Richardson acknowledged the complexity and cost of special education services, noting that the Board had approved approximately $6 million in funding for the current year to support special education needs, including specialized placements and transportation. She expressed concern about staffing and resource challenges but affirmed that the district is continuing to work to meet student needs.

Director Yacoub added that there is potential for increased funding for special education in the upcoming year, noting that per-pupil funding may rise from the low $900 range to approximately $1,200. She indicated this would help address ongoing program costs.

Trustee Anthony expressed encouragement with the district's progress and its focus on systems-level work. She emphasized that accommodations made for students with disabilities often benefit all students, noting that this

principle applies across contexts such as classroom instruction and inclusive design.

She highlighted the importance of strengthening tier one instruction and expressed support for a shift in mindset where all students are viewed as needing support, rather than relying too quickly on referrals. She cautioned that excessive reliance on referrals can create a sense of exclusion and impact student belonging, and she encouraged more professional development to support this instructional approach.

She also raised a concern about co-teaching implementation, noting that if special education teachers are being used primarily in paraprofessional roles, it may not be an effective use of their expertise. She encouraged strengthening co-teaching practices to ensure appropriate instructional support.

Trustee Anthony emphasized the need for meaningful implementation of strong tier one instruction. She acknowledged that changes in practice can be challenging and referenced broader discussions about increases in special education diagnoses. She suggested that some diagnoses may be influenced by gaps in early instructional support rather than solely student disability.

She further noted that stronger tier one instruction could reduce future referral rates and IEP identification over time by ensuring students receive appropriate support earlier. She concluded by thanking staff for their work and acknowledging the difficulty of sustaining ongoing improvements while continuing to push for stronger foundational instruction.

Trustee Lam thanked staff for the report and expressed appreciation for the work being done by the department and its staff. She acknowledged the complexity of managing the district’s systems while also meeting the diverse needs of students in special education, and expressed confidence that the work is being done effectively.

She recalled a prior interaction at South City High School and a conversation involving a TouchMath instructor. She noted that the instructor had spoken positively about

working with the district and asked for context on why external partners seem to hold the district in such high regard.

Director Yacoub responded that the TouchMath coach, who provides statewide coaching, has described the district as highly collaborative and innovative. She explained that the district partnered with TouchMath to ensure strong implementation with explicit coaching support and noted that this collaboration is now being refined as the district has adopted new curriculum.

She added that the district is now in a stronger position due to district-adopted instructional materials, reducing earlier reliance on supplemental programs to ensure consistency and legal compliance. With improved systems in place, the district is now able to redesign and refine its use of TouchMath more strategically.

Director Yacoub concluded by emphasizing that the coach described the district as open, persistent learners who are committed to improvement, and shared that similar positive feedback has been received in other districts as well, particularly regarding coaching and instructional implementation.

Trustee Hsieh thanked staff for the comprehensive presentation and expressed appreciation for the department's clear focus on building systems that improve outcomes for students with disabilities while centering belonging, access, and inclusion.

She highlighted being especially encouraged by the team's focus on improving learning outcomes, IEP compliance, co-teaching practices, instructional coherence, and ensuring access to grade-level curriculum in the least restrictive environment.

She also praised the detailed systems approach outlined in the presentation materials, including the use of structured data tracking. She described this as strong, systematic thinking that supports continuous improvement.

Trustee Hsieh further noted the alignment of this systems work with the district's graduate profile, "graduate, learn,

navigate, thrive, and impact" and emphasized that this alignment reflects intentional and thoughtful planning.

President Murray noted that she is glad Director Yacoub joined the district when she did and commended the strong work done over the years. She then shared a personal reflection, noting that her nephew, who is autistic and has learning differences, recently graduated from San Francisco State University with a bachelor's degree in life sciences. She highlighted his achievement as the result of significant hard work. She connected this personal example to the broader work of the department, emphasizing that their efforts directly support student success and long-term outcomes. She concluded by stating that discussions of equity include the work being done by the department.

N. PRESENTATION WITH POTENTIAL ACTION – None

P. CONSENT AGENDA

Trustee Lam referenced the agenda item listed under professional services agreements under $25,000, specifically a new agreement with Sterling Volunteers for background checks for cleared volunteers. She requested a brief summary, noting that the item relates to broader safety systems to be discussed later in the meeting.

Dr. Garcia explained that the district is moving forward with the service to improve both campus safety and the volunteer onboarding process. He noted that the current process requires families to move between the school and district multiple times, and the new system is intended to streamline and simplify that process by reducing redundant steps and improving efficiency. Trustee Lam thanked him for the clarification.

MOTION #273 (Anthony/Hsieh) to approve 1a. Minutes of the April 23, 2026 Regular Board Meeting; 1b. Minutes of the May 2, 2026 Special Meeting/Board Workshop; 2a. ECHS Track & Field team to participate in the CIF State Championships in Clovis, CA, May 29 – 30, 2026; 2b. PHMS staff member to attend the National Mariachi Education Workshop in Las Vegas, NV, June 22 – 26, 2026; ~~2c. SSFHS staff and students to attend the Performing Arts Tour in Southern California, January 15 – 18, 2027;~~ 2d. MOU with San Joaquin County Office of Education (CODESTACK) for the 2026–2029 school years; 3a. Certificated Personnel Assignment Order; 3b. Classified Personnel Assignment Order; 3c. MOU with SSFCTA – Career Technical Work Experience Education (CTWEE) for the 2026-27 school year; 3d. MOU with SSFCTA – College and Career Access Pathways (CCAP) Partnership Program (Evaluation) for the 2026-27 school year; 3e. MOU with SSFCTA – College and Career Access Pathways

(CCAP) Partnership Program (No Evaluation) for the 2026-27 school year; 3f. MOU with SSFCTA – Specialized Secondary Programs (SSP) Emergency Response Pathway for the 2026-27 school year; 4a. Purchase Order Listing, April 2026; 4b. Declaration of Surplus Items; 4c. Warrant Register, April 2026; 4d. Cash Receipts, April 2026; 4e. Gifts to the District; 4f. Fundraising Events; 4g. Professional services agreements under $25,000. Motion Carried. (Unanimous)

The Board recessed at 8:25 p.m. and reconvened at 8:35 p.m.

INFORMATION/DISCUSSION

1. BUSINESS SERVICES

a. May Revision of the Governor's Budget

Assistant Superintendent, Mr. O provided an update on Governor Gavin Newsom's 2026–27 May Revision budget proposal, which was released on May 14, 2026. He explained that the May Revision represents the Governor's final opportunity to revise economic projections before the State budget is adopted in June and noted that District staff attended a School Services of California workshop earlier that day to review the proposal and prepare for development of the District's 2026–27 budget.

Mr. O shared that the Governor emphasized California's strong economy and proposed balanced budgets for both 2026–27 and 2027–28. He explained that the proposal does not include major new ongoing programs, but instead focuses on strengthening reserve accounts and reducing projected structural deficits through spending reductions, fund shifts, and revenue solutions.

He also reviewed concerns regarding the continued underfunding of the Proposition 98 minimum guarantee. Although the proposed withholding amount for 2025–26 was reduced from $5.6 billion to $3.9 billion, Mr. O noted that education organizations continue to oppose the proposal because they believe it effectively underfunds schools.

Regarding education funding, Mr. O explained that the Governor proposes fully funding the Local Control Funding Formula (LCFF) for 2026–27, including a 2.87% Cost-of-Living Adjustment (COLA), along with an additional 1.4% "Super COLA" specifically for LCFF funding. However, he

noted that the additional funding would require districts to provide up to 14 weeks of fully paid pregnancy disability leave for certificated and classified employees, which would create another unfunded mandate for community-funded districts like SSFUSD that primarily rely on property tax revenue rather than State attendance-based funding.

Mr. O also highlighted several other proposed education investments, including additional deposits into the Proposition 98 Rainy Day Fund, stabilization funding for the Expanded Learning Opportunities Program (ELO-P), and a proposed 43% increase in the Special Education base rate from $917 to $1,340 per ADA.

In addition, he reviewed proposals to increase the Student Support and Professional Development Discretionary Block Grant, maintain funding for the Learning Recovery Emergency Block Grant, and continue full funding for California's Universal Meals Program, including additional one-time funding for kitchen infrastructure and training grants.

Mr. O concluded by reminding the Board that the May Revision remains a proposal and that negotiations between the Legislature and Governor will continue before the final State budget is adopted in June.

Trustee Richardson noted she did not have many questions but referenced a discussion from a recent town hall regarding approximately $157 million in state funding that has not yet been returned, related to Prop 98 "settle-up" adjustments. Mr. O responded by explaining that, in the May Revision, the state is repaying a portion of prior-year settle-up obligations, with additional adjustments expected to be reflected in a future budget cycle depending on state revenue. He clarified that these figures relate to statewide totals rather than allocations specific to the district.

Trustee Richardson asked for clarification on whether a referenced $38 million payment had already been received and how it related to the overall $157 million figure. Mr. O explained that the settle-up amounts discussed (including figures such as $5.6 billion revised to $3.9 billion, and a separate $1.9 billion repayment) are statewide figures and not district-specific allocations. Trustee Anthony interjected

to clarify that the figure Trustee Richardson referenced may be related to VLF (Vehicle License Fee) revenues rather than the Prop 98 settle-up discussion. Mr. O confirmed that the topic being referenced was different.

Trustee Lam raised concerns about recent communications from CSBA and other organizations regarding Prop 98 “settle-up” payments and allegations of withheld state education funding. She noted that while the statewide settle-up amount has decreased, it remains significant, and asked how such funding issues might affect the district, even though it is a community-funded (basic aid) district. Mr. O explained that Prop 98 settle-up fluctuations do not directly impact the district because it is community funded. He noted that the effects are primarily felt by approximately 90% of California school districts that rely on state funding.

Trustee Lam asked a follow-up question regarding whether potential policy changes such as the “pregnancy provision” mentioned would have an impact. Mr. O responded that such changes could have a significant effect, describing them as unfunded mandates. He explained that the district would be required to implement certain programs or services without receiving corresponding state funding, similar to other mandates such as transitional kindergarten (TK), which are not fully funded for community-funded districts.

Trustee Lam then asked whether changes to special education funding, including an increase in the base rate for special education students, would benefit the district. Mr. O confirmed that it would provide some benefit, noting that the district currently contributes over $32 million from the general fund to support special education. He added that while the additional funding would not fully offset costs, it would help reduce the overall burden.

Trustee Lam acknowledged the limitations of the offset and reiterated concern about funding not fully reaching special education priorities. She then commented on the Vehicle License Fee (VLF) funding, noting that while it is separate from the district’s direct funding structure, ongoing issues in that area could have downstream effects on cities and local services. She emphasized that she wanted to flag the issue for future discussion.

President Murray thanked staff for the report and stated that Prop 98 funds are being illegally withheld from California schools and not being fully paid out as required under the state constitution.

ACTION

1. ADMINISTRATION

a. Adoption of Policies for the November 3, 2026 Governing Board Election and Resolution No. 26-53 Calling for an Election of Three (3) Governing Board Members

President Murray referenced the need to clarify how candidate statement costs are handled under the current bylaw.

Trustee Anthony explained that candidate statement costs involve a filing fee and prorated translation/processing costs that are distributed based on the number of candidates countywide. She suggested that the district could consider reimbursing candidates, potentially with a cap, to encourage participation, while acknowledging concerns about cost variability and governance limits.

Trustee Lam noted that while she understood the intent to support candidates, she was concerned about setting expectations that could effectively require the district to cover all candidate statement costs. She suggested the idea of capping reimbursement and emphasized the need to limit fiscal exposure while still encouraging participation.

Trustee Hsieh asked what Trustee Anthony's recommendation would be for structuring the approach.

Trustee Richardson raised concerns about potential unlimited liability if large numbers of candidates ran, referencing past elections with many candidates. She questioned whether the district should be responsible for covering all candidate statement costs and expressed hesitation about adopting such a policy.

President Murray clarified that the original intent was to

remove financial barriers and encourage more candidates to run, especially in cases where candidates run unopposed.

Trustee Richardson responded that the board had previously declined to increase stipends, which she believed would have also helped candidate participation. She cautioned against expanding district financial responsibility and noted election-related costs are typically part of a candidate's campaign expenses.

President Murray responded that she believed removing the upfront cost could increase candidate participation.

Trustee Anthony suggested a possible compromise, such as a capped reimbursement amount (e.g., $200 per candidate), but noted uncertainty about whether such a structure is allowed under the current election process.

Dr. Moore clarified that the current bylaw language states the district "shall" pay or reimburse candidate statement costs, and that the election process does not provide a mechanism for partial reimbursement outside of that structure.

Trustee Anthony acknowledged the limitation and noted the bylaw may need to be revised if partial reimbursement is not allowed under election procedures.

Trustee Hsieh asked for confirmation on whether the bylaw would need to be updated if the district chose a candidate-pay model.

Dr. Moore confirmed the bylaw requires the district to pay or reimburse these costs and that candidates may be required to pay estimated prorated costs in advance, consistent with election code.

Trustee Lam suggested exploring a separate assistance fund for candidates who may need financial support, while assuming candidates would generally be responsible for the full cost. She noted logistical challenges with administering such a process through the district.

President Murray questioned the original rationale for full district payment and acknowledged uncertainty about the

intent behind it, reiterating that the goal had been to encourage more candidates to run.

Trustee Anthony stated that given the bylaw's "shall" language, the district is currently obligated to pay, but suggested revisiting the policy at the bylaws committee. She proposed changing the language so the board would determine the approach each election cycle.

Dr. Moore confirmed there was sufficient time to bring the item back for further discussion at the June 11 meeting.

MOTION #274 (Richardson/Hsieh) to adopt the policies for a 200-word limit on a candidate's statement, require candidates to pay for their statement, and in the event of a tie select the candidate by lot; and adopt Resolution #26-53 calling for the November 3, 2026 Governing Board election for Trustee Areas C, D, and E. (no vote taken)

MOTION #275 (Richardson/Hsieh) to withdraw Motion #274. Motion carried. (Unanimous)

MOTION #276 (Anthony/Hsieh) to pull the item from consideration and bring it back for further discussion at the June 11 meeting, including review of the relevant board bylaw. Motion carried. (Unanimous)

b. Resolution No. 26-54 for Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) Pride Month

Resolution was read by Trustee Lam.

MOTION #277 (Richardson/Hsieh) to adopt Resolution #26-54: in support of 2026 LGBTQ+ Pride Month. (AYES: Lam, Murray, Anthony, Richardson, Hsieh; NOES: None). Motion Carried. (Unanimous)

c. Approval of District's New and Updated Board Bylaws and Policies

MOTION #278 (Lam/Hsieh) to approve the following new and updated District's Board Bylaw and Policies and waive a second reading. Motion Carried. (Unanimous)

1. BP 4000 - Concepts and Roles

2. BP 5000 - Concepts and Roles
3. BP 5020 – Parent Rights and Responsibilities
4. BB 5117 - Interdistrict Attendance
5. BP 5138 - Conflict Resolution/Peer Mediation
6. BP 4119.21 - Professional Standards
7. BP 4119.24 - Maintaining Appropriate Adult Student Interactions
8. BP 4156.3 - Employee Property Reimbursement
9. BP 4219.21- Professional Standards
10. BP 4219.24 - Maintaining Appropriate Adult Student Interactions
11. BP 4256.3 - Employee Property Reimbursement
12. BP 4319.21 - Professional Standards
13. BP 4319.24 - Maintaining Appropriate Adult Student Interactions
14. BP 4356.3 - Employee Property Reimbursement

2. TEACHING & LEARNING

a. Approval of CTE Course Revisions

MOTION #279 (Anthony/Hsieh) to approve the revised Career Technical Education (CTE) courses minus biotech 1H, 2h and 3 for pilot implementation during the 2026–2027 school year, with full implementation beginning in the 2027–2028 school year. Motion Carried. (Unanimous)

b. Approval of New Course – Baden HS

MOTION #280 (Anthony/Richardson) to approve E9W, an integrated English and career-exploration course at Baden High School for implementation beginning in Summer 2026. Motion Carried. (Unanimous)

c. Approval of New Courses – Adult Transition Program

Trustee Anthony commented that it's really great to see this alignment and change.

MOTION #281 (Hsieh/Richardson) to approve Vocational & Life Skills (Life Skills: Work, Community, and Safety), Community Based Instruction & Work-Based Learning (Employment Skills & Training), Functional Literacy & Communication, and Functional Mathematics for Independent Living. Motion Carried. (Unanimous)

d. Approval of Agreement with Parmer Mandelbaum Law

MOTION #282 (Anthony/Richardson) to approve the agreement with Parmer Mandelbaum Law for independent investigation services related to the complaint regarding the District's ethnic studies curriculum in an amount not to exceed $30,000. Motion Carried. (Unanimous)

e. Approval of a 2-Year Renewal Agreement with DocuSign

Trustee Anthony noted that each envelope costs approximately $7, and emphasized the importance of careful completion of paperwork (e.g., ensuring signatures are included) to avoid unnecessary costs to the district. She added that errors can result in multiple mailings and additional district expense.

MOTION #283 (Richardson/Anthony) to approve the renewal agreement with DocuSign for 2026-2028 in the amount of $117,207.84. Motion Carried. (Unanimous)

3. STUDENT & FAMILY SERVICES

a. Disposal of Obsolete Instructional Materials

MOTION #284 (Hsieh/Richardson) to approve the destruction of Class 3 disposable student records dated prior to the 2021–2022 school year, in accordance with state guidelines and the District's records retention policy. Motion Carried. (Unanimous)

b. Approval of the MOU with Daybreak Health

Trustee Anthony commended the work, noting it is impressive to see the access being provided to students and families, and thanked staff for continuing and proposing the effort.

MOTION #285 (Richardson/Anthony) to approve the MOU with Daybreak Health to support South San Francisco Unified School District students for the 2026–2027 school year in the amount of $138,300. Motion Carried. (Unanimous)

c. Approval of the Contract with Crystal Communications

Trustee Richardson asked for clarification on the approved walkie-talkies, inquiring whether the system is a digital program and how it functions. She asked if the radios are internet-connected and who they facilitate communication for, including whether they are used between schools and the district office and within sites.

Dr. Garcia explained that the purchase is for digital radios and stations for each school site, replacing obsolete equipment, and that the system supports communication between schools and the district office as well as within schools.

Trustee Lam asked about ongoing licensing and maintenance, specifically whether costs return annually for board approval or are included in the service agreement.

Mr. O responded that there is typically ongoing annual maintenance, which is usually renewed administratively and not brought back to the board each year, assuming satisfaction with the service.

MOTION #286 (Anthony/Hsieh) to approve the one-time purchase of emergency radio equipment from Crystal Communications for the 2026–27 school year in the amount of $107,564.77, and an anticipated ongoing annual cost of $13,239.60 for maintenance and licensing services in subsequent school years. Motion Carried. (Unanimous)

d. Approval of the Contract with Critical Response Group

Trustee Lam noted that the mapping item appears to align with the upcoming safety platform item. She explained that the proposal includes a one-time cost to create updated high-resolution maps of all campuses and asked how future updates would be handled, particularly in the event of new construction or facility changes funded through bonds.

Dr. Garcia responded that the current scope is to map existing facilities, and that if new buildings or additions occur in the future, only those changes would need to be updated or reassessed rather than remapping all sites.

MOTION #287 (Lam/Richardson) to approve the one-time purchase of a GIS-based Collaborative Response Graphics digital layered mapping solution from Critical Response Group in the amount of $99,888.75. Motion Carried. (Unanimous)

e. Approval of the Contract with CENTEGIX

Shari Giusti, raised concerns regarding the proposed Centegix Alert system and the expectation that teachers wear alert badges. She noted that SSFCTA has historically opposed systems that track staff locations, expressing concern that such monitoring could undermine trust in employees. She referenced information in the report indicating that the system can identify the location where an alert is initiated using interactive campus maps and questioned whether this effectively tracks staff locations. She also noted that the report states the system is used for medical emergencies, safety threats, and behavioral situations 98% of the time, and expressed concern about its use in other circumstances. Additionally, she cited comments from another district highlighting the system's ability to identify both the location and the individual initiating an alert. Ms. Giusti stated that she believes implementation of the system would constitute a significant change in working conditions and should be negotiated with labor partners.

Trustee Richardson sought clarification regarding the purpose of the system, how it functions, and who would use it. Dr. Garcia explained that the wearable alert badges are designed to allow staff to quickly summon assistance during emergencies. When activated, the system uses campus beacons and digital mapping to identify the precise location of the emergency. He emphasized that staff are not continuously tracked; location information is only provided when an alert is activated.

Dr. Campbell shared her experience using the system in another district, noting that it can be used to respond to emergencies such as medical incidents, fights, fires, or intruders. She explained that badges are issued to adults on campus and are intended to expedite emergency response.

Dr. Moore cited an example from a neighboring district where the system helped first responders quickly locate and assist an educator experiencing a medical emergency, highlighting its potential safety benefits.

President Murray commented that the system appeared to function as a safety tool rather than a tracking device and noted similarities to existing visitor badge requirements used on school campuses.

Trustee Lam asked questions regarding privacy protections, false alarms, and long-term implementation. Dr. Garcia confirmed that no student data would be shared through the system and explained that multiple button presses are required to activate an alert, helping reduce accidental activations. He added that staff training would be provided to support effective use of the system.

Trustee Anthony expressed support for the proposal but suggested that discussions with labor partners regarding implementation would be beneficial. She made a motion to bring the item back for a future meeting after those conversations occurred however, the motion did not receive a second and therefore failed.

Trustee Hsieh asked for clarification on how agenda items C, D, and E are connected within the Centegix safety initiative. She noted that the mapping system, Centegix platform, and volunteer-related contract appear to be interdependent, and asked what the mapping component specifically refers to. Dr. Garcia explained that the mapping system (CRG mapping) is used to pinpoint the location of activated beacons within the Centegix system. He clarified that the Centegix platform, mapping system, and Sterling volunteer management contract are all integrated components of the overall safety system.

Trustee Hsieh asked whether all components would move forward together if approved. Dr. Garcia confirmed that the intent is for all components to be implemented together so they can function as an integrated system. He added that the goal is to complete implementation over the summer in order to train staff and have the system ready for fall rollout.

MOTION #288 (Hsieh/Murray) to approve the contract with

CENTEGIX for the purchase of the CENTEGIX Safety Platform, including CrisisAlert, Safety Blueprint, and Visitor Management, for a five (5)-year term in the amount of $890,360. (AYES: Murray, Anthony, Hsieh, Lam; NOES: Richardson). Motion Carried 4-1.

4. BUSINESS SERVICES

a. Approval of Agreement ProTech Consulting and Engineering, Inc.

MOTION #289 (Richardson/Hsieh) to approve the agreement with ProTech Consulting Engineering, Inc. to provide Hazardous Materials Consulting Services for the Spruce Elementary School Modernization Project in the amount of $52,620. Motion Carried. (Unanimous)

b. Approval of Amendment #1 with Pinelli Construction Inspection, Inc.

MOTION #290 (Richardson/Hsieh) to approve Amendment #1 to the agreement with Pinelli Construction Inspection, Inc. for additional inspector of record services for the Westborough Middle School Field and Pavement Improvements project in the amount of $4,680. Motion Carried. (Unanimous)

c. Approval of Agreement with Kier+Wright Civil Engineers and Surveyors, Inc.

MOTION #291 (Richardson/Hsieh) to approve the agreement with Kier+Wright Civil Engineers and Surveyors, Inc. for expanded topographic survey and boundary locating services for the South San Francisco High School Modernization Project in the amount of $48,250. Motion Carried. (Unanimous)

d. Approval of Agreement with All City Management Services

Trustee Anthony noted that in Redwood City, crossing guards are funded by the city rather than the school district, and suggested exploring whether the City could similarly contribute toward crossing guard costs.

President Murray responded that it was an interesting idea, with reference to a subcommittee meeting.

MOTION #292 (Richardson/Hsieh) to approve the agreement with All City Management Services for crossing guard services for the 2026–27 school year at Monte Verde Elementary School, Los Cerritos Elementary School, Ponderosa Elementary School, Spruce Elementary School, Sunshine Gardens Elementary School, and Junipero Serra Elementary School in the amount of $162,518.40. Motion Carried. (Unanimous)

e. Approval of Proposal with Cumming Group

MOTION #293 (Richardson/Lam) to approve the proposal for Project/Construction Management Services to Cumming Group to support the Special Education Classrooms Alteration Project at South San Francisco High School and the HVAC Replacement Project at Skyline Elementary School in the amount of $192,602. Motion Carried. (Unanimous)

REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS *(subject to change)*

Trustee Richardson suggested adding school uniforms as a topic for discussion or presentation, noting parent concerns about middle school students not wearing uniforms and observing changes in student dress over time. She asked what schools are implementing uniform policies.

President Murray noted that schools generally manage uniform practices locally. She added that schools have programs to provide or pass down uniforms for students in need and indicated that Dr. Moore could provide information to her. President Murray emphasized that uniform decisions are made at the school level rather than by the district.

June 11, 2026

- Presentation on 2026-27 Preliminary Budget
- Public Hearing 2026-27 Preliminary Budget
- Adoption of 2026-27 LCAP
- Approval of Local Indicators
- Approval of SMCOE Induction Program agreement for 2026-27
- Approval of updated Board Governance Handbook
- Approval of Board of Trustees Compensation increase for 2026-27

- Approval of supplementary instructional materials
- Approval of the agreement with Newsela for the 2026-27 school year
- Approval of Scoot Education MOU
- Resolution on Budgetary increases and year end transfers

June 25, 2026

- Presentation on Counseling and Safe School Advocates Services and approval for 2026-27
- Presentation on SLO MOU with student data
- Adoption of 2026-27 Preliminary Budget
- Information on Daybreak Mental Health and approval of MOU
- Approval of SMCOE Outdoor Education dates for 2026-27
- Approval of Paper Education Company agreement for 2026-27
- Approval to increase facility use fees for 2026-27
- Approval to increase District rental/leasing rates for 2026-27
- Approval to continue NPS contracts for 2026-27
- Resolution on Education Protection Account Funds

SUMMARY OF BOARD DIRECTIVES – None

GOOD AND WELFARE

Trustee Richardson highlighted staff recognition at Sunshine Gardens in connection with the Russell Kent Awards, as well as student scholarship achievements at an awards night where Rotary-supported funding was distributed to students. She also acknowledged the presence of the student trustee, Jaimelyn Ochoa, at the event. Trustee Richardson spoke about the Golden Apple event at the new library describing it as an opportunity to recognize teachers and staff. She also spoke about the Rotary's 75th anniversary gala, noting the participation of the district jazz ensemble and the organization's ongoing support for educators and community initiatives, including classroom funding contributions and charitable giving. Additionally, she highlighted the 10th anniversary of the Middle College program at Skyline, recognizing student achievements presented by Director Goodman. Finally, she referenced a presentation by the county manager regarding Vehicle License Fee (VLF) funding issues affecting San Mateo County and potential legislative efforts involving state representatives. She concluded by wishing the community a pleasant Memorial Day holiday.

Trustee Anthony recognized winners of the Kent awards. She specifically acknowledged Ellen Colvig and the team at Alta Loma Middle School for the Sown to Grow program, the Westborough Middle School team for their integrated PE program, the Ponderosa PAUSE program, and the elementary science cohort led by Jen Rosse. She also recognized Angel Gonzalez for receiving the Garfield Award and noted the overall strong showing by South San Francisco School

District at the Kent Awards. She concluded by looking ahead to upcoming graduations, expressing excitement for the end of the school year and wishing everyone a good weekend.

Trustee Lam added that, in addition to earlier recognitions shared by Trustees Richardson and Anthony, some board members attended a San Mateo County Office of Education board meeting. She noted that El Camino High School was recognized as a California Distinguished School. She also highlighted recognition of Director Cruz for his long-standing work coordinating folklórico-related events, including his involvement with ballet folklórico programming. She concluded by wishing everyone a happy Memorial Day weekend and looking forward to upcoming graduations.

Trustee Hsieh noted her attendance at several end-of-year events, including the El Camino senior awards, a celebration recognizing South City students, the Middle College celebration with Trustee Richardson, and the Golden Apple event. She described these activities as meaningful and positive celebrations and concluded by thanking participants and wishing everyone a great summer.

President Murray noted attending many of the recent end-of-year events and expressed hope for meaningful graduation celebrations in the coming week. She offered encouragement to graduates, urging them to believe in themselves, continue learning, and keep challenging themselves, and extended congratulations and pride in their accomplishments. She also congratulated San Mateo County Office of Education representative Edith Aras on earning her PhD, noting that she was celebrated alongside her daughter, a South San Francisco High School graduate who received her master's degree. President Murray concluded by wishing everyone a wonderful summer.

ADJOURNMENT – 9:48 p.m.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent, Teaching & Learning
Sharimar Balisi Manalang, Principal – SSFHS

DATE: June 25, 2026

RE: SSFHS Ballet Folklórico Trip to the Mexican States of Oaxaca, Chiapas, and Jalisco July 18 – August 4, 2026

ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☒ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

The proposed Ballet Folklórico Joint Concert Trip to the Mexican states of Oaxaca, Chiapas, and Jalisco, scheduled from July 18 through August 4, 2026, will provide South San Francisco High School students with an immersive educational and cultural experience focused on Mexican culture, history, and ballet folklórico dance traditions.

Sixteen South San Francisco High School students, along with South San Francisco High School graduates and community members, will participate in the trip under the supervision of teacher sponsor Mr. Martin Cruz Barajas. Adult dancers from the evening folklórico program, parents, and community members will also serve as chaperones throughout the tour.

During the trip, students will visit museums, churches, archaeological sites, haciendas, and marketplaces throughout Oaxaca, Chiapas, and Jalisco. Students will also participate in dance rehearsals and collaborative performances with local folklórico groups, including

Grupo Folklórico Chie-Nahuatenco, Ballet Folklórico Atle-Cuilli-Ko from SSFUSD's Sister City of Atotonilco El Alto, and performers participating in the "Sábados Culturales" cultural series in Jamay, Jalisco.

The trip is designed to strengthen cultural understanding, foster international and community relationships, and provide students with opportunities to engage in artistic collaboration and cultural exchange through performance and educational activities.

Transportation for the trip will include air travel from San José International Airport to Oaxaca, Mexico, as well as chartered bus transportation throughout the duration of the tour.

FISCAL IMPLICATIONS:

Tour fees and travel-related expenses will be funded through student contributions, fundraising efforts coordinated by Mr. Cruz, and private donations from businesses and community organizations. The only school site expense associated with the trip will be the teacher sponsor's overnight stipend for 18 days and 17 nights.

No student will be denied the opportunity to participate due to financial hardship.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the South San Francisco High School Ballet Folklórico Joint Concert Trip to the Mexican states of Oaxaca, Chiapas, and Jalisco from July 18 through August 4, 2026.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent, Human Resources

DATE: June 25, 2026

RE: Certificated Assignment Order

ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

In accordance with Education Code section 35035, the Superintendent is seeking the Board's approval of the certificated assignment order as detailed on the attached report.

FISCAL IMPLICATIONS:

Approval of the certificated assignment order list reflects routine staffing actions, including new hires, reassignments, temporary contracts, retirements, and resignations. Any associated costs or savings are included within the District's existing budget and do not result in additional fiscal impact.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the certificated assignment order as submitted.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

It is recommended that the following Certificated Personnel items be approved:

Certificated Contract:

Baracinas, Rizza Mae - Probationary Contract at South San Francisco High School Effective 7/1/2026 | Salary Placement: A-3

Ballard, Paul - Probationary Contract at El Camino High School Effective 7/1/2026 | Salary Placement: A-5

Nikzad, Shereen - Probationary Contract at El Camino High School Effective 7/1/2026 | Salary Placement: A-1

Kim, Bict Na - Probationary Contract at Los Cerritos Elementary School Effective 7/1/2026 | Salary Placement: A-2

Riddle, Mackenzie - Probationary Contract at Westborough Middle School Effective 7/1/2026 | Salary Placement: A-1

Denome, Thomas - Probationary Contract at Los Cerritos Elementary School Effective 7/1/2026 | Salary Placement: A-1

Moser, Clarissa - Probationary Contract at Parkway Heights Middle School Effective 7/1/2026 | Salary Placement: A-1

Swafford, William - Probationary Contract at South San Francisco High School Effective 7/1/2026 | Salary Placement: A-1

Morrow, Isabel - Probationary Contract at Spruce Elementary School Effective 7/1/2026 | Salary Placement: A-1

Magdaleno, Yulisa - Probationary Contract at Spruce Elementary School Effective 7/1/2026 | Salary Placement: A-1

Administrative Appointment:

Gallagher, Erin - Assistant Principal, South San Francisco High School Effective 7/1/2026
Brockmeyer, Jason - Interim Director of Curriculum, Instruction, and Assessment Effective 7/1/2026 - 6/30/2027

Resignation:

Quijada, Vanessa - Teacher at Los Cerritos Elementary School Effective 05/29/2026

Gilbreth, Ashley - Teacher at Martin Elementary School Effective 07/10/2026

Cabanero, Janelle-Victoria - Teacher at Parkway Heights Middle School Effective: 6/1/2026

Transfer:
O'Malley, Michael – From Spruce Elementary School to Ponderosa Elementary School Effective: 7/1/2026

Sahm, Amberlynn - From Los Cerritos Elementary School to Martin Elementary School Effective: 4/20/2026

Job Share:
Mesina, Hazel, 0.9 FTE – Teacher, Monte Verde Elementary School Effective: 7/1/2026

Glaser, Carolyn, 0.1 FTE – Teacher, Monte Verde Elementary School Effective: 7/1/2026

Favaro, Colleen, 0.6 FTE – Teacher, Martin Elementary School Effective: 7/1/2026

Lattasima, Keonakone, 0.4 FTE – Teacher, Martin Elementary School Effective: 7/1/2026

Velez, Cynthia, 0.5 FTE – Teacher, Monte Verde Elementary School Effective: 7/1/2026

Lynch, Michelle, 0.5 FTE – Teacher, Monte Verde Elementary School Effective: 7/1/2026

Reduce Workload Program:
Patton Vidales, Cheryl, Increase from 0.6 FTE (SY25-26) to 0.8 FTE (SY26-27) – Teacher - Special Education, Martin Elementary School Effective: 7/1/2025

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent, Human Resources

DATE: June 25, 2026

RE: Classified Assignment Order

ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

In accordance with Education Code section 35035, the Superintendent is seeking the Board's approval of the classified assignment order as detailed on the attached report.

FISCAL IMPLICATIONS:

Approval of the classified assignment order list reflects routine staffing actions, including new hires, reassignments, temporary contracts, retirements, and resignations. Any associated costs or savings are included within the District's existing budget and do not result in additional fiscal impact.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the classified assignment order as submitted.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

It is recommended that the following Classified Personnel items be approved:

Employment:

Williams Byrd, Mdear - Campus Security, El Camino High School, 7 hours per day | Range 29, Step 1 | Effective: May 16, 2026

Yacilla, Medina, Joaquin - Paraprofessional I -Bilingual, Martin Elementary School, 5 hours per day | Range 25, Step 1 | Effective: May 12, 2026

Ramos, Reignelle Jaeshree - Paraprofessional I - Childcare, Buri Buri Elementary School, 4 hours per day | Range 25, Step 2 | Effective: May 20, 2026

Ortiz, Thomas - Custodian I, Westborough Middle School, 8 hours per day | Range 33, Step 1 | Effective: June 2, 2026

Resignation:

Moreno, Andrea, Health Services Technician, District Office, 7.5 hours per day | Range 28B, Step 3 | effective: June 5, 2026

Slechta, Shawna, Paraprofessional II - Special Education, Ponderosa Elementary School, 6 hours per day | Range 29B, Step 4 | effective: 06/03/2026

Saromines, Herlene, Nutrition Services Assistant I, South San Francisco High School, 4.5 hours per day | Range 25B, Step 3 | effective: June 4, 2026

Gonzalez, Andrea, Paraprofessional II - Special Education, Skyline Elementary School, 6 hours per day | Range 29B, Step 3 | effective: 06/03/2026

Promotion:

Jean Marie Garcia-Lopez, Nutrition Services Supervisor, District Office, promoted to Nutrition Services Manager, District Office, 7.5 hours per day | Range 21SA, Range 1 | Effective: July 1, 2026

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent of Human Resources

DATE: June 25, 2026

RE: Alliant University MOU for Preferred Pricing for SSFUSD Employees

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ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☒ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

On November 14, 2024, the Board of Trustees unanimously approved SSFUSD's Empowered Educators Talent Pipeline Partnerships Program 2025-2026. Empowered Educators is one of five strategic priorities in SSFUSD's strategic plan, Fulfilling Our Promise to Learners, which the Board of Trustees approved on February 15, 2024. SSFUSD aspires to be the Bay Area's leading organization for mission driven educators. To achieve this priority, we will develop teacher and leader pipeline partnership programs with local, regionally accredited colleges and universities, and build career pathways to grow our own talent from students to professional educators.

In addition, on August 14, 2025, The Board of Trustees approved the renewal of the Memorandum of Understanding (MOU) between Alliant University, Inc. Effective August 1, 2025 for a period of three (3) calendar years through July 31, 2028. This MOU was to provide practicum experiences and/or fieldwork experiences through student teaching and school counseling and school psychology internships to selected students of the University.

The enclosed Memorandum of Understanding (MOU) authorizes the District to enter into a partnership by and between Alliant University Inc and the South San Francisco Unified School District to provide a 15% tuition reduction and waived application fee for SSFUSD employees who are admitted to and enrolled in Alliant programs after the effective date of this agreement (April 17, 2026). The list of programs eligible for the 15% tuition

reduction is enclosed and includes programs that will support the development of Certificated staff, such as Teaching Credential programs, as well as Classified staff, such as programs in the areas of Information Systems Technology or Data Analytics. The District also agrees to promote this Preferred Pricing MOU to its employees, as part of this MOU.

FISCAL IMPLICATIONS:

There is no cost to the District associated with this MOU.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Amendment to Scoot Education Total Support Staffing Services Agreement Renewal for the 2026-2027 school year.

Memorandum of Understanding Between Alliant University Inc.

And

South San Francisco Unified School District

This Memorandum of Understanding ("MOU") dated April 17, 2026 is entered into between Alliant International University Inc. ("Alliant") and **South San Francisco Unified School District** ("SSFUSD"), collectively "Parties", regarding tuition/costs and admissions requirements/process.

Terms of MOU

The terms of this MOU are valid from date of signing until June 30, 2029, after which time a renewal MOU must be reached. This MOU may be terminated by either party with sixty (60) days written notice, unless both parties agree to an earlier termination date.

Preferred Pricing

- Employees/members of **SSFUSD** are eligible for a 15% tuition reduction* when newly admitted and enrolled to Alliant after the effective date of this agreement. Application Fee will be waived.
- The Preferred Pricing does not lock tuition, which is subject to increase at any time.
- The 15% reduction applies to the tuition rate that is prevailing in any term or semester.
- Alliant Clinical Psychology PhD and Clinical Psychology PsyD programs **are not eligible** for the tuition reduction.
- Tuition reduction is not retroactive.

**Only one Preferred Pricing benefit may be applied to tuition. Preferred Pricing is not guaranteed. Limitations and Exclusions apply. Students who receive Alliant tuition waivers, Alliant-issued grants and/or Alliant scholarships are not eligible to receive this Preferred Pricing benefit.*

Application Requirements

All employees/members of **SSFUSD** who apply for admission to Alliant are required to meet all admission, academic, professional, and behavioral standards, as well as any additional program requirements. All admissions decisions will be at the sole discretion of Alliant International University.

Eligibility Requirements

- Must submit a completed Application for Preferred Pricing to the Alliant Admissions Department during the term of this or any renewed MOU and one (1) week prior to the start of class.
- For new MOUs, students from **SSFUSD** who were admitted to Alliant prior to the effective date of the MOU are not eligible for Preferred Pricing.
- A current fully executed MOU must be on file with Alliant for employees/members of **SSFUSD** to receive Preferred Pricing.
- Provide proof of employment/membership to receive Preferred Pricing.
- Must adhere to their Master Plan of Study and be continuously enrolled for continued eligibility for the preferred pricing.

- Students who go on approved academic absence and re-enter their program within 1 year of start of absence will retain the preferred pricing upon completion of a new Preferred Pricing Application confirming their eligibility.

Disclaimers/Notices

- All applicants are subject to Alliant University's program availability in the country/state where they will be located when attending classes. Alliant programs are not available to residents in every country/state, and eligibility shall be determined by Alliant.
- Successful completion of any program alone does not qualify for or guarantee licensure or certification in any state or jurisdiction, regardless of concentration or specialization. Students seeking licensure or certification in a particular profession must carefully research the requirements for their state prior to enrollment as requirements may vary by state and are updated at the discretion of the state licensing authority. Further, Alliant does not guarantee that any professional organization will accept a graduate's application to sit for any exam for the purpose of professional certification.
- If the MOU is not renewed or otherwise terminated, employees/members of **SSFUSD** seeking admission to Alliant will not be eligible for the tuition reduction.
- Students enrolled at the time of an active MOU will retain the preferred pricing following termination or non-renewal of the MOU.

Communications Plan

SSFUSD will promote the MOU to its employees/members. This communication includes an email announcement for employees/members and posting on **SSFUSD**'s intranet/member benefits page (it may include hyperlinks to the Alliant website, tentative schedule for events, etc.) **. Events will be scheduled for employees/members of **SSFUSD** and include but are not limited to one email communication to employees/members per quarter, quarterly information sessions, and/or webinars.

***It is the responsibility of **SSFUSD** to notify its employees/members of the current partnership with Alliant.*

Marketing

Subject to provisions herein requiring prior approval of marketing materials to be used, each party grants the other party a limited, non-exclusive license to use the name, logos, or service marks of the other in promotion of the partnership/MOU to include social media posts, press releases or other written/electronic promotions. Proposed marketing materials from Alliant for employees/members of **SSFUSD** must be approved by **SSFUSD** and **SSFUSD**'s proposed use of Alliant's name, logo, academic and Preferred Pricing programs must be approved by Alliant prior to publication or dissemination.

On Behalf of **South San Francisco Unified School District:**

_____ _____

Name and Title Date

On Behalf of **Alliant University Inc.:**

_____ _____

Brandon Jouganatos Date

Chief Operating/Innovation Officer

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent Human Resources

DATE: June 25, 2026

RE: Memorandum of Understanding with South San Francisco Classroom Teachers Association for the School Data Stewards 2026-2027

ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☒ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective August 10, 2026 and expiring June 4, 2027, for the purpose of authorizing additional duties and compensation to eligible participating employees related to the School Data Stewards programs, i.e. leading data governance and data literacy initiatives across the school site and helping educators and staff build routine around assessments, data analysis and the responsible use of core student data systems.

FISCAL IMPLICATIONS:

The District and the Association agree that the eligible participating employees shall receive additional compensation in the form of forty (40) extended hours paid at the certificated unit member hourly rate of sixty dollars ($60), equal to two thousand four hundred dollars ($2,400) of additional duties performed. Title IV, Part A Student Support and Academic Enrichment (SSAE) program federal funds Fund will be utilized to cover the cost (Account Code: 01-4127-0-1110-1000-1130-090-342).

STAFF RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approves the Memorandum of Understanding with South San Francisco Classroom Teachers Association for the School Data Stewards 2026-2027.

Docusign Envelope ID: C14DA5A8-39EB-8220-8094-B2E156D40082

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B Street | South San Francisco, CA 94080
Phone: (650) 877-8700 | Fax: (650) 583-4717
www.ssfusd.org
Dr. Shawnterra Moore, Superintendent

MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION
IN RE
SCHOOL DATA STEWARDS 2026-2027

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective August 10, 2026, and expiring June 4, 2027, for the purpose of authorizing additional duties and compensation to eligible participating employees related to the School Data Stewards program, i.e., leading data governance and data literacy initiatives across the school site and helping educators and staff build routines around assessments, data analysis, and the responsible use of core student data systems.

The District and the Association agree that eligible participating employees could be defined as certificated unit members - including classroom teachers, certificated teacher librarians, and certificated school counselors - who meet the following criteria:

- The Association member possesses a valid credential authorized and issued by the California Commission on Teacher Credentialing.
- The Association member demonstrates interest or prior experience in data literacy, assessment administration, and/or the use of core SSFUSD data systems (e.g., NWEA MAP Growth, Open Architects, Infinite Campus, ELLevation).
- The Association member confirms their interest and availability during and after contract hours to attend and participate in all required monthly data governance and data literacy workshops, site-based work, and end-of-year showcase activities related to the roles and responsibilities of the School Data Steward.
- The Association member demonstrates willingness to provide site-based data retrieval, analysis support, and basic troubleshooting to colleagues, and to lead routines that support the administration of high-quality assessments that inform instruction.

The allocation and selection (tiebreaker) criteria for School Data Stewards shall be defined as follows:

Docusign Envelope ID: C14DA5A8-39EB-8220-8094-B2E156D40082

- Site Allocation: Each school site shall be represented by at least one (1), but no more than two (2), Association members serving as School Data Stewards. Overall selection shall ensure, to the extent practicable, proportionate representation across the elementary, middle, and high school levels.
- Selection Process: If more than two (2) Association members from a single school site apply for the role, the Data, EdTech, and Accountability Department, in consultation with the site administrator, shall select the two (2) most qualified candidates from that site.

In alignment with the District's Local Control and Accountability Plan (LCAP) Goal 4.5 (Professional Learning) and State Priority 4 (Pupil Achievement/Pupil Outcomes) the District and the Association agree that the eligible participating employees shall perform the following additional duties for a total commitment of forty (40) hours - twenty (20) hours of synchronous professional learning and twenty (20) hours of site-based work and support:

- Attend and participate in all scheduled monthly data governance and data literacy workshops hosted by the Data, EdTech, and Accountability Department, estimated to be ten (10) two-hour sessions between August 2026 and May 2027, for a total of twenty (20) hours;
- Provide site-based data retrieval, analysis support, and basic troubleshooting to colleagues for core SSFUSD data systems (NWEA MAP Growth, Open Architects, Infinite Campus, and ELLevation) (estimated six (6) hours);
- Lead and support successful site administration of high-quality assessments (e.g., NWEA MAP Growth windows, state assessments) and communicate regularly with the Data, EdTech, and Accountability Department regarding implementation at the school site (estimated six (6) hours);
- Facilitate the use of District-provided data protocols and routines in Professional Learning Communities (PLC), grade level, or department meetings (estimated six (6) hours);
- Report on the outcomes of Data Stewards workshops to school site staff and administration, and prepare a site-level artifact for the May end-of-year showcase (estimated two (2) hours).

The District and the Association hereby agree that the eligible participating employees shall receive additional compensation in the form of forty (40) extended hours paid at the certificated unit member hourly rate of sixty dollars ($60), equal to two thousand four hundred dollars ($2,400) of additional duties performed.

- The payment shall be distributed to each eligible participating employee over two installments of one thousand two hundred dollars ($1,200) per one semester of additional duties performed. Each payment installment shall be distributed to each eligible participating employee in their January 2027 and June 2027 paychecks.

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- If the eligible participating employee does not perform all of the additional duties described herein, then the employee shall receive a prorated amount based on the total number of hours commensurate with the additional duties performed. Evidence of completion of site-based duties must be signed off by the school administrator.
- If the eligible participating employee performs all of the additional duties described herein, and the additional duties exceed the forty (40) hours of work agreed upon in this MOU, the District shall ensure eligible participating employees may complete and submit a pre-approved timecard for hours worked in excess at the certificated unit member hourly rate of sixty dollars ($60) per one hour of additional duties performed, in accordance with Article 7 - Compensation and Benefits, Section F - Hourly Rate, of the collective bargaining agreement in force between the District and the Association.

Eligible participating employees shall be paid from Title IV, Part A Student Support and Academic Enrichment (SSAE) program federal funds, 01-4127-0-1110-1000-1130-090-342

The District and the Association agree that this MOU shall not constitute a binding precedent or establish any past practice for any purpose whatsoever and shall not be cited by any party in any future proceeding, except as it relates to enforcing this specific MOU.

DocuSigned by:
Shari Giusti
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6/2/2026

Shari Giusti — Date

President, South San Francisco Classroom Teachers Association

DocuSigned by:
J. Marwan Hannon
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6/2/2026

J. Marwan Hannon — Date

Assistant Superintendent, Human Resources

Docusign Envelope ID: C14DA5A8-39EB-8220-8094-B2E156D40082

MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION
IN RE
SCHOOL DATA STEWARDS 2026-2027

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective August 10, 2026, and expiring June 4, 2027, for the purpose of authorizing additional duties and compensation to eligible participating employees related to the School Data Stewards program, i.e., leading data governance and data literacy initiatives across the school site and helping educators and staff build routines around assessments, data analysis, and the responsible use of core student data systems.

By signing below, I hereby acknowledge that I have completely read and fully understand the terms and conditions of the enclosed MOU between the District and the Association regarding the School Data Stewards 2026-2027.

_____

Print Employee Name

_____ _____

Employee Signature Date

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent Human Resources

DATE: June 25, 2026

RE: Memorandum of Understanding with South San Francisco Classroom Teachers Association for the Educational Technology Teacher Leadership Team 2026-2027

ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☒ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective August 10, 2026 and expiring May 28, 2027, for the purpose of this MOU is to authorize additional duties and compensation for eligible participating employees who provide instructional leadership and support to students, teachers, staff, and school sites in the areas of digital citizenship, artificial intelligence (AI) literacy, and the effective use of educational technology tools ("EdTech TLT"). This TLT focuses on building capacity across the District by designing and delivering professional learning, supporting classroom integration of technology, and promoting the responsible, ethical, and equitable use of digital and AI-powered tools in teaching and learning.

FISCAL IMPLICATIONS:

The District and the Association agree that eligible participating employees shall receive additional compensation in the form of up to twenty (20) extended hours, paid at the certificated unit member hourly rate of sixty dollars ($60) per hour. This equates to a maximum of one thousand two hundred dollars ($1,200), distributed over two installments of up to six hundred dollars ($600) per semester. LCAP will be utilized to cover the cost (Account Code: 01-0804-0-1110-1000-1130-090-170).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approves the Memorandum of Understanding with South San Francisco Classroom Teachers Association for the Educational Technology Teacher Leadership Team 2026-2027.

Docusign Envelope ID: 69ED9E63-5D9D-8437-83E5-8982D62344A3

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B Street | South San Francisco, CA 94080
Phone: (650) 877-8700 | Fax: (650) 583-4717
www.ssfusd.org
Dr. Shawnterra Moore, Superintendent

MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION
IN RE
EDUCATIONAL TECHNOLOGY TEACHER LEADERSHIP TEAM (EDTECH TLT) 2026-2027

This Memorandum of Understanding ("MOU") is entered into between the South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association"), effective August 10, 2026, and expiring May 28, 2027. The purpose of this MOU is to authorize additional duties and compensation for eligible participating employees who provide instructional leadership and support to students, teachers, staff, and school sites in the areas of digital citizenship, artificial intelligence (AI) literacy, and the effective use of educational technology tools ("EdTech TLT"). This TLT focuses on building capacity across the District by designing and delivering professional learning, supporting classroom integration of technology, and promoting the responsible, ethical, and equitable use of digital and AI-powered tools in teaching and learning.

1. Eligibility Criteria

The District and the Association agree that eligible participating employees shall be defined as Association members who meet all of the following criteria:

- The Association member is a certificated employee (TLT members may be asked to model lessons or work directly with students).
- The Association member possesses a valid credential authorized and issued by the California Commission on Teacher Credentialing.
- The Association member demonstrates interest or experience in AI literacy, digital citizenship, and instructional technology.
- The Association member possesses strong collaboration and communication skills.
- The Association member demonstrates a willingness to learn and share emerging practices in educational technology.
- The Association member confirms their interest and availability during and after contract

Docusign Envelope ID: 69ED9E63-5D9D-8437-83E5-8982D62344A3

hours to attend and participate in all required events and activities related to the EdTech TLT.

2. Allocation and Selection

The allocation and selection criteria for EdTech TLT members shall be as follows:

- **Site Allocation:** Each school site shall be represented by one (1) Association member serving as an EdTech TLT member. Overall selection shall ensure, to the extent practicable, proportionate representation across the elementary, middle, and high school levels.
- **Selection Process:** If two (2) or more Association members from a single school site apply for the role, the Data, EdTech, and Accountability Department, in consultation with the site administrator, shall select the single most qualified candidate from that site.

3. Additional Duties

In alignment with the District's Local Control and Accountability Plan ("LCAP") Goal 1 (Student Achievement) and State Priority 4 (Pupil Achievement/Pupil Outcomes), the eligible participating employees shall perform the following additional duties:

- Promote digital citizenship and responsible online behavior among students and staff (up to 4 hours total).
- Support AI literacy and ethical AI use in education, including facilitating professional learning sessions for colleagues (up to 4 hours total).
- Develop media literacy skills for students and staff through instructional modeling and resource sharing (up to 3 hours total).
- Identify and model effective classroom technology practices at the school site level (up to 3 hours total).
- Provide feedback on educational technology tools, platforms, and initiatives to district and site leaders (up to 2 hours total).
- Collaborate with district and site leaders on technology integration goals in alignment with the LCAP and Strategic Plan (up to 2 hours total).
- Share resources, strategies, and innovative practices with colleagues through newsletters, PLC contributions, or site-based presentations (up to 2 hours total).

Note: While some of the aforementioned duties may be naturally integrated into the regular contract workday, compensation under this MOU applies exclusively to approved duties

Docusign Envelope ID: 69ED9E63-5D9D-8437-83E5-8982D62344A3

performed outside the regular contract workday, not to exceed twenty (20) hours in the aggregate.

4. Compensation

The District and the Association agree that eligible participating employees shall receive additional compensation in the form of up to twenty (20) extended hours, paid at the certificated unit member hourly rate of sixty dollars ($60) per hour. This equates to a maximum of one thousand two hundred dollars ($1,200), distributed over two installments of up to six hundred dollars ($600) per semester, subject to the following conditions:

- Each payment installment shall be distributed to eligible participating employees in their January 2027 and May 2027 paychecks, respectively.
- If an eligible participating employee does not perform all of the additional duties described herein, the employee shall receive a prorated amount based on the actual number of documented hours performed outside the contract workday.
- If the required additional duties will exceed the twenty (20) hours of work agreed upon in this MOU, the employee must obtain prior written approval from their site administrator before performing any excess work. Upon pre-approval, the employee shall complete and submit timecards for all authorized excess hours worked at the certificated unit member hourly rate of sixty dollars ($60) per hour, in accordance with Article 7 (Compensation and Benefits), Section F (Hourly Rate) of the collective bargaining agreement currently in force between the District and the Association.
- Eligible participating employees shall be paid from the LCAP account code: 01-0804-0-1110-1000-1130-090-170.

5. Non-Precedent

The District and the Association agree that this MOU shall not constitute a binding precedent or establish any past practice for any purpose whatsoever, and shall not be cited by any party in any future proceeding, except as it relates strictly to the enforcement of this specific MOU.

DocuSigned by:
Shari Giusti
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6/5/2026

Shari Giusti — Date

President, South San Francisco Classroom Teachers Association

DocuSigned by:
J. Marwan Hannon
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6/4/2026

J. Marwan Hannon — Date

Assistant Superintendent, Human Resources

Docusign Envelope ID: 69ED9E63-5D9D-8437-83E5-8982D62344A3

MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION
IN RE
EDUCATIONAL TECHNOLOGY TEACHER LEADERSHIP TEAM (EDTECH TLT) 2026-2027

This Memorandum of Understanding ("MOU") is entered into between the South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association"), effective August 10, 2026, and expiring May 28, 2027. The purpose of this MOU is to authorize additional duties and compensation for eligible participating employees who provide instructional leadership and support to students, teachers, staff, and school sites in the areas of digital citizenship, artificial intelligence (AI) literacy, and the effective use of educational technology tools ("EdTech TLT"). This TLT focuses on building capacity across the District by designing and delivering professional learning, supporting classroom integration of technology, and promoting the responsible, ethical, and equitable use of digital and AI-powered tools in teaching and learning.

By signing below, I hereby acknowledge that I have completely read and fully understand the terms and conditions of the enclosed MOU between the District and the Association regarding the Educational Technology Teacher Leadership Team 2026-2027.

_____

Print Employee Name

_____ _____

Employee Signature Date

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent, Human Resources

DATE: June 25, 2026

RE: Annual Contract Renewal: Amergis

ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

South San Francisco Unified School District utilizes contracted staffing agencies to provide qualified personnel when District recruitment efforts are unable to meet operational and student service needs. Amergis Healthcare Staffing, Inc. is a California-certified Nonpublic Agency (NPA) that provides specialized educational support personnel, healthcare professionals, behavioral support staff, and related service providers.

The proposed agreement will allow the District to access staffing support in areas including, but not limited to:

- Paraprofessionals (Special Education/Bilingual)
- Behavior Technicians and Registered Behavior Technicians
- Licensed Vocational Nurses and Registered Nurses
- School Psychologists
- Speech-Language Pathologists and Speech-Language Pathology Assistants
- Occupational and Physical Therapists
- Licensed Marriage and Family Therapists
- Special Education Teachers
- Other specialized student support personnel

FISCAL IMPLICATIONS:

The District will pay for services on an as-needed basis according to the hourly rates outlined in the agreement. Key rates include:

- Paraprofessional (Special Education/Bilingual): $47/hour
- Behavior Technician: $52/hour
- Registered Behavior Technician: $55/hour
- Licensed Vocational Nurse: $68/hour
- Registered Nurse: $75/hour
- School Psychologist: $140/hour
- Speech-Language Pathologist: $135/hour
- Occupational Therapist: $120/hour
- Special Education Teacher: $105/hour

Funding for services will be provided through the applicable departmental and special education budgets. Expenditures will be based on actual staffing needs throughout the contract period.

RECOMMENDATION:

Approve the Professional Services Agreement between South San Francisco Unified School District and Amergis Healthcare Staffing, Inc. for the period of July 1, 2026 through June 30, 2027.

Docusign Envelope ID: EEAE8792-8506-8C38-8018-F2C16048CA4A

South San Francisco Unified School District
Professional Services Agreement

Contractor Name and Contact Information:

Name of Company: Amergis Healthcare Staffing, Inc.
Name of Primary Contact: Alexis Luong
Address: 2100 Powell Street, Emeryville, CA 94608
Phone Number: 510-982-3840
Email: alluong@amergis.com

Upon completion of work or agreed upon work periods, mail invoice to:

South San Francisco Unified School District
Human Resources Department
398 B Street
South San Francisco, CA 94080

South San Francisco Unified School District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if those persons are specially trained and experienced and competent to perform the special services required. It is agreed between the South San Francisco Unified School District ("SSFUSD"), and Amergis Healthcare Staffing, Inc. ("Contractor") as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform professional services for the SSFUSD in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A, attached hereto. Contractor warrants that it is specially trained and experienced and competent to perform the special services required by the SSFUSD.

2. **Contract Term.** The term of this Agreement shall be from July 1, 2026, to June 30, 2027, unless terminated earlier pursuant to Section 10.

3. **Payments.** In consideration of the professional services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the SSFUSD shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the SSFUSD makes any advance payments, the Contractor agrees to refund any amounts in excess of the amount owed by the SSFUSD at the time of contract termination. The SSFUSD reserves the right to withhold payment if the SSFUSD determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed [see Exhibit A]. Payment for Work shall be made for all undisputed amounts in monthly installment payments within **forty-five (45) days** after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

4. **Relationship of the Parties.** Contractor agrees and understands that the professional services performed under this Agreement are performed as an Independent Contractor and not as an employee of the SSFUSD and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of SSFUSD employees. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

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5. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance
of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

A. **Minimum Scope and Limit of Insurance.** Coverage shall be at least as broad as:

i. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

ii. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.

iii. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.

iv. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Contractor's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

B. **Other Insurance Provisions**

i. **Additional Insured Status** - SSFUSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 I10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

ii. **Primary Coverage** - For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 0 1 04 13 as respects the SSFUSD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the SSFUSD, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

iii. **Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the SSFUSD.

iv. **Waiver of Subrogation** - Contractor hereby grants to SSFUSD a waiver of any right to subrogation which any insurer of said Contractor may acquire against the SSFUSD by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SSFUSD has received a waiver of subrogation endorsement from the insurer.

v. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the SSFUSD. The SSFUSD may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SSFUSD.

vi. **Acceptability of Insurers** - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the SSFUSD.

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vii. **Claims Made Policies** - If any of the required policies provide claims-made coverage:
   a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
   b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
   c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

viii. **Verification of Coverage** - Contractor shall furnish the SSFUSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SSFUSD before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The SSFUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

ix. **Special Risks or Circumstances** - SSFUSD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

6. **Indemnification.** Contractor shall indemnify and hold harmless SSFUSD, its officers, agents, and employees from all claims, suits or actions of every name, kind, or description brought for or on account of injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants. The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify SSFUSD, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

   The indemnification and hold harmless set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify SSFUSD, its officers, agents and employees from and defend or settle any claim or action brought against SSFUSD to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark. trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and other damages which may be incurred by SSFUSD, its officers, agents and employees for any such claim or action or settlement thereof.

7. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the SSFUSD. All financial, statistical, personal, technical, and other data and information relating to the SSFUSD's operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the SSFUSD requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any data or information which is or becomes publicly available, is already rightfully in Contractor's possession, is independently developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

8. **Live Screen Criminal Background Requirements.** Contractor, at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125. 1 and 45125.2 or SSFUSD policy, will ensure that all required criminal background checks are timely conducted. If required by EC section 45125.1,

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Contractor must provide for the completion of a Fingerprint Certification form, in the SSFUSD's required format, prior to any of the Contractor's employees, or those of any other subcontractors, who are anticipated to come into contact with SSFUSD's students. Contractor further acknowledges that other fingerprinting requirements may apply, as set forth in EC section 45125 et seq., and that Contractor will comply with any such requirements. Contractor further acknowledges and agrees that no Contractor or subcontractor employees, agents or representatives shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Contractor is an individual operating as a sole proprietor, if required by EC section 45125.1(k), it shall be the responsibility of the SSFUSD to prepare and submit that individual's fingerprints to the Department of Justice.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the SSFUSD, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the SSFUSD the option to terminate this Agreement without notice.

10. **Termination of Agreement.** The SSFUSD may, at any time after execution of this Agreement, terminate this Agreement, in whole or in part, for the convenience of the SSFUSD by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the SSFUSD and shall be promptly delivered to the SSFUSD. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The SSFUSD may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after SSFUSD learns of said unavailability of funding.

11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the SSFUSD makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the SSFUSD, the State of California, other regulatory agencies, and/or Federal granter agencies.

13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.

14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in
writing and signed by the Superintendent or his/her designee. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail.

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15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the County of San Mateo or in the United States District Court for the Northern District of California.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor: Amergis Healthcare Staffing, Inc.

Signed by:
Jimmy Ortez
632813F6D6DA48C...

15-Jun-26

Jimmy Ortez, Assistant Controller — Date

For SSFUSD: South San Francisco Unified School District

Ted O, Assistant Superintendent of Business Services — Date

Amergis & SSFUSD: Temp to Perm Conversions

School Aides/Paraprofessionals

2026-2027 School Year Contract Considerations

Proposal:
Amergis can support South San Francisco Unified School District's goal of reducing agency-based FTEs by partnering on a talent conversion model that transitions at minimum 5% and up to 20% of long-term Amergis School Aide assignments into SSFUSD-employed Paraprofessional roles once individuals reach **720 hours of service or 120 days worked**, whichever occurs first.

This approach helps maintain workforce continuity, reduces long-term reliance on agency staff, and supports SSFUSD's budgetary and staffing sustainability goals, while ensuring students continue to receive consistent, high-quality support. Amergis will proactively identify eligible talent and collaborate closely with the SSFUSD team to facilitate a smooth and timely conversion process aligned with district policies and timelines.

SSFUSD Paraprofessional Conversion Requirements/Qualifications:

- Every Student Succeeds Act (ESSA) compliant meeting the following criteria (with transcripts provided where applicable):
  - High school diploma or equivalent; and
  - Two years of college (48 units) or an AA degree (or higher); or
  - Pass a local assessment of knowledge or skills that demonstrates the equivalent of the above requirements.
- Valid First Aid and CPR Certificate issued by an authorized agency.

Temp to Perm Conversion Table:

Amergis School Aide to SSFUSD Paraprofessional		
Service Hours Worked; or	**Service Days Worked**	**Conversion Fee**
Prior to completing 720 hours	Prior to completing 120 days	25% of annualized starting salary
After completion of 720 hours	After completion of 120 days	0% of annualized starting salary

2026-2027 SY Rates:

Service	Amergis Job Title	Rate
Licensed Vocational Nurse	LPN/LPN - 1:1	$68/hr
Registered Nurse	RN/RN - 1:1	$75/hr
Credentialed School Nurse	RN - Certified Nurse School	$100/hr
Administrative Assistant	Administrative Assistant	$46/hr
Paraprofessional (Special Education/Bilingual)	School Aide	$47/hr
Behavior Technician	Behavior Aide	$52/hr
Registered Behavior Technician	Registered Behavior Technician	$55/hr
Board Certified Assistant Behavior Analyst	BCaBA	$120/hr
Board Certified Behavior Analyst	BCBA	$130/hr
Psychologist	Psychologist	$140/hr
Speech Language Pathologist	Speech Language Pathologist	$135/hr
Speech Language Pathologist Assistant	Speech Language Pathologist Assistant	$90/hr
Occupational Therapist	Occupational Therapist	$120/hr
Certified Occupational Therapist Assistant	Occupational Therapist Assistant	$90/hr
Physical Therapist	Physical Therapist	$120/hr
Physical Therapist Assistant	Physical Therapist Assistant	$90/hr
Licensed Marriage and Family Therapist	LMFT	$130/hr
Associate Marriage and Family Therapist	AMFT	$120/hr
Certified Wellness Coach I / II	Certified Wellness Coach I / II	$75/hr / $95/hr
Special Education Teacher	Special Education Teacher	$105/hr
Deaf and Hard of Hearing Teacher	Teacher for the Deaf and Hard of Hearing	$120/hr
Teacher for Visually Impaired	Teacher for Visually Impaired	$120/hr
Orientation & Mobility Specialist	Teacher Orientation and Mobility	$120/hr
Adapted Physical Education Teacher	Adapted Physical Education Teacher	$100/hr

Thank you for the continued partnership,

Alexis Luong
Account Manager
Amergis Healthcare Staffing, Inc.
Emeryville, CA
415-347-5993

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Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

AMERGIS HEALTHCARE STAFFING, INC.

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☑ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

7223 LEE DEFOREST DR

6 City, state, and ZIP code

COLUMBIA, MD 21046-3236

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–		–				

or

Employer identification number

8	3	–	2	9	7	6	1	5	7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** Jeffrey Formy **Date** 01/02/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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California Department of Education
Nonpublic Agency (NPA) Certification

Date: February 13, 2026

NPA: Amergis Healthcare Staffing Inc-Emeryville

NPA Identification Code: 9902220

Site Administrator: Christine Sanchez

Mailing Address: 2100 Powell Street Suite 620

City: Emeryville State: California Zip Code: 94608

NPA Authorized to Provide Services at NPA Site: ☐ Yes

Site Address:

City: State: California Zip Code:

Grades: Preschool to 12+

Ages: 3 to 22 Student Gender: All

2026 Certification Status: Approved

Maximum Student Capacity: 76+

Effective Dates: January 01, 2026 through December 31, 2026

NPA not currently approved to provide "LI" or "other related services"; K.Bourgault may not be near staff or students until TB clearance provided. KB 2/13/26

☐ Amended

Certification is not an endorsement of the services offered by the nonpublic agency (NPA), but states only that the NPA meets minimum legal standards. "Approved" or "Conditional" certifications authorize the NPA to accept students placed by local educational agencies (LEAs) under California Education Code, Section 56366.

Authorized to Provide the Following Related Services:

☑ APE	☑ BII	☑ LSDR	☐ PCT	☐ SDTI	☐ VECD
☐ AS	☑ CG	☐ MT	☑ PS*	☐ SW	☐ LI:
☐ ATS	☐ EE	☐ OM	☑ PT	☐ TS	☐ Other:
☑ BID	☑ HNS	☑ OT	☐ RS	☐ VS	

*Other than Assessment and IEP Development

Per California Education Code 56366.4(a)(5)(A), the superintendent may revoke or suspend the certification of a nonpublic agency for any of the following reasons: Failure to notify the department in writing of any of the following within 45 days of the occurence: changes in credentialed, licensed, or registered staff who render special education and related services; ownership; management; or control of the nonpublic agency.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/12/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Altus Partners, Inc. 201 King of Prussia Road STE100 Radnor PA 19087 License#: 57081	**CONTACT NAME:** **PHONE (A/C, No, Ext):** 610-526-9130 **FAX (A/C, No):** 610-526-2021 **E-MAIL ADDRESS:** coi@altuspartners.com
INSURED Amergis Healthcare Staffing, Inc. 7223 Lee DeForest Drive Columbia MD 21046	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** Lloyd's Synd/beazley Furlong Ltd — 2623 **INSURER B :** ACE American Insurance Company — 22667 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1207054650 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** X CLAIMS-MADE ☐ OCCUR X $3,000,000 SIR X $5M SIR-Products GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	Y	Y	B0600HC2500108	11/30/2025	11/30/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 3,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 3,000,000 $ 5,000,000 $
B	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY 			H11360920	11/30/2025	11/30/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 2,000,000 $ $ $ $
A	X **UMBRELLA LIAB** ☐ OCCUR **EXCESS LIAB** X CLAIMS-MADE ☐ DED ☐ RETENTION $			B0600HC2500108	11/30/2025	11/30/2026	EACH OCCURRENCE AGGREGATE 	$ 10,000,000 $ 10,000,000 $
B B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		C72802214 (AOS includes CA, AZ, MA) C72802238 (WI)	11/30/2025 11/30/2025	11/30/2026 11/30/2026	X PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
A	Professional Liability			B0600HC2500108	11/30/2025	11/30/2026	Per Claim/Agg $5,000,000 SIR	$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate is issued as evidence of insurance per the policy terms, conditions, and exclusions.South San Francisco Unified School District is an additional insured on the general liability insurance policy where required by written agreement prior to loss.
Sexual abuse and molestation claims are covered under the general liability policy with no sub-limit, subject to the policy terms and conditions.
The general liability insurance policy referenced above and/or herein shall be primary and non-contributory with any coverage held by the certificate holder for any losses occurring within the $3,000,000 self-insured retention. The professional liability policy includes coverage for medical malpractice.
A waiver of subrogation applies on the above referenced General Liability Policy for any losses occurring within the $3,000,000 self-insured retention.

CERTIFICATE HOLDER

South San Francisco Unified School District
398 B Street
South San Francisco CA 64080

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Docusign Envelope ID: EEAE8792-8506-8C38-8018-F2C16048CA4A

ENDORSEMENT NUMBER: TEN

PHYSICAL AND SEXUAL ABUSE COVERAGE CLAUSE

As respects both **INSURING AGREEMENT I.A. GENERAL LIABILITY AND INSURING AGREEMENT I.B. HEALTHCARE STAFFING AGENCY PROFESSIONAL LIABILITY**, it is hereby understood that **UNDERWRITERS** and the **Insured** agree that III. EXCLUSIONS C. 17 is to include the following and is to read as follows:

UNDERWRITERS and the **Insured** agree that the coverage as would be afforded by this Policy will apply to any **INSURED** who did not personally commit or participate in an act of actual or alleged physical contact, touching, sexual act or mental, emotional or physical abuse. For coverage to apply, the **INSURED** must notify **UNDERWRITERS** of the **CLAIM** involving sexual, mental, emotional or physical abuse as soon as the **INSURED** first becomes aware of such **CLAIM** or concealment.

Provided, however, this policy shall not apply to any claim involving any actual or alleged action or behavior, or any actual physical contact or touching, which is intended to lead to, or which culminates in, any sexual act, mental, emotional or physical abuse, by or against any client, **PATIENT**, or any other person whose care, custody, treatment or supervision has been entrusted to an **INSURED** pursuant to a written agreement, whether committed by, caused by or contributed to by any **INSURED** or which is caused by or contributed to by the actual or alleged failure of any **INSURED** to:

a) properly credential, train, hire, discipline or terminate any employee in accordance with applicable law, rule or regulation;

b) properly control, monitor or supervise the treatment or actions of any client, **PATIENT** or other person whose care or custody has been entrusted to an **INSURED**;

c) properly place with or remove from the care, custody, treatment or supervision of a third party any client, **PATIENT** or other person; or

d) inform any person or entity of the background or prior history of any individual whose care, custody, treatment or supervision has been entrusted to an **INSURED** or to a third party at the **INSURED'S** request or based on an **INSURED'S** advice.

THE TERMS, DECLARATIONS, INSURING AGREEMENTS, DEFINITIONS, EXCLUSIONS AND CONDITIONS OF THIS POLICY OTHERWISE REMAIN UNCHANGED.

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ENDORSEMENT NUMBER: ELEVEN

PHYSICAL AND SEXUAL ABUSE COVERAGE CONDITIONS CLAUSE

It is hereby understood and agreed that as a consequence of Endorsement Number: Ten, it shall also be understood and agreed that **UNDERWRITERS** will only be obligated to indemnify the **INSURED** for 90% of the **ULTIMATE NET SUM PAYABLE**, after payment of any applicable Underlying Amount(s), with the **INSURED** to bear 10% with respect to any **CLAIM** subject to these coverage endorsements. Such Co-insurance applies to **DAMAGES** and **DEFENSE EXPENSES**, as may be applicable. The Co-insurance herein described in this endorsement shall not apply to the actual or alleged failure of any **INSURED** to properly credential, train, hire, discipline or terminate any employee in accordance with applicable law, rule or regulation.

As set forth in **ENDORSEMENT NUMBER EIGHTY**, there is no coverage for **PUNITIVE DAMAGES** under any circumstances.

THE TERMS, DECLARATIONS, INSURING AGREEMENTS, DEFINITIONS, EXCLUSIONS AND CONDITIONS OF THIS POLICY OTHERWISE REMAIN UNCHANGED.

Docusign Envelope ID: EEAE8792-8506-8C38-8018-F2C16048CA4A

ENDORSEMENT NUMBER: TWO

ADDITIONAL INSURED SCHEDULE

- Amergis Healthcare Staffing, Inc
- Amergis Locum Tenens, LLC
- Maxim Healthcare Services, Inc. d/b/a TravelMax Medical Professionals
- Maxim Healthcare Services, Inc. d/b/a Maxim Staffing Solutions
- Maxim Healthcare Systems, LLC
- Maxim Health Systems, LLC
- Maxim Health Systems, LLC d/b/a Maxim Physician Resources
- Maxim Government Services, LLC
- Maxim Pediatric Services
- Maxim Coding Solutions
- PHA, LLC doing business as Professional Healthcare Associates
- Carolina Habilitation Services, Inc.
- Maxim Respite Services
- SNI Healthcare Technologies, LLC
- Maxim Healthcare Services, Inc. doing business as Preston House
- Max's House
- Terra-Maxim joint Venture No.1, LLC
- Maxim Habilitation Services, LLC
- Logix Healthcare Search Partners, LLC
- Reflectxion Resources, Inc.
- Reflectxion Resources, Inc. doing business as Reflectx Staffing Services
- Reflectxion Resources, Inc. doing business as Reflectx Oncology Resources
- Orbis Clinical, LLC, and / or Orbis Data Solutions
- SNI Healthcare Technologies doing business as SNI High Technologies, LLC
- Maxim Healthcare Services, Inc. doing business as TravelMax
- HealthAlign, LLC
- StaffAssist Workforce Management, LLC
- Maxim Healthcare Staffing Services, Inc.
- Sunburst Workforce Advisors, LLC (wef 01/24/2022)
- TimeLine Recruiting, LLC Subject to the provisions of Endorsement Number Forty Four
- Maxim Physician Resources, LLC Subject to the provisions of Endorsement Number Forty Four
- Maxim Physician Resources, LLC dba Maxim Locum Tenens and Advanced Practitioners
- Chicago Department of Family and Support Services (City of Chicago)
- Contra Costa SELPA
- Maxim Healthcare Financial Management Services, LLC formerly known as Maxim Healthcare Financial Management Services Kansas, LL

- Any entity to whom the **INSURED** is contractually obligated to provide such coverage as is afforded by this Policy but, solely, with respect to **PERSONAL INJURY, PROPERTY DAMAGE OR ADVERTISING INJURY**, to which this Insurance applies, caused by a **LOSS**; and **DAMAGES** or **DEFENSE EXPENSES** arising out of any act, error or omission of the **INSURED** in rendering or failing to render **PROFESSIONAL HEALTH CARE SERVICES**.

THE TERMS, DECLARATIONS, INSURING AGREEMENTS, DEFINITIONS, EXCLUSIONS AND CONDITIONS OF THIS POLICY OTHERWISE REMAIN UNCHANGED.

Docusign Envelope ID: EEAE8792-8506-8C38-8018-F2C16048CA4A

ENDORSEMENT NUMBER: NINETEEN

CONTRACT SIGNING ENDORSEMENT

It is understood and agreed that the **NAMED INSURED** shall have the ability to sign contracts including language for (i) Waiver of Subrogation and (ii) Primary/Non-Contributory but only with respect to governmental work. Such agreement is provided on the proviso that the **NAMED INSURED** shall use every effort to negotiate the most favourable contractual language with their client.

THE TERMS, DECLARATIONS, INSURING AGREEMENTS, DEFINITIONS, EXCLUSIONS AND CONDITIONS OF THIS POLICY OTHERWISE REMAIN UNCHANGED.

Docusign Envelope ID: EEAE8792-8506-8C38-8018-F2C16048CA4A

June 12, 2026

Please allow this letter to serve as additional information explaining Amergis Healthcare Staffing Services, Inc.'s ("Amergis") insurance program.

Amergis has been extensively underwritten by its carrier and has a medical professional liability policy which has a self-insured retention of $5,000,000 per claim/$5,000,000 aggregate and with $10,000,000 in excess coverage above these limits. This coverage includes all damages and defense expenses incurred because of personal injury caused by a professional incident involving the rendering or failure to render of Amergis's healthcare services, subject to the terms and conditions of the policy. The general liability policy with a self-insured retention of $3,000,000 per claim/$3,000,000 aggregate and $10,000,000 excess coverage above these limits. Amergis can name South San Francsico Unified School District as an additional insured for Amergis's solely negligent acts or omissions, i.e. for purposes of vicarious liability and will serve as the primary in these instances. This can be accomplished by agreeable contract language as Amergis has a blanket endorsement that provides additional insured status to a client by contract.

Amergis has more than amble coverage in professional liability insurance to support its operations and has been extensively underwritten. Professional liability and malpractice are rarely occurrence-based coverage as requested in the contract and it is surprising that this would be mandated since the hardened market does not make this coverage available.[i] While Amergis's coverage is claims made, we have the option within policy to purchase tail coverage for a period specified to cover any medical malpractice statute of limitation deadline. Amergis has an experienced in-house legal team handling its own investigations, claims and litigation and will partner with South San Francsico Unified School District should an adverse event arise during the course of the contract. Amergis has never exceeded its aggregate limit for any applicable policy period.

Should you have any questions or concerns with Amergis's medical professional liability insurance program, please do not hesitate to connect with our team or reach out to me directly with questions.

Sincerely,

Carrie V. O'Brien

Carrie O'Brien
General Counsel

[i] https://www.acponline.org/about-acp/about-internal-medicine/career-paths/residency-career-counseling/resident-career-counseling-guidance-and-tips/malpractice-insurance.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

DATE: June 25, 2026

RE: Purchase Order Listing May 1, 2026 to May 31, 2026

ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The attached report shows the total amount of all Purchase Orders, Change Orders and Printed Instructional Material Orders processed May 1, 2026 to May 31, 2026 for the 2025/2026 Fiscal Year.

FISCAL IMPLICATIONS:

These Purchase Orders and Change Orders represent the potential commitment and encumbrances during the period covered. Staff has obtained terms and conditions in dealing with accredited vendors.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the attached Purchase Order Listing.

PURCHASE ORDER LISTING - May 1, 2026 to May 31, 2026

P.O.	Vendor	Description	Account	Amount
PO26-02777	2Teach Global	Co-Teaching Onsite Professional Development	01-6770-0-1215-1000-5802-033-186	10,000.00
PO26-02720	2Teach Global	Virtual Webinar PD	01-6770-0-1215-1000-5802-033-186	1,500.00
PO26-02775	3-C INSTITUTE FOR SOCIAL DEVEL	CBITS License	01-0000-0-0000-3900-5813-090-501	55.00
PO26-02678	Act Enviro	Hazardous Waste Removal	01-0000-0-0000-8200-5860-090-760	17,329.20
PO26-02769	Amazon Capital Services	Tech Supplies	01-0000-0-0000-2424-4320-090-735	54.91
PO26-02770	Amazon Capital Services	Tech Supplies	01-0000-0-0000-2424-4320-090-735	919.15
PO26-02763	Amazon Capital Services	SFS Department Supplies	01-0000-0-0000-3900-4200-090-501	417.28
PO26-02763	Amazon Capital Services	SFS Department Supplies	01-0000-0-0000-3900-4320-090-501	574.94
PO26-02798	Amazon Capital Services	Ergonomic RollerMouse & Keyboard Comb	01-0000-0-0000-7300-4320-090-717	494.76
PO26-02791	Amazon Capital Services	Office Supplies	01-0000-0-0000-7350-4320-090-717	264.57
PO26-02690	Amazon Capital Services	HR Supplies	01-0000-0-0000-7490-4320-090-715	233.88
PO26-02791	Amazon Capital Services	Office Supplies	01-0000-0-0000-7550-4320-090-718	366.98
PO26-02689	Amazon Capital Services	Canopy Tents Lanterns	01-0000-0-0000-8200-4320-025-759	842.88
PO26-02699	Amazon Capital Services	Sprayer & Allen Wrench Sets	01-0000-0-0000-8200-4320-025-759	51.62
PO26-02766	Amazon Capital Services	Site Supplies	01-0000-0-0000-8200-4320-033-759	689.24
PO26-02766	Amazon Capital Services	Site Supplies	01-0000-0-1110-1000-4200-033-070	39.69
PO26-02691	Amazon Capital Services	Safety Patrol Storage Supplies	01-0000-0-1110-1000-4320-008-070	96.58
PO26-02766	Amazon Capital Services	Site Supplies	01-0000-0-1110-1000-4320-033-070	23.38
PO26-02816	Amazon Capital Services	Ergonomic Chairs	01-0805-0-1110-1000-4320-033-180	381.55
PO26-02700	Amazon Capital Services	WMS Seal Embosser	01-0805-0-1110-1000-5810-025-180	46.13
PO26-02692	Amazon Capital Services	EL Supplies 04/2026	01-0805-0-4760-1000-4200-025-123	506.15
PO26-02688	Amazon Capital Services	Bulk Earphones	01-0805-0-4760-1000-4320-025-123	162.56
PO26-02692	Amazon Capital Services	EL Supplies 04/2026	01-0805-0-4760-1000-4320-025-123	555.15
PO26-02764	Amazon Capital Services	School Supplies	01-3010-0-1110-1000-4200-013-301	45.02
PO26-02686	Amazon Capital Services	Reading Support Materials & Supplies	01-3010-0-1110-1000-4320-007-301	481.73
PO26-02685	Amazon Capital Services	Support Materials & PBIS Supplies	01-3010-0-1110-1000-4320-007-301	435.99
PO26-02687	Amazon Capital Services	Support Materials & PBIS Supplies	01-3010-0-1110-1000-4320-007-301	665.51
PO26-02764	Amazon Capital Services	School Supplies	01-3010-0-1110-1000-4320-013-301	781.72
PO26-02694	Amazon Capital Services	Classroom Supplies	01-3010-0-1110-1000-4320-022-301	4,314.78
PO26-02765	Amazon Capital Services	EMS Supplies	01-6387-0-3800-1000-4320-033-394	3,313.31
PO26-02696	Amazon Capital Services	BLIS Student Incentives	01-6762-0-1110-1000-4320-008-600	270.83
PO26-02695	Amazon Capital Services	BLIS Student Incentives	01-6762-0-1110-1000-4320-008-600	271.95
PO26-02684	Amazon Capital Services	STEAM Summer School Supplies	01-6762-0-1110-1000-4320-021-600	73.00
PO26-02824	Amazon Capital Services	Elevate Math Supplies - ALMS	01-6762-0-1110-1000-4320-090-600	654.40
PO26-02823	Amazon Capital Services	Elevate Math Supplies - Buri Buri	01-6762-0-1110-1000-4320-090-600	783.79
PO26-02740	Amazon Capital Services	Art Supplies	01-6770-0-1201-1000-4320-006-186	11,255.89
PO26-02741	Amazon Capital Services	Prop 28 - Art Supplies	01-6770-0-1201-1000-4320-006-186	7,261.49
PO26-02698	Amazon Capital Services	Music Supplies	01-6770-0-1227-1000-4320-006-186	428.51
PO26-02761	Amazon Capital Services	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	44.80
PO26-02762	Amazon Capital Services	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	242.74
PO26-02697	Amazon Capital Services	Supplies	01-9010-0-1110-1000-4320-021-356	3,850.53
PO26-02693	Amazon Capital Services	Chair for Wellness Center	01-9305-0-1110-1000-4320-025-391	113.47
PO26-02810	Apple Inc	Apple TVs- Classrooms	01-0000-0-0000-2424-4320-090-735	6,151.87
PO26-02778	Apple Inc	Teacher MacBook Refresh	01-0000-0-0000-2424-4320-090-735	157,920.04
PO26-02795	Apple Inc	Apple iPads	01-3010-0-1110-1000-4320-022-301	1,042.69

PURCHASE ORDER LISTING - May 1, 2026 to May 31, 2026

P.O.	Vendor	Description	Account	Amount
PO26-02796	Apple Inc	Technology for Sound Mixing Club	01-6770-0-1227-1000-4320-031-186	1,660.96
PO26-02796	Apple Inc	Technology for Sound Mixing Club	01-6770-0-1227-1000-4420-031-186	5,063.04
PO26-02748	Art In Action	Art in Action Supplies	01-6770-0-1201-1000-4320-002-186	4,884.49
PO26-02748	Art In Action	Art in Action Supplies	01-6770-0-1201-1000-5899-002-186	12,672.00
PO26-02680	Association For Behavior Analy	Registration Fees - ABAI	01-9010-0-5760-1190-5210-090-705	8,480.00
PO26-02801	Bay Area Bioscience Education	Biotech Supplies	01-9010-0-1110-1000-4320-090-360	791.10
PO26-02726	Bay Area Sound Speech and Hear	Speech-Language Evaluation Services	01-6500-0-5760-1190-5899-090-245	1,650.00
PO26-02707	Blick Art Materials	Prop 28 - Art Supplies	01-6770-0-1201-1000-4320-009-186	2,013.75
PO26-02730	BMX Freestylers	Assembly	01-6770-0-1215-1000-5899-008-186	2,244.00
BPO26-00319	Boudin Bakery/ Accounting/AR	Open PO - Food for Meetings	01-0000-0-0000-3110-4322-090-501	1,000.00
BPO26-00319	Boudin Bakery/ Accounting/AR	Open PO - Food for Meetings	01-0000-0-0000-3900-4322-090-501	1,000.00
BPO26-00319	Boudin Bakery/ Accounting/AR	Open PO - Food for Meetings	01-9010-0-1110-1000-4322-090-174	1,500.00
BPO26-00319	Boudin Bakery/ Accounting/AR	Open PO - Food for Meetings	01-9010-0-1110-1000-4322-090-432	1,000.00
PO26-02826	Branching Minds LLC	MTSS Foundations Trainings	01-6266-0-1110-2140-5801-090-341	7,800.00
PO26-02790	Cascade Healthcare Services Db	American Red Cross Certifications	01-6383-0-3800-1000-5899-090-312	1,500.00
PO26-02725	CDW Government Inc	Interactive TVs	01-9010-0-1110-1000-4420-006-356	4,119.13
PO26-02808	CDW Government Inc	Interactive TVs	01-9010-0-1110-1000-4420-006-356	6,178.69
PO26-02675	Center For The Collaborative C	Virtual Training - August 11 PD	01-0000-0- - -9330- -	1,200.00
PO26-02677	CHARMAINE L. TURNER	Career Day Refreshments	01-0000-0-1110-1000-4322-014-070	325.00
PO26-02809	Charter Up LLC	Summer Field Trip Transportation	01-0000-0- - -9330- -	1,138.27
PO26-02803	Clearlite Trophies Borba Recog	Service Awards	01-0000-0-0000-7400-5810-090-715	378.24
PO26-02773	Clearlite Trophies Borba Recog	Drama Award Plaques	01-0000-0-1110-1000-5810-033-070	228.54
PO26-02818	Clearlite Trophies Borba Recog	Senior Awards	01-0805-0-1110-1000-5810-033-180	164.54
PO26-02800	Cumiskey Construction Corporat	Exterior Concrete Wall and Stucco Repairs - Spruce	01-8150-0-0000-8110-5899-013-741	62,425.00
PO26-02715	Decker Equipment dba School fi	Desk Lifter and Mover	01-0000-0-0000-8200-4320-025-759	737.22
PO26-02771	Dell Marketing LP C/ODell USA	Desktop Computer	01-0000-0-0000-8200-4320-033-759	1,416.92
PO26-02737	Dell Marketing LP C/ODell USA	Laptops, Drives & Projector	01-0805-0-1110-1000-4320-009-180	845.99
PO26-02737	Dell Marketing LP C/ODell USA	Laptops, Drives & Projector	01-0805-0-1110-1000-4420-009-180	8,669.24
PO26-02813	Dell Marketing LP C/ODell USA	Computer for Security Office	01-0805-0-1110-1000-4420-033-180	1,542.58
PO26-02794	Dell Marketing LP C/ODell USA	Library Computer	01-3010-0-1110-1000-4320-014-301	1,599.06
PO26-02724	Dell Marketing LP C/ODell USA	Dell Laptop	01-3410-0-5001-3900-4320-090-337	1,505.41
PO26-02710	Demco Inc.	Library Supplies	01-0000-0-1110-2421-4320-014-451	19.04
PO26-02708	Demco Inc.	Support Materials & Supplies	01-3010-0-1110-1000-4320-007-301	428.23
PO26-02787	Digital River Inc.	Software for Sound Mixing Club	01-6770-0-1227-1000-5813-031-186	198.00
PO26-02728	El Metate Taqueria	Food for CLE: Purposeful Partnerships	01-9010-0-1110-1000-5822-090-174	3,955.50
PO26-02782	Follett Content Solutions	Library Books	01-0000-0-1110-2421-4200-022-451	253.05
PO26-02750	Foster & Foster Consulting Act	Actuarial Consulting Services	01-0000-0-0000-7600-5899-090-810	10,000.00
PO26-02815	Gary Metcalfe	Sound System for Graduation	01-9206-0-1110-1000-5600-032-356	1,447.50
PO26-02821	Golden Gate Office Solutions	Folder-Inserter Maintenance	01-0000-0-0000-7550-5600-090-718	600.27
PO26-02714	Gopher Sport NW5634	Playground Equipment	01-0000-0-1110-1000-4320-014-070	824.59
PO26-02805	Heises Plumbing	Sewer and Drains - Jetter	01-8150-0-0000-8110-5899-022-741	1,100.00
PO26-02806	Ilana Parmer Mandelbaum Parmer	Curriculum Litigation	01-0000-0-0000-7602-5888-090-726	30,000.00
PO26-02734	IMAGINE LEARNING LLC	CA Mathematics K-2	01-9010-0-1110-1000-4100-090-316	705,599.96
PO26-02727	ISOBE, MEGUMI	Event Photographer - CLE: Purposeful Partnerships	01-9010-0-0000-3900-5899-090-174	420.00
PO26-02822	ISOM ADVISORS, A DIVISION OF U	Annual Report - Year 2024-25 (report due in 2026)	01-0000-0-0000-7300-5899-090-717	7,125.00

PURCHASE ORDER LISTING - May 1, 2026 to May 31, 2026

P.O.	Vendor	Description	Account	Amount
PO26-02784	Kalina Kotseva Blooming Stars	IEE - Occupational Therapy	01-6500-0-5760-1190-5870-090-245	4,000.00
VFS26-00030	Kelly Spicers Facilities Solut	Warehouse Restock - #001811 Copy Paper	01-0000-0- - -9320- -	1,722.30
PO26-02793	Kelly Spicers Stores	Paper for Reprographics	01-0000-0-0000-7550-4320-090-718	507.42
PO26-02709	Kelly Spicers Stores	Copy Paper	01-0000-0-1110-1000-4320-013-070	436.75
PO26-02718	Lakeshore	EL Materials 04/2026	01-0805-0-4760-1000-4320-025-123	291.27
PO26-02785	Lakeshore Learning Materials,	School Supplies	01-3010-0-1110-1000-4320-013-301	2,758.99
PO26-02681	LearnUp Centers	Tutoring	01-0000-0-0000-7602-5888-090-726	13,800.00
PO26-02783	Lightspeed Technologies Inc	Audiology Equipment For Student with 504 Plan	01-0000-0-1110-3150-4420-090-501	2,015.24
PO26-02713	LOWES BUSINESS ACCT/SYNCB	Safety Patrol Storage	01-0000-0-1110-1000-4320-008-070	614.16
PO26-02717	LOWES BUSINESS ACCT/SYNCB	Garden Supplies	01-6770-0-1201-1000-4320-014-186	360.27
PO26-02722	Music & Arts CA Dept 5295	Prop 28 - Band Supplies	01-6770-0-1227-1000-4320-021-186	336.42
PO26-02744	Music & Arts CA Dept 5295	Prop 28 - Music Instruments	01-6770-0-1227-1000-4320-021-186	1,053.68
PO26-02745	Music & Arts CA Dept 5295	Prop 28 - Music Instruments	01-6770-0-1227-1000-4320-021-186	1,463.53
PO26-02746	Music & Arts CA Dept 5295	Prop 28 - Music Supplies	01-6770-0-1227-1000-4320-021-186	4,726.79
PO26-02722	Music & Arts CA Dept 5295	Prop 28 - Band Supplies	01-6770-0-1227-1000-4420-021-186	3,207.13
PO26-02744	Music & Arts CA Dept 5295	Prop 28 - Music Instruments	01-6770-0-1227-1000-4420-021-186	2,504.05
PO26-02745	Music & Arts CA Dept 5295	Prop 28 - Music Instruments	01-6770-0-1227-1000-4420-021-186	3,430.40
PO26-02746	Music & Arts CA Dept 5295	Prop 28 - Music Supplies	01-6770-0-1227-1000-4420-021-186	4,801.53
PO26-02739	Music & Arts CA Dept 5295	Instruments 04-2026	01-6770-0-1227-1000-4420-025-186	11,909.88
PO26-02745	Music & Arts CA Dept 5295	Prop 28 - Music Instruments	01-6770-0-1227-1000-6410-021-186	5,059.36
PO26-02744	Music & Arts CA Dept 5295	Prop 28 - Music Instruments	01-6770-0-1227-1000-6410-021-186	6,387.68
PO26-02739	Music & Arts CA Dept 5295	Instruments 04-2026	01-6770-0-1227-1000-6410-025-186	5,811.87
PO26-02732	Music Education Consultants In	Registration - Mariachi Workshop	01-3010-0-1110-1000-5210-022-301	650.00
PO26-02754	National SAM Innovation Projec	NSIP Process Coaching Services 3/26 - 6/27	01-0000-0-1110-1000-5802-090-762	24,975.00
PO26-02743	NEFF COMPANY	Band Attire	01-6770-0-1227-1000-4320-021-186	9,973.63
PO26-02682	Northern California - Superint	Registration Fees - National History Day	01-0000-0-1110-1000-5899-033-070	2,650.00
PO26-02819	ODP Business Solutions LLC	Office Supplies	01-0000-0-0000-7300-4320-090-717	350.53
PO26-02792	ODP Business Solutions LLC	Office Supplies	01-0000-0-0000-7340-4320-090-717	477.69
PO26-02792	ODP Business Solutions LLC	Office Supplies	01-0000-0-0000-7350-4320-090-717	198.52
PO26-02701	ODP Business Solutions LLC	HR Supplies	01-0000-0-0000-7400-4320-090-715	130.04
PO26-02767	ODP Business Solutions LLC	Supplies	01-0000-0-1110-1000-4320-009-070	3,586.09
PO26-02702	ODP Business Solutions LLC	School Supplies	01-0000-0-1110-1000-4320-014-070	1,145.27
PO26-02704	ODP Business Solutions LLC	Laminator	01-0000-0-1110-1000-4420-014-070	3,002.52
PO26-02738	ODP Business Solutions LLC	Prop 28 - Art Supplies	01-6770-0-1201-1000-4320-009-186	5,844.14
PO26-02703	ODP Business Solutions LLC	Classroom Materials	01-9010-0-1110-1000-4320-002-356	430.48
PO26-02679	Orange County Supt. Of Schools	CA MTSS PLI 2026	01-0000-0- - -9330- -	1,198.00
PO26-02788	Pacific Beach Coalition	Year End Field Trip	01-0000-0-1110-1000-5815-031-070	3,000.00
PO26-02814	Patrick Calma	Sound System for Graduation	01-9206-0-1110-1000-5600-032-356	1,447.50
PO26-02683	Phoenix Transportation	Charter Bus - ASB Bonding Trip	01-0000-0-1110-1000-5821-033-070	1,774.50
PO26-02817	Phoenix Transportation	Senior Field Trip	01-0805-0-1110-1000-5821-033-180	8,096.00
PO26-02676	Plushy Feely Corp Kimochis	Early Childhood Workshop	01-0000-0- - -9330- -	2,600.00
PO26-02716	Plushy Feely Corp Kimochis	EL Supplies 04/2026	01-0805-0-4760-1000-4320-025-123	222.65
PO26-02705	Plushy Feely Corp Kimochis	Early Childhood Tool Kit	01-9010-0-5760-1190-4320-090-705	4,958.65
PO26-02812	Protech	Asbestos & Lead, Stucco & Stucco Paint Sampling	01-8150-0-0000-8110-5899-012-741	2,055.00
PO26-02811	Protech	HVAC Replacement Asbestos Roofing & SR at Furnace	01-8150-0-0000-8110-5899-012-741	2,545.00

PURCHASE ORDER LISTING - May 1, 2026 to May 31, 2026

P.O.	Vendor	Description	Account	Amount
PO26-02753	REALITYWORKS INC.	EMS Orders	01-6387-0-3800-1000-4320-033-394	2,707.00
PO26-02753	REALITYWORKS INC.	EMS Orders	01-7370-0-3800-1000-4320-033-368	2,846.25
PO26-02753	REALITYWORKS INC.	EMS Orders	01-7370-0-3800-1000-4420-033-368	39,265.53
PO26-02731	Reed Charitable Foundation Inc	Big Lift - Educator Writing Training, RCF	01-9302-0-1110-1000-5802-090-828	5,000.00
PO26-02802	Reliable Medical Supply LLC	Equipment - Bed and Table (Re: 251408)	01-6500-0-5760-1190-4420-090-215	2,906.89
VFS26-00029	Resource Solutions of SF Group	Warehouse Restock - #008720	01-0000-0-0000-0000-9320-000-	3,461.06
VFS26-00031	Resource Solutions of SF Group	Warehouse Restock - Gloves	01-0000-0-0000-0000-9320-000-	3,906.06
PO26-02774	Revival Tree Service Inc Jose	Tree Removal - MV	01-8150-0-0000-8110-5899-009-741	4,850.00
PO26-02735	San Francisco Opera Guild War	Prop 28 - Symphony in the Classroom	01-6770-0-1215-1000-5899-012-186	1,925.00
PO26-02674	San Mateo County Comm. College	Middle College at Skyline College	01-0000-0-1110-1000-5899-090-167	522,620.00
PO26-02721	San Mateo County School Boards	2026 Annual Kent Awards	01-9044-0-1110-1000-5899-090-062	780.00
PO26-02807	San Mateo Union High School Di	Buses for Field Trips & Outdoor Ed.	01-0000-0-1110-1000-5821-090-764	1,188.78
PO26-02711	San Mateo Union High School Di	ODE Transportation	01-0000-0-1110-1000-5821-090-764	3,000.00
PO26-02723	San Mateo Union High School Di	Outdoor Ed Bus	01-0000-0-1110-1000-5821-090-764	2,264.96
PO26-02621	San Mateo Union High School Di	Field Trip Buses	01-0805-0-1110-1000-5821-013-180	4,000.00
PO26-02807	San Mateo Union High School Di	Buses for Field Trips & Outdoor Ed.	01-3010-0-1110-1000-5821-007-301	4,888.38
PO26-02711	San Mateo Union High School Di	ODE Transportation	01-9010-0-1110-1000-5821-002-356	1,850.04
PO26-02780	School Outfitters	Choral Risers	01-6770-0-1215-1000-4320-009-186	7,359.54
PO26-02779	School Specialty LLC	PE Supplies	01-0805-0-1110-1000-4320-009-180	491.47
PO26-02706	School Specialty LLC	STEAM Summer School Supplies	01-6762-0-1110-1000-4320-021-600	113.89
PO26-02712	School Specialty LLC	Art Material	01-6770-0-1201-1000-4320-002-186	4,017.69
PO26-02752	School Specialty LLC Nasco Edu	EMS Orders	01-7370-0-3800-1000-4420-033-368	41,209.72
PO26-02759	SMCOE	Projected Frontline ERP Annual Costs 2025-26	01-0000-0-0000-7700-5850-090-717	165,783.00
PO26-02751	SMCOE	Outdoor Ed Program	01-3010-0-1110-1000-5815-008-301	7,327.00
PO26-02622	Staples Advantage	School Supplies	01-0000-0-1110-1000-4320-013-070	175.71
PO26-02622	Staples Advantage	School Supplies	01-3010-0-1110-1000-4320-013-301	1,086.97
PO26-02747	Story First Inc The Costumer	Drama Play Supply & Rentals	01-6770-0-1215-1000-4320-021-186	21.92
PO26-02747	Story First Inc The Costumer	Drama Play Supply & Rentals	01-6770-0-1215-1000-5600-021-186	7,808.71
PO26-02772	SWEET, RONALD	Clock/Scoreboard Official	01-0000-0-1202-1000-5814-033-070	3,950.00
PO26-02719	USI Education & Government	Prop 28 - Art Supplies	01-6770-0-1201-1000-4320-006-186	433.39
PO26-02719	USI Education & Government	Prop 28 - Art Supplies	01-6770-0-1201-1000-4420-006-186	2,307.32
PO26-02781	Ventris Learning LLC DBA Ventr	DELD Materials	01-3010-0-1110-1000-4200-013-301	645.71
PO26-02781	Ventris Learning LLC DBA Ventr	DELD Materials	01-3010-0-1110-1000-4320-013-301	58.54
PO26-02733	Vex Robotics Inc.	Computer Science All Access Digital	01-6387-0-3800-3900-5802-090-394	1,998.00
PO26-02804	Your Party Rental Company	Seating Rental for Graduation	01-0000-0-1110-1000-5600-022-070	1,775.00
	TOTAL FUND 01			**2,156,247.43**
PO26-02760	Amazon Capital Services	Classroom Supplies	12-9010-0-8533-1000-4320-045-833	33.47
PO26-02809	Charter Up LLC	Summer Field Trip Transportation	12-6105-0-8510-1000-5821-045-830	1,597.61
PO26-02786	Global Industrial	Classroom Supplies	12-6105-0-8535-1000-4320-045-835	813.01
PO26-02768	ODP Business Solutions LLC	Classroom/Site Supplies	12-6105-0-8510-1000-4320-045-830	279.88
PO26-02768	ODP Business Solutions LLC	Classroom/Site Supplies	12-6105-0-8535-1000-4320-045-835	279.88
PO26-02768	ODP Business Solutions LLC	Classroom/Site Supplies	12-9010-0-8533-1000-4320-045-833	279.89
	TOTAL FUND 12			**3,283.74**

PURCHASE ORDER LISTING - May 1, 2026 to May 31, 2026

P.O.	Vendor	Description	Account	Amount
PO26-02799	Amazon Capital Services	Cambro Latches	13-5310-0-0000-3700-4320-090-820	98.70
PO26-02825	TEC of California Inc. A TEC E	Lift Gate Remote Control for Warehouse Truck	13-5310-0-0000-3700-4320-090-820	638.16
	TOTAL FUND 13			**736.86**
PO26-02758	ENGEO Incorporated	Geotechnical Services for Spruce	21-9010-0-0000-8500-6255-013-743	67,150.00
PO26-02756	HL Construction Management Inc	Cost Estimating Services for MVES	21-9010-0-0000-8500-5899-009-743	28,700.00
PO26-02736	ISI Inspection Services Inc.	Special Inspection Services for ECHS	21-9010-0-0000-8500-6273-032-743	523.60
PO26-02755	L SHOWMEE HOME SOLUTIONS LLC M	CCTV Utility Survey Services for ECHS	21-9010-0-0000-8500-6140-032-743	44,000.00
PO26-02757	LELAND SAYLOR & ASSOCIATES INC	Cost Estimating Services for ECHS	21-9010-0-0000-8500-5899-032-743	35,000.00
PO26-02797	WHB Engineers DBA Wilsey Ham	Surveying Services for Spruce	21-9010-0-0000-8500-6140-013-743	69,928.00
	TOTAL FUND 21			**245,301.60**
PO26-02820	Amazon Capital Services	Classroom Supplies	25-0000-0-0000-8500-4320-006-921	519.14
PO26-02742	Schoolworks Inc	Demographics & Enrollment Projections Study	25-0000-0-0000-8100-5801-090-717	8,000.00
	TOTAL FUND 25			**8,519.14**
PO26-02749	ZONE 4 CONSTRUCTION INC.	Skyline ES Alterations to 5 Bldgs. HVAC Replacement	40-9010-0-0000-8500-6170-012-945	1,795,930.00
	TOTAL FUND 40			**1,795,930.00**
	TOTAL # OF PURCHASE ORDERS:	**156**	**TOTAL P.O. AMOUNT**	**4,210,018.77**
PURCHASE ORDERS BY FUND:				
1	GENERAL FUND	$ 2,156,247.43		
11	ADULT EDUCATION FUND			
12	CHILD DEVELOPMENT FUND	$ 3,283.74		
13	FOOD SERVICE	$ 736.86		
14	DEFERRED MAINTENANCE			
21	BOND	$ 245,301.60		
25	CAPITAL FACILITIES	$ 8,519.14		
35	MODERNIZATION FUND			
40	SPECIAL RESERVE	$ 1,795,930.00		
73	FOUNDATION TRUST FUND			
	TOTAL PUCHASE ORDERS	**$ 4,210,018.77**		
CHANGE ORDERS:				
BPO26-00256	A BLACK TIE AFFAIR INC.	Open PO - Black Tie Affair	01-0000-0-0000-2110-4322-090-762	(275.90)
BPO26-00256	A BLACK TIE AFFAIR INC.	Open PO - Black Tie Affair	01-0000-0-0000-2110-5822-090-762	948.25
PO26-00654	Achieve Kids	NPS - Achieve Kids	01-6500-0-5760-1180-5820-090-230	6,500.00
PO26-00654	Achieve Kids	NPS - Achieve Kids	01-6500-0-5760-1180-5870-090-230	6,900.00
PO26-00654	Achieve Kids	NPS - Achieve Kids	01-6500-0-5760-1180-5880-090-230	17,600.00
PO26-00654	Achieve Kids	NPS - Achieve Kids	01-6500-0-5760-1180-5899-090-230	500.00
BPO26-00003	Albertsons/safeway Inc.	Culinary Arts Supplies	01-0805-0-4760-1000-4322-032-123	92.13
PO26-02656	Amazon Capital Services	BLIS Rising 3	01-6762-0-1110-1000-4320-008-600	(24.41)
PO26-02277	American Heart Association Inc	EMT Supplies for First Aid/CPR/AED	01-7370-0-3800-1000-4320-033-368	53.73
PO26-02163	Apple Inc	Computer for Drama Class	01-6770-0-1215-1000-4320-032-186	76.85
BPO26-00048	Bronstein Music	Instrument Supplies & Repairs	01-0000-0-1227-1000-4320-033-070	95.08
BPO26-00048	Bronstein Music	Instrument Supplies & Repairs	01-0000-0-1227-1000-5600-033-070	330.00
BPO26-00011	California Sport Design	PE Uniforms	01-9219-0-1230-1000-4320-032-356	6,622.21
BPO26-00263	CBF Inc.	Data/Electrical Cabling Installs & Repairs, '25-26	01-0000-0-0000-2424-5600-090-735	(50,000.00)
PO26-02356	Charter Up LLC	8th Grade EOY Field Trip	01-0801-0-1110-1000-5821-022-180	2,153.80
PO26-00779	Children's Health Council Esther B. Clark School	NPS - EBC	01-6500-0-5760-1180-5820-090-230	8,700.00

PURCHASE ORDER LISTING - May 1, 2026 to May 31, 2026

P.O.	Vendor	Description	Account	Amount
PO26-00779	Children's Health Council Esther B. Clark School	NPS - EBC	01-6500-0-5760-1180-5880-090-230	30,000.00
BPO26-00042	City Of South San Francisco	Police Security Services	01-0000-0-1202-1000-5899-033-322	1,000.00
PO26-00527	Corodata Shredding Inc.	Shredding Services - District-Wide	01-0000-0-0000-8200-5899-090-760	3,000.00
PO26-01813	Dan's Drilling & Fencing Inc.	Baseball Field Netting Repair	01-8150-0-0000-8110-5899-032-741	735.00
PO26-01295	Demco Inc.	Library Supplies	01-0000-0-1110-1000-4320-021-451	311.58
BPO26-00247	Eide Bailly LLP	Audit Services	01-0000-0-0000-7190-5887-090-717	2,665.00
BPO26-00265	Hillyard	Custodial Supplies	01-0000-0-0000-8200-4320-008-759	(991.77)
BPO26-00232	Hillyard	Janitorial Supplies	01-0000-0-0000-8200-4320-014-759	(1,434.00)
BPO26-00253	Hillyard	Open PO - Custodial Supplies	01-0000-0-0000-8200-4320-025-759	379.35
PO26-01407	Language Testing International Inc.	Language Assessment for AAPPL	01-0801-0-1110-1000-5899-090-415	232.00
PO26-02343	Mister Softee NorCal	End of the Year Activity - for Staff	01-9206-0-1110-1000-4322-032-356	57.42
BPO26-00277	NEW SPECIALTY'S HOLDINGS INC. DBA NEW SPECIALTY'S LLC	Open PO - Food for Meetings	01-0000-0-0000-7400-5822-090-715	450.00
BPO26-00043	Phoenix Holiday Dba Phoenix Transportation	Athletic Transportation	01-0000-0-1202-1000-5821-033-070	2,140.34
BPO26-00044	Phoenix Holiday Dba Phoenix Transportation	Band Transportation	01-0000-0-1227-3900-5821-033-322	2,969.56
BPO26-00008	Ready Refresh	Drinking Water Supply	01-0000-0-1110-1000-4322-032-070	1,200.00
PO26-02409	Resource Solutions of SF Group	Custodial Supplies	01-0000-0-0000-8200-4320-032-759	217.77
BPO26-00002	Riddell All American Sports	Reconditioning of Athletic Equipment	01-0000-0-1110-1000-5600-032-070	2,201.60
PO26-00333	Robert Half	Contracted I.T. Network Sys Admin Technician	01-0000-0-0000-2424-5899-090-735	(95,000.00)
BPO26-00199	Robert Half	HR Temporary Staffing	01-0000-0-0000-7400-5899-090-715	10,000.00
PO26-02653	ROSE BRAND WIPERS INC	Performing Arts Materials	01-6770-0-1215-1000-5899-006-186	10,616.42
BPO26-00266	Royal Pin Donuts	OPEN PO - Royal Pin	01-0000-0-1110-1000-4320-021-070	170.00
BPO26-00266	Royal Pin Donuts	OPEN PO - Royal Pin	01-0000-0-1110-1000-4322-021-070	(100.00)
BPO26-00221	Rozzi's Reproduction & Supply	Open P.O. - Printing Services	01-0000-0-0000-8200-5810-090-760	3,000.00
PO26-02313	Silicon Valley Ed Foundation	SVEF Elevate Math Summer Program	01-6762-0-1110-1000-5899-002-600	4,160.00
BPO26-00131	South San Francisco Tire Service Inc.	Open P.O. for Vehicle Maintenance Parts	01-8150-0-0000-8110-4320-090-741	11,584.98
PO26-01370	SSFUSD - DEDAP	ELOP	01-2600-0-0000-8200-5899-090-358	38,485.00
BPO26-00289	Sunbelt Staffing	Substitute Staffing	01-0000-0-0000-7400-5899-090-715	15,000.00
BPO26-00249	T-Mobile USA Inc	T-Mobile Phone Services	01-0000-0-0000-2700-5910-090-762	289.85
BPO26-00027	United Coach Tours	Transportation	01-0805-0-1110-1000-5821-032-180	(730.00)
BPO26-00090	United Coach Tours	Transportation	01-6387-0-3800-1000-5821-032-394	980.00
BPO26-00261	HERFF JONES LLC	Diplomas & Caps & Gowns	11-6391-0-4151-1000-4320-041-151	470.00
BPO26-00261	HERFF JONES LLC	Diplomas & Caps & Gowns	11-6391-0-4151-1000-5810-041-151	185.00
BPO26-00262	PSI Services LLC	HiSET Test Scoring	11-6391-0-4151-1000-5817-041-151	700.00
BPO26-00087	Childcare Careers	Substitute Staffing for Children's Center	12-9010-0-8533-1000-5899-045-861	42,000.00
BPO26-00054	Bay Area News Group	Newspaper Ads for Bid Process	13-5310-0-0000-3700-5811-090-820	557.00
BPO26-00066	Gold Star Foods	Food Products	13-5310-0-0000-3700-4700-090-820	116,500.00
BPO26-00051	MOONCHEF LLC	Vended Meals during Kitchen Renovation '25-'26	13-5310-0-0000-3700-5801-090-820	62,000.00
BPO26-00065	Producers Dairy Foods Inc.	Milk & Dairy Purchases	13-5310-0-0000-3700-4700-090-820	48,000.00
PO26-00467	Harley Ellis Devereaux Corporation	Architectural Services for LC Modernization	21-9010-0-0000-8500-6210-007-743	2,549,482.00
PO26-00598	Noll & Tam Architects	Architectural Services for Sunshine Gardens	21-9010-0-0000-8500-6210-014-743	11,440.00
PO26-00464	PINELLI CONSTRUCTION INSPECTION INC.	Inspector Record Services	21-9010-0-0000-8500-6290-025-960	4,680.00
	TOTAL CHANGE ORDERS			**2,879,875.84**

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

DATE: June 25, 2026

RE: Warrant Register – May 1 to May 31, 2026

ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The attached report lists all the Warrants issued by the District from May 1 to May 31, 2026. For the period listed above, the Warrants total $7,093,505.17 across all funds.

FISCAL IMPLICATIONS:

These Warrants represent the amount paid out of District accounts for the period of May 1 to May 31, 2026. Staff has obtained all required authorizations prior to issuing any Warrant.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the attached Warrant Listing.

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
10K SUPPLY LLC Philadelphia Security Products	05/12/2026	770780	01-6387-0-3800-1000-4320-032-394	Science Supplies	945.91
10K SUPPLY LLC Philadelphia Security Products Total					945.91
A BLACK TIE AFFAIR INC.	05/12/2026	770781	01-0000-0-0000-7400-5822-090-715	Open PO - Black Tie Affair HR	992.14
A BLACK TIE AFFAIR INC. Total					992.14
ABAT, LORI	05/28/2026	775643	01-6500-0-5760-2490-5820-090-245	MAR26 MILEAGE	79.50
ABAT, LORI	05/28/2026	775643	01-6500-0-5760-2490-5820-090-245	MAR26 MILEAGE B	15.90
ABAT, LORI Total					95.40
ADROIT ADVANCED TECHNOLOGIES INC	05/12/2026	770782	01-0805-0-1110-3600-5820-090-122	Transportation - Homeless & Foster Youth	6,692.75
ADROIT ADVANCED TECHNOLOGIES INC Total					6,692.75
Advanced Integrated Pest Mgmt	05/12/2026	770803	01-0000-0-0000-8200-5807-090-760	Open P.O. for Pest Control Service	2,580.00
Advanced Integrated Pest Mgmt Total					2,580.00
AG Parts Worldwide Inc	05/27/2026	774964	01-0000-0-0000-2424-4320-090-735	Student Chromebook Repair Parts	3,949.46
AG Parts Worldwide Inc Total					3,949.46
Air Tutors LLC	05/12/2026	770772	01-6762-0-1110-1000-5813-090-384	Air Tutors	29,775.00
Air Tutors LLC Total					29,775.00
Airgas USA LLC	05/12/2026	770804	01-8150-0-0000-8110-4320-090-741	Open P.O. - Oxygen, Acetylene	119.79
Airgas USA LLC Total					119.79
Akshaya Inc	05/11/2026	770428	01-0000-0-0000-2424-5899-090-735	Temp Agency/Consultant for Technology Srvcs	14,748.75
Akshaya Inc	05/12/2026	770769	01-0000-0-0000-2424-5899-090-735	Temp Agency/Consultant for Technology Srvcs	10,360.00
Akshaya Inc Total					25,108.75
All City Management Services Inc	05/27/2026	774920	01-0000-0-0000-8300-5899-006-115	Crossing Guards Services	3,365.60
All City Management Services Inc	05/27/2026	774920	01-0000-0-0000-8300-5899-009-115	Crossing Guards Services	3,365.60
All City Management Services Inc	05/27/2026	774920	01-0000-0-0000-8300-5899-010-115	Crossing Guards Services	3,365.60
All City Management Services Inc	05/27/2026	774920	01-0000-0-0000-8300-5899-013-115	Crossing Guards Services	3,365.60
All City Management Services Inc	05/27/2026	774920	01-0000-0-0000-8300-5899-014-115	Crossing Guards Services	3,365.60
All City Management Services Inc Total					16,828.00
ALLARD, LAUREN M	05/27/2026	774956	01-0805-0-1110-1000-5210-025-180	CAHPERD 2026 OAKLAND	337.00
ALLARD, LAUREN M Total					337.00
ALTERNATIVE LOGISTICS TECHNOLOGIES HOLDING INC	05/11/2026	770434	01-0000-0-5760-3600-5820-090-781	NPA - Everdriven	4,660.00
ALTERNATIVE LOGISTICS TECHNOLOGIES HOLDING INC	05/12/2026	770773	01-0000-0-5760-3600-5820-090-781	NPA - Everdriven	23,610.50
ALTERNATIVE LOGISTICS TECHNOLOGIES HOLDING INC	05/19/2026	772713	01-0000-0-5760-3600-5820-090-781	NPA - Everdriven	27,870.00
ALTERNATIVE LOGISTICS TECHNOLOGIES HOLDING INC	05/21/2026	773581	01-0000-0-5760-3600-5820-090-781	NPA - Everdriven	25,038.50
ALTERNATIVE LOGISTICS TECHNOLOGIES HOLDING INC Total					81,179.00
Amazon Capital Services	05/07/2026	769837	01-6500-0-5760-1190-4200-090-215	Amazon Capital Services	34.43
Amazon Capital Services	05/07/2026	769837	01-6500-0-5760-1190-4320-090-215	Amazon Capital Services	76.34
Amazon Capital Services	05/07/2026	769837	01-6500-0-5760-1190-4320-090-245	Classroom White Board	120.81
Amazon Capital Services	05/07/2026	769837	01-6500-0-5760-1190-4320-090-245	Student Supplies	592.34
Amazon Capital Services	05/07/2026	769837	01-9010-0-5760-1190-4200-090-350	Student Books	54.70
Amazon Capital Services	05/07/2026	769837	01-9010-0-5760-1190-4320-090-350	Student Sequencing Cards	152.36
Amazon Capital Services	05/07/2026	769837	01-9010-0-5760-1190-4320-090-350	Student Supplies	1,570.63
Amazon Capital Services	05/11/2026	770384	01-0000-0-1110-1000-4200-033-070	Amazon Capital Services	203.51
Amazon Capital Services	05/11/2026	770384	01-0000-0-1110-1000-4320-008-070	Classroom and Student Supplies	26.27
Amazon Capital Services	05/11/2026	770384	01-0000-0-1110-1000-4320-032-070	Supplies - Attendance Office	145.04
Amazon Capital Services	05/11/2026	770384	01-0000-0-1110-1000-4320-033-070	Supplies - Attendance Office	188.79
Amazon Capital Services	05/11/2026	770384	01-0000-0-1110-1000-4320-033-070	Fax Machine/Repair Product	292.64
Amazon Capital Services	05/11/2026	770384	01-0000-0-1110-1000-4320-033-070	Folklorico Office Supplies	17.90
Amazon Capital Services	05/11/2026	770384	01-0000-0-1110-1000-4320-033-070	Mathematics Supplies	10.78
Amazon Capital Services	05/11/2026	770384	01-0000-0-1110-1000-4320-033-070	PE Supplies	276.20
Amazon Capital Services	05/11/2026	770384	01-0000-0-1110-1000-4320-033-070	Science Supplies	1,870.26
Amazon Capital Services	05/11/2026	770384	01-0000-0-1110-1000-4320-033-070	Video Arts Supplies	15.73
Amazon Capital Services	05/11/2026	770384	01-0805-0-1110-1000-4320-033-180	Biology Supplies	2,413.81
Amazon Capital Services	05/11/2026	770384	01-0805-0-1110-1000-4320-033-180	Special Education Supplies	2,483.45
Amazon Capital Services	05/11/2026	770384	01-3010-0-1110-1000-4320-008-301	Classroom and Student Supplies	109.80
Amazon Capital Services	05/11/2026	770384	01-3010-0-1110-1000-4320-031-301	Classroom Supplies	43.59
Amazon Capital Services	05/11/2026	770384	01-6388-0-3800-1000-4320-033-318	CTE Expo Orders	23.39
Amazon Capital Services	05/11/2026	770384	01-7370-0-3800-1000-4320-033-368	EMT Supplies for First Aid/CPR/EMT	304.27
Amazon Capital Services	05/11/2026	770384	01-9305-0-1110-1000-4320-025-391	Wellness Center 02/2026	38.43
Amazon Capital Services	05/11/2026	770385	01-0000-0-1110-1000-4320-006-070	Classroom Supplies	48.40
Amazon Capital Services	05/11/2026	770385	01-0000-0-1110-1000-4320-008-070	Staff Appreciation	213.47
Amazon Capital Services	05/11/2026	770385	01-0000-0-1110-1000-4320-033-070	Contraception	117.12
Amazon Capital Services	05/11/2026	770385	01-3010-0-1110-1000-4200-008-301	Student Supplies	28.44
Amazon Capital Services	05/11/2026	770385	01-3010-0-1110-1000-4320-008-301	Cheer Club & Student Supplies	46.96
Amazon Capital Services	05/11/2026	770385	01-3010-0-1110-1000-4320-008-301	Recess Equipment	41.07
Amazon Capital Services	05/11/2026	770385	01-3010-0-1110-1000-4320-008-301	Student Supplies	90.53
Amazon Capital Services	05/11/2026	770385	01-3010-0-1110-1000-4320-022-301	Band/Music Supplies	309.95
Amazon Capital Services	05/11/2026	770385	01-3010-0-1110-1000-4320-031-301	Classroom Supplies	3,504.68

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Amazon Capital Services	05/11/2026	770385	01-6387-0-3800-1000-4320-033-394	CTE-Performing Arts Supplies	1,396.34
Amazon Capital Services	05/11/2026	770385	01-6770-0-1201-1000-4320-008-186	Art Craft Club Materials	344.04
Amazon Capital Services	05/11/2026	770385	01-6770-0-1201-1000-4320-014-186	School Supplies	28.90
Amazon Capital Services	05/11/2026	770385	01-9305-0-1110-1000-4320-031-391	Supplies for Wellness Center	2,705.02
Amazon Capital Services	05/11/2026	770392	01-9010-0-5760-1190-4200-090-350	Book	22.51
Amazon Capital Services	05/11/2026	770393	01-9010-0-5760-1190-4200-090-350	Amazon Capital Services	164.57
Amazon Capital Services	05/11/2026	770393	01-9010-0-5760-1190-4200-090-350	Students Books	53.67
Amazon Capital Services	05/11/2026	770393	01-9010-0-5760-1190-4320-090-350	Students Books	185.73
Amazon Capital Services	05/11/2026	770393	01-9010-0-5760-1190-4320-090-350	Back To School Supplies	93.35
Amazon Capital Services	05/11/2026	770393	01-9010-0-5760-1190-4320-090-350	Kitchen Supplies	298.11
Amazon Capital Services	05/11/2026	770393	01-9010-0-5760-1190-4320-090-350	New Classroom Supplies	1,757.79
Amazon Capital Services	05/11/2026	770393	01-9010-0-5760-1190-4320-090-350	Office Supplies	396.23
Amazon Capital Services	05/11/2026	770393	01-9010-0-5760-1190-4320-090-350	Student Supplies	1,055.12
Amazon Capital Services	05/11/2026	770393	01-9010-0-5760-1190-4320-090-350	Students Supplies	230.86
Amazon Capital Services	05/11/2026	770421	01-9010-0-5760-1190-4200-090-350	Amazon Capital Services	39.55
Amazon Capital Services	05/11/2026	770421	01-9010-0-5760-1190-4200-090-350	Back To School Supplies	295.74
Amazon Capital Services	05/11/2026	770421	01-9010-0-5760-1190-4200-090-350	Students Book	171.75
Amazon Capital Services	05/11/2026	770421	01-9010-0-5760-1190-4320-090-350	Students Book	551.80
Amazon Capital Services	05/11/2026	770421	01-9010-0-5760-1190-4320-090-350	Back To School Supplies	1,671.76
Amazon Capital Services	05/11/2026	770421	01-9010-0-5760-1190-4320-090-350	Meeting Cards	43.92
Amazon Capital Services	05/11/2026	770421	01-9010-0-5760-1190-4320-090-350	Nurse Health Supplies	233.60
Amazon Capital Services	05/11/2026	770421	01-9010-0-5760-1190-4320-090-350	Office Supplies	281.50
Amazon Capital Services	05/11/2026	770421	01-9010-0-5760-1190-4320-090-350	Supplies Sped Meeting	245.38
Amazon Capital Services	05/12/2026	770764	01-6770-0-1201-1000-4320-014-186	School Supplies	20.85
Amazon Capital Services	05/14/2026	771487	01-0000-0-0000-3140-4320-090-507	Puberty Supplies	329.11
Amazon Capital Services	05/14/2026	771487	01-0000-0-0000-7300-4320-090-717	Puberty Supplies	20.21
Amazon Capital Services	05/14/2026	771487	01-0000-0-1110-1000-4320-006-070	Classroom Supplies	497.67
Amazon Capital Services	05/14/2026	771487	01-0000-0-1110-1000-4320-021-070	Classroom Supplies	567.13
Amazon Capital Services	05/14/2026	771487	01-0000-0-1110-1000-4320-033-070	Office/Health/Class Supplies	653.61
Amazon Capital Services	05/14/2026	771487	01-0000-0-1110-1000-4320-033-070	Printer Toner	461.21
Amazon Capital Services	05/14/2026	771487	01-0805-0-1110-1000-4320-033-180	Cell Phone Lockers	2,636.85
Amazon Capital Services	05/14/2026	771487	01-6383-0-3800-1000-4320-032-312	CTE Health Science Supplies	43.45-
Amazon Capital Services	05/14/2026	771487	01-6383-0-3800-1000-4320-032-313	CTE Video Arts Supply	82.02
Amazon Capital Services	05/14/2026	771487	01-6383-0-3800-1000-4420-032-312	CTE Health Science Supplies	2.03-
Amazon Capital Services	05/14/2026	771487	01-6500-0-5760-1190-4200-090-245	CTE Health Science Supplies	217.85
Amazon Capital Services	05/14/2026	771487	01-6500-0-5760-1190-4320-090-245	CTE Health Science Supplies	283.60
Amazon Capital Services	05/14/2026	771487	01-6500-0-5760-1190-4320-090-245	Changing Table for Pre-K	1,325.14
Amazon Capital Services	05/14/2026	771487	01-8150-0-0000-8110-4320-090-741	Facilities Supplies	68.12-
Amazon Capital Services	05/14/2026	771487	01-9010-0-1110-1000-4320-010-356	Jog-a-Thon & Other School Supplies	25.21-
Amazon Capital Services	05/14/2026	771487	01-9010-0-5001-3900-4320-090-350	Supplies	35.32
Amazon Capital Services	05/14/2026	771487	01-9010-0-5760-1190-4200-090-350	Co-Teaching Evolved - Books	1,316.50
Amazon Capital Services	05/14/2026	771487	01-9305-0-1110-1000-4320-033-391	Wellness Center Supplies	273.55
Amazon Capital Services	05/14/2026	771488	01-0000-0-0000-2424-4320-090-735	UPS BackUp Batteries	6,949.30
Amazon Capital Services	05/14/2026	771488	01-0000-0-0000-7350-4320-090-717	Office Supplies	272.37
Amazon Capital Services	05/14/2026	771488	01-0000-0-0000-7490-4320-090-715	HR Supplies for Recruitment	71.79
Amazon Capital Services	05/14/2026	771488	01-0000-0-1110-1000-4320-006-070	Classroom Supplies	1,234.36
Amazon Capital Services	05/14/2026	771488	01-0000-0-1110-1000-4320-012-070	Safety & tix day	599.28
Amazon Capital Services	05/14/2026	771488	01-0000-0-1110-2421-4200-006-451	Library Books	37.56
Amazon Capital Services	05/14/2026	771488	01-3010-0-1110-1000-4320-007-301	Support Supplies for Reading Groups	471.96
Amazon Capital Services	05/14/2026	771488	01-3010-0-1110-1000-4320-014-301	Career Day Suppl	24.70
Amazon Capital Services	05/14/2026	771488	01-6762-0-1110-1000-4320-008-600	BLIS Rising 1st Grade	169.85
Amazon Capital Services	05/14/2026	771488	01-6762-0-1110-1000-4320-008-600	BLIS Rising 3	688.19
Amazon Capital Services	05/14/2026	771488	01-6762-0-1110-1000-4320-008-600	BLIS Rising K	175.65
Amazon Capital Services	05/14/2026	771488	01-8150-0-0000-8110-4320-090-741	Facilities Supplies	197.88
Amazon Capital Services	05/14/2026	771488	01-9215-0-1110-1000-4320-032-356	Graduation Cords	768.60
Amazon Capital Services	05/14/2026	771488	01-9219-0-1253-1000-4320-032-356	AVID supplies	40.17
Amazon Capital Services	05/14/2026	771488	01-9305-0-1110-1000-4320-031-391	Material for Wellness Garden	7,338.07
Amazon Capital Services	05/14/2026	771493	01-0000-0-0000-0000-9320-000-	Warehouse Restock - Flags & Baby Wipes	919.68
Amazon Capital Services	05/14/2026	771493	01-0000-0-0000-2100-4320-090-762	Office Supplies	99.50
Amazon Capital Services	05/14/2026	771493	01-0000-0-1110-1000-4320-006-070	Office Supplies	599.86
Amazon Capital Services	05/14/2026	771493	01-0000-0-1110-1000-4320-022-070	Office/Site supplies	406.52
Amazon Capital Services	05/14/2026	771493	01-0000-0-1110-1000-5810-008-070	Staff & Parent Appreciation	191.43
Amazon Capital Services	05/14/2026	771493	01-0000-0-1110-2421-4200-006-451	Library Books	212.27
Amazon Capital Services	05/14/2026	771493	01-0805-0-1110-1000-4200-006-180	Books	932.64
Amazon Capital Services	05/14/2026	771493	01-0805-0-1110-1000-4320-032-180	Student Chair	135.68
Amazon Capital Services	05/14/2026	771493	01-0805-0-4760-1000-4320-021-123	EL Supplies	357.02

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Amazon Capital Services	05/14/2026	771493	01-3010-0-1110-1000-4320-008-301	Cheer Club & Student Supplies	115.29
Amazon Capital Services	05/14/2026	771493	01-3010-0-1110-1000-4320-008-301	Student Supplies	4,226.59
Amazon Capital Services	05/14/2026	771493	01-6762-0-1110-1000-4320-008-600	BLIS Rising 2nd Grade	211.75
Amazon Capital Services	05/14/2026	771493	01-6770-0-1201-1000-4320-010-186	Prop 28 - Art Supplies	3,969.18
Amazon Capital Services	05/14/2026	771493	01-6770-0-1201-1000-4320-010-186	Prop 28 - Arts & Craft Supplies	861.42
Amazon Capital Services	05/14/2026	771493	01-6770-0-1227-1000-4320-006-186	Music Supplies	764.58
Amazon Capital Services	05/14/2026	771493	01-9010-0-1110-1000-4320-007-356	Support Supplies - Folding Chairs Replacement	867.98
Amazon Capital Services	05/14/2026	771493	01-9044-0-1110-1000-4320-090-064	HS Science Supplies	1,329.56
Amazon Capital Services	05/18/2026	772262	01-9010-0-1110-1000-4320-002-356	Classroom Materials	9.87
Amazon Capital Services	05/18/2026	772263	01-0000-0-0000-7490-4320-090-715	Amazon Capital Services	555.69
Amazon Capital Services	05/18/2026	772263	01-0000-0-1110-1000-4320-007-070	Bookcase for Library	217.50
Amazon Capital Services	05/18/2026	772263	01-0000-0-1110-1000-4320-032-070	Math Supplies	1,519.23
Amazon Capital Services	05/18/2026	772263	01-0805-0-4760-1000-4320-032-123	ELD Supplies	151.89
Amazon Capital Services	05/18/2026	772263	01-3010-0-1110-1000-4320-022-301	Band/Music Supplies	172.32
Amazon Capital Services	05/18/2026	772263	01-3010-0-1110-1000-4320-022-301	Counseling,Wellness,PBIS ,Student Award Supplies	1,797.45
Amazon Capital Services	05/18/2026	772263	01-3010-0-1110-1000-4320-022-301	Science Labs (8th Grade)	800.52
Amazon Capital Services	05/18/2026	772263	01-6770-0-1201-1000-4320-007-186	Art Program Class Supplies	2,779.34
Amazon Capital Services	05/18/2026	772263	01-6770-0-1201-1000-4320-008-186	Art Materials - Craft Club, Media Club	1,021.20
Amazon Capital Services	05/18/2026	772263	01-6770-0-1201-1000-4320-031-186	Materials for Sound Mixing Club & Art Supplies	335.39
Amazon Capital Services	05/18/2026	772263	01-6770-0-1215-1000-4200-032-186	Materials for Sound Mixing Club & Art Supplies	6.30
Amazon Capital Services	05/18/2026	772263	01-6770-0-1215-1000-4320-008-186	Drama Club Materials	664.98
Amazon Capital Services	05/18/2026	772263	01-6770-0-1215-1000-4320-032-186	Drama Club Materials	255.27
Amazon Capital Services	05/18/2026	772263	01-6770-0-1227-1000-4320-031-186	Materials for Sound Mixing Club & Art Supplies	1,323.42
Amazon Capital Services	05/18/2026	772263	01-8150-0-0000-8110-4320-090-741	Facilities Supplies	214.77
Amazon Capital Services	05/19/2026	772683	01-9010-0-1110-1000-4320-090-057	Award Frame	14.27
Amazon Capital Services	05/28/2026	775634	01-0000-0-0000-2100-4320-090-762	T & L Supplies	260.39
Amazon Capital Services	05/28/2026	775634	01-0000-0-0000-7490-4320-090-715	Supplies for HR	39.54
Amazon Capital Services	05/28/2026	775634	01-0000-0-1110-1000-4320-033-070	PE Supplies	59.34
Amazon Capital Services	05/28/2026	775634	01-0000-0-1110-1000-5810-090-762	Golden State Seals for Graduation	249.21
Amazon Capital Services	05/28/2026	775634	01-0805-0-1110-1000-4320-013-180	PBIS Supplies	895.08
Amazon Capital Services	05/28/2026	775634	01-0805-0-4760-1000-4200-012-123	EL Support Materials	498.19
Amazon Capital Services	05/28/2026	775634	01-0805-0-4760-1000-4320-021-123	El Supplies	4,412.04
Amazon Capital Services	05/28/2026	775634	01-3010-0-1110-1000-4320-008-301	Student Supplies	177.30
Amazon Capital Services	05/28/2026	775634	01-6383-0-3800-1000-4320-032-312	Health Sciences EC	355.23
Amazon Capital Services	05/28/2026	775634	01-6770-0-1201-1000-4320-010-186	Prop 28 - Art Supplies	395.32
Amazon Capital Services	05/28/2026	775634	01-6770-0-1201-1000-4320-012-186	Art Grant - Amazon	346.14
Amazon Capital Services	05/28/2026	775634	01-7370-0-3800-1000-4320-033-368	EMS Orders	274.99
Amazon Capital Services	05/28/2026	775634	01-9305-0-1110-1000-4320-021-391	Wellness Center 4B	125.15
Amazon Capital Services	05/28/2026	775635	01-0000-0-0000-2424-4320-090-735	Tech Supplies	952.10
Amazon Capital Services	05/28/2026	775635	01-0000-0-0000-7300-4320-090-717	Ergonomic RollerMouse & Keyboard Comb	494.76
Amazon Capital Services	05/28/2026	775635	01-0000-0-0000-7350-4320-090-717	Ergonomic RollerMouse & Keyboard Comb	264.57
Amazon Capital Services	05/28/2026	775635	01-0000-0-0000-7550-4320-090-718	Ergonomic RollerMouse & Keyboard Comb	366.98
Amazon Capital Services	05/28/2026	775635	01-0000-0-0000-8200-4320-033-759	Site Supplies	689.24
Amazon Capital Services	05/28/2026	775635	01-0000-0-1110-1000-4200-033-070	Site Supplies	39.69
Amazon Capital Services	05/28/2026	775635	01-0000-0-1110-1000-4320-033-070	Site Supplies	23.38
Amazon Capital Services	05/28/2026	775635	01-0805-0-1110-1000-5810-025-180	WMS Seal Embosser	46.13
Amazon Capital Services	05/28/2026	775635	01-3010-0-1110-1000-4200-013-301	School Supplies	45.02
Amazon Capital Services	05/28/2026	775635	01-3010-0-1110-1000-4320-013-301	School Supplies	671.85
Amazon Capital Services	05/28/2026	775635	01-6387-0-3800-1000-4320-033-394	EMS Supplies	3,313.31
Amazon Capital Services	05/28/2026	775635	01-6762-0-1110-1000-4320-008-600	BLIS Student Incentives	271.95
Amazon Capital Services	05/28/2026	775635	01-6770-0-1227-1000-4320-006-186	Music Supplies	428.51
Amazon Capital Services	05/28/2026	775635	01-8150-0-0000-8110-4320-090-741	Facilities Supplies	242.74
Amazon Capital Services	05/28/2026	775637	01-0000-0-0000-7490-4320-090-715	HR Supplies	233.88
Amazon Capital Services	05/28/2026	775637	01-0000-0-0000-8200-4320-025-759	Canopy Tents Lanterns	279.24
Amazon Capital Services	05/28/2026	775637	01-0000-0-1110-1000-4320-008-070	Safety Patrol Storage Supplies	96.58
Amazon Capital Services	05/28/2026	775637	01-0805-0-1110-1000-4320-006-180	Classroom Supplies	658.90
Amazon Capital Services	05/28/2026	775637	01-3010-0-1110-1000-4320-007-301	Reading Support Materials & Supplies	481.73
Amazon Capital Services	05/28/2026	775637	01-3010-0-1110-1000-4320-007-301	Support Materials & PBIS Supplies	1,019.49
Amazon Capital Services	05/28/2026	775637	01-3010-0-1110-1000-4320-022-301	Classroom Supplies	4,314.78
Amazon Capital Services	05/28/2026	775637	01-6770-0-1201-1000-4320-007-186	Art Class Supplies (Prop 28)	1,477.08
Amazon Capital Services	05/28/2026	775637	01-6770-0-1201-1000-4320-012-186	Art Grant - Amazon5 - Art Supplies	2,168.09
Amazon Capital Services	05/28/2026	775637	01-6770-0-1201-1000-4320-012-186	Art Grant - Art Supplies	2,069.56
Amazon Capital Services	05/28/2026	775637	01-9010-0-1110-1000-4320-090-316	Math Supplies Secondary	2,613.96
Amazon Capital Services Total					114,746.67
Amergis Healthcare Staffing Inc.	05/07/2026	769838	01-6500-0-5760-1110-5899-090-201	NPA - Amergis: Special Education Teacher	3,150.00
Amergis Healthcare Staffing Inc.	05/07/2026	769838	01-6500-0-5760-1180-5899-090-245	NPA - Amergis: Special Education Teacher	4,875.00

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Amergis Healthcare Staffing Inc.	05/11/2026	770394	01-6500-0-5760-3140-5899-090-245	Amergis Healthcare Staffing Inc.	6,172.39
Amergis Healthcare Staffing Inc.	05/11/2026	770435	01-0000-0-4760-1000-5894-021-124	Bilingual Para Agency Subs	1,313.55
Amergis Healthcare Staffing Inc.	05/11/2026	770435	01-0000-0-4760-1000-5894-025-124	Bilingual Para Agency Subs	2,700.00
Amergis Healthcare Staffing Inc.	05/11/2026	770435	01-0000-0-4760-1000-5894-033-124	Bilingual Para Agency Subs	4,857.30
Amergis Healthcare Staffing Inc.	05/11/2026	770435	01-3310-0-5760-1110-5899-090-201	NPA - Amergis Healthcare: Paraeducators	79,796.70
Amergis Healthcare Staffing Inc.	05/21/2026	773584	01-0000-0-4760-1000-5894-021-124	Bilingual Para Agency Subs	1,299.15
Amergis Healthcare Staffing Inc.	05/21/2026	773584	01-0000-0-4760-1000-5894-025-124	Bilingual Para Agency Subs	1,350.00
Amergis Healthcare Staffing Inc.	05/21/2026	773584	01-0000-0-4760-1000-5894-033-124	Bilingual Para Agency Subs	2,892.15
Amergis Healthcare Staffing Inc.	05/21/2026	773584	01-3310-0-5760-1110-5899-090-201	NPA - Amergis Healthcare: Paraeducators	38,938.95
Amergis Healthcare Staffing Inc.	05/21/2026	773599	01-0000-0-4760-1000-5894-021-124	Bilingual Para Agency Subs	1,318.95
Amergis Healthcare Staffing Inc.	05/21/2026	773599	01-0000-0-4760-1000-5894-025-124	Bilingual Para Agency Subs	1,350.00
Amergis Healthcare Staffing Inc.	05/21/2026	773599	01-0000-0-4760-1000-5894-033-124	Bilingual Para Agency Subs	2,887.65
Amergis Healthcare Staffing Inc.	05/21/2026	773599	01-3310-0-5760-1110-5899-090-201	NPA - Amergis Healthcare: Paraeducators	9,174.88
Amergis Healthcare Staffing Inc.	05/21/2026	773599	01-6500-0-5760-1110-5899-090-201	NPA - Amergis: Special Education Teacher	10,237.50
Amergis Healthcare Staffing Inc.	05/21/2026	773599	01-6500-0-5760-1180-5899-090-245	NPA - Amergis: Special Education Teacher	12,610.00
Amergis Healthcare Staffing Inc.	05/21/2026	773599	01-6500-0-5760-3120-5899-090-245	NPA - Amergis: Special Education Teacher	29,680.00
Amergis Healthcare Staffing Inc.	05/21/2026	773599	01-6500-0-5760-3140-5899-090-245	NPA - Amergis: Special Education Teacher	18,914.65
Amergis Healthcare Staffing Inc.	05/27/2026	774866	01-3310-0-5760-1110-5899-090-201	NPA - Amergis Healthcare: Paraeducators	38,821.36
Amergis Healthcare Staffing Inc.	05/27/2026	774866	01-6500-0-5760-3120-5899-090-245	NPA - Amergis Healthcare: Paraeducators	10,500.00
Amergis Healthcare Staffing Inc.	05/27/2026	774866	01-6500-0-5760-3140-5899-090-245	NPA - Amergis Healthcare: Paraeducators	5,005.00
Amergis Healthcare Staffing Inc. Total					287,845.18
American Fidelity Administrative Services LLC	05/27/2026	774921	01-0000-0-0000-7350-5899-090-717	Time & Eligibility Monthly Fees	2,057.30
American Fidelity Administrative Services LLC Total					2,057.30
American Heart Association Inc	05/12/2026	770783	01-6383-0-3800-1000-4320-032-312	Health Sciences EC	2,447.89
American Heart Association Inc	05/19/2026	772685	01-7370-0-3800-1000-4200-033-368	EMT Supplies for First Aid/CPR/AED	21.06
American Heart Association Inc	05/19/2026	772685	01-7370-0-3800-1000-4320-033-368	EMT Supplies for First Aid/CPR/AED	2,212.02
American Heart Association Inc Total					4,680.97
Amira Jones	05/12/2026	770784	01-3010-0-1110-1000-5801-016-301	Reading Intervention Coordinator & Teacher	438.90
Amira Jones	05/28/2026	775661	01-3010-0-1110-1000-5801-016-301	Reading Intervention Coordinator & Teacher	802.56
Amira Jones Total					1,241.46
ANDERSON-ROSSE, JENNIFER L	05/14/2026	771503	01-9044-0-1110-1000-4322-090-062	REFLECTION, INNOVATOR COHORT, RELEASE DAY	1,493.04
ANDERSON-ROSSE, JENNIFER L Total					1,493.04
ANGELOT, KAI E	05/04/2026	768895	01-9010-0-5760-3900-5210-090-350	CA SCHOOL NURSE ORGAN CONF-MONTEREY CA	1,039.28
ANGELOT, KAI E Total					1,039.28
Apple Inc	05/12/2026	770785	01-0000-0-1110-1000-4320-012-070	iPads & Pencils	922.25
Apple Inc	05/12/2026	770785	01-6770-0-1201-1000-4320-021-186	Technology for Art - Prop 28	3,781.95
Apple Inc	05/27/2026	774923	01-3010-0-1110-1000-4320-022-301	Apple iPads	153.71
Apple Inc	05/28/2026	775662	01-0000-0-1110-1000-4420-033-070	24" iMac	1,811.68
Apple Inc Total					6,669.59
Arbortech Tree Care Inc	05/14/2026	771461	01-8150-0-0000-8110-5899-032-741	Pruning Behind Softball Field	6,850.00
Arbortech Tree Care Inc	05/28/2026	775609	01-8150-0-0000-8110-5899-033-741	Tree Pruning SSFHS	5,820.00
Arbortech Tree Care Inc Total					12,670.00
Armour Petroleum Service & Equipment Corporation	05/27/2026	774968	01-8150-0-0000-8110-5899-090-741	Open P.O. - Monitoring Fuel Tank	210.00
Armour Petroleum Service & Equipment Corporation Total					210.00
Association For Behavior Analysis Inc.	05/11/2026	770436	01-9010-0-5760-1190-5210-090-705	Registration Fees - ABAI	8,480.00
Association For Behavior Analysis Inc. Total					8,480.00
Astound	05/14/2026	771469	01-0000-0-0000-2424-5850-090-735	District Wide Internet Service '25-'26 YR	4,500.00
Astound Total					4,500.00
AT&T	05/14/2026	771495	01-0000-0-0000-7200-5910-090-760	AT&T	23,836.17
AT&T	05/14/2026	771495	01-6500-0-5760-2700-5910-090-245	AT&T	206.16
AT&T	05/19/2026	772712	01-0000-0-0000-7200-5910-090-760	231 371-0063 609 4	64.48
AT&T	05/19/2026	772712	01-0000-0-0000-7200-5910-090-760	231 371-2596 271 5	337.85
AT&T	05/19/2026	772712	01-0000-0-0000-7200-5910-090-760	234 341-0882 686 2	339.60
AT&T	05/19/2026	772712	01-0000-0-0000-7200-5910-090-760	234 343-0139 137 5	337.85
AT&T	05/21/2026	773580	01-0000-0-0000-7200-5910-090-760	650 877-5285 411 6	3.24
AT&T Total					25,125.35
AUDREY FLORES	05/27/2026	774880	01-9223-0-1110-1000-5880-032-356	2025-2026 JIM CRESTA MEMORIAL SCHOLARSHIP AWARDEE	500.00
AUDREY FLORES Total					500.00
AVALOS, MARILLYN E	05/18/2026	772290	01-9010-0-1110-1000-5210-090-174	CABE	33.57
AVALOS, MARILLYN E	05/18/2026	772296	01-9010-0-1110-1000-5210-090-174	CEI	57.21
AVALOS, MARILLYN E Total					90.78
AVID Center	05/19/2026	772706	01-0000-0-1110-1000-5210-090-197	2024 AVID Summer Institute Registration Fee	999.00
AVID Center	05/21/2026	773574	01-4127-0-1110-1000-5813-032-342	AVID Center	1,635.00
AVID Center	05/21/2026	773574	01-4127-0-1110-1000-5813-033-342	AVID Center	1,635.00
AVID Center	05/21/2026	773574	01-4127-0-1110-1000-5899-032-342	AVID Center	4,599.00
AVID Center	05/21/2026	773574	01-4127-0-1110-1000-5899-033-342	AVID Center	4,599.00

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
AVID Center Total					13,467.00
AVID TRANSLATION LLC	05/12/2026	770774	01-6500-0-5760-1190-5899-090-245	Interpretation, ASL, Translation Services	16,190.00
AVID TRANSLATION LLC Total					16,190.00
BALLESTEROS, KATE R	05/27/2026	774996	01-0000-0-0000-2424-5210-090-305	SPRING CUE POWERED BY CALIE	833.38
BALLESTEROS, KATE R Total					833.38
BARCELATA LONG, MARIA L	05/18/2026	772291	01-9010-0-1110-1000-5210-090-174	CABE	35.84
BARCELATA LONG, MARIA L Total					35.84
Battery Systems Inc	05/27/2026	774982	01-8150-0-0000-8110-4320-090-741	Open P.O. - Battery Supplies	153.38
Battery Systems Inc	05/27/2026	774982	01-8150-0-0000-8110-4320-090-741	use tax and remit	1,461.85
Battery Systems Inc Total					1,615.23
BAUTISTA, CINDY	05/27/2026	774881	01-0000-0-0000-7400-5810-090-715	SERVICE YEARS PINS SY25-26	353.14
BAUTISTA, CINDY	05/28/2026	775629	01-0000-0-0000-7400-4320-090-715	PLAQUES SERVICE YRS AWARDS	168.86
BAUTISTA, CINDY	05/28/2026	775629	01-0000-0-0000-7400-5810-090-715	PLAQUES SERVICE YRS AWARDS	216.09
BAUTISTA, CINDY Total					738.09
Bay Area Bioscience Education Community (babec)	05/19/2026	772707	01-9010-0-1110-1000-4320-090-360	Biotech Supplies	791.10
Bay Area Bioscience Education Community (babec) Total					791.10
Beacon School	05/11/2026	770395	01-6500-0-5760-3120-5870-090-245	NPA - Beacon	52,352.72
Beacon School Total					52,352.72
BEANS, ELIZABETH J	05/27/2026	774944	01-9010-0-1110-1000-4322-090-360	BIOTECH MEETING	84.61
BEANS, ELIZABETH J	05/27/2026	774997	01-9044-0-1110-1000-5210-090-064	NSTA NAT'; CONFERENCE 2026	482.25
BEANS, ELIZABETH J Total					566.86
Blue Line Transfer	05/28/2026	775610	01-0000-0-0000-8200-5540-090-760	Open P.O. - Dump Fees	12,541.36
Blue Line Transfer Total					12,541.36
Boudin Bakery/ Accounting/AR	05/27/2026	774924	01-0000-0-1110-1000-5822-022-070	Open PO - Food for Meetings	1,378.60
Boudin Bakery/ Accounting/AR	05/27/2026	774924	01-6266-0-1110-1000-5822-090-341	Open PO for T & L Boudin Catering	330.72
Boudin Bakery/ Accounting/AR	05/27/2026	774924	01-6500-0-5760-1190-5822-090-245	Catering for Meetings	350.69
Boudin Bakery/ Accounting/AR	05/28/2026	775663	01-6387-0-3800-1000-4320-090-394	CTE Health Science Lunch	209.74
Boudin Bakery/ Accounting/AR Total					2,269.75
BOYD, AARON	05/21/2026	773585	01-0000-0-1110-1000-5899-033-070	BOYS GOLF PAL 2026	150.00
BOYD, AARON Total					150.00
Boys & Girls Clubs Of The Peninsula	05/21/2026	773575	01-2600-0-0000-8200-5899-090-358	ELOP	129,614.70
Boys & Girls Clubs Of The Peninsula Total					129,614.70
BRAUN, MCKENNA L	05/27/2026	774998	01-9044-0-1110-1000-5210-090-064	NSTA NAT'; CONFERENCE 2026	492.72
BRAUN, MCKENNA L Total					492.72
BRENDA MANCILLA	05/18/2026	772297	01-9010-0-1110-1000-5210-090-174	CABE- COMM. MEMBER	39.65
BRENDA MANCILLA Total					39.65
BRIANA ROGERS	05/27/2026	774882	01-9132-0-1110-1000-5880-033-356	2025-2026 LARRY BISSEN SCHOLARSHIP AWARDEE	1,000.00
BRIANA ROGERS Total					1,000.00
BROCKMEYER, JASON W	05/04/2026	768896	01-9010-0-1110-1000-4322-090-057	MATH, CHEM LUNCH CUP	144.91
BROCKMEYER, JASON W	05/04/2026	768896	01-9010-0-1110-1000-5810-090-057	MATH, CHEM LUNCH CUP	415.55
BROCKMEYER, JASON W	05/28/2026	775644	01-9044-0-1110-1000-5210-090-064	NSTA NAT'L CONFERENCE 2026	553.18
BROCKMEYER, JASON W Total					1,113.64
Bronstein Music	05/27/2026	774925	01-3010-0-1110-1000-4320-022-301	Instruments - Violin	1,182.69
Bronstein Music	05/28/2026	775664	01-0000-0-1227-1000-4320-033-070	Instrument Supplies & Repairs	95.08
Bronstein Music	05/28/2026	775664	01-0000-0-1227-1000-5600-033-070	Instrument Supplies & Repairs	330.00
Bronstein Music	05/28/2026	775664	01-0805-0-1110-1000-4320-022-180	Instrument Supplies & Repairs	19.99
Bronstein Music Total					1,627.76
C.C. IMEX Embi Tec	05/21/2026	773620	01-9010-0-1110-1000-4320-090-360	Biotech Supplies HS	2,640.30
C.C. IMEX Embi Tec Total					2,640.30
California Speech-Language	05/11/2026	770396	01-9010-0-5760-1190-5210-090-350	Conference Convergence 2026	769.00
California Speech-Language Total					769.00
California Water Service	05/12/2026	770770	01-0000-0-0000-8200-5530-090-760	Open P.O. - Water & Sewer	43,071.68
California Water Service Total					43,071.68
Calpers Fiscal Services Division	05/21/2026	773567	01- -- - -9564- -	June 2026 Premiums	1,190,107.52
Calpers Fiscal Services Division	05/21/2026	773567	01-0000-0-0000-7340-5899-090-717	June 2026 Premiums	952.09
Calpers Fiscal Services Division	05/21/2026	773567	01-0000-0-0000-7600-3701-090-810	June 2026 Premiums	26,406.00
Calpers Fiscal Services Division	05/21/2026	773567	01-0000-0-0000-7600-3702-090-810	June 2026 Premiums	36,482.83
Calpers Fiscal Services Division	05/21/2026	773567	01-0000-0-0000-7600-5899-090-810	June 2026 Premiums	168.54
Calpers Fiscal Services Division Total					1,254,116.98
Cam Educational Services LLC	05/21/2026	773576	01-2600-0-0000-8200-5899-090-358	ELOP	58,581.82
Cam Educational Services LLC Total					58,581.82
CAMPBELL, NIA	05/21/2026	773586	01-0000-0-1110-1000-4200-090-762	EDUC EPI BK, ATLANTA, GA CONFERENCE	219.96
CAMPBELL, NIA Total					219.96
CARBO, MARTHA J	05/27/2026	774898	01-0000-0-1110-1000-4320-021-070	TESTING/SPED DEPT	194.71
CARBO, MARTHA J Total					194.71
CARLSON, LAURIE	05/18/2026	772298	01-0000-0-1110-1000-5802-090-762	ELENA AGUILAR BRIGHT MORN NUTS & BOLTS	450.00

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
CARLSON, LAURIE	05/27/2026	774957	01-0000-0-1110-1000-5802-090-762	LAUNCHING NEW YEAR STUDENT CENTERED COACH -ASYNCHRONOUS	135.00
CARLSON, LAURIE Total					585.00
Carolina Biological Supply Co	05/27/2026	774965	01-0000-0- - -9330- -	HS Science Supplies ECHS Refill 2026-2027	4,626.62
Carolina Biological Supply Co	05/27/2026	774965	01-0000-0- - -9330- -	HS Science Supplies SSFHS Refill 2026-2027	6,479.99
Carolina Biological Supply Co	05/27/2026	774965	01-6300-0-1110-1000-4100-090-307	OpenSciEd Kits SSFHS	7,957.71
Carolina Biological Supply Co	05/27/2026	774965	01-6300-0-1110-1000-4320-090-307	HS OpenSciEd Kit - Baden	851.96
Carolina Biological Supply Co	05/27/2026	774965	01-6300-0-1110-1000-4320-090-307	HS Science Supplies	3,210.71
Carolina Biological Supply Co	05/27/2026	774965	01-6300-0-1110-1000-4320-090-307	OpenSciEd Kits ECHS	6,007.71
Carolina Biological Supply Co	05/28/2026	775607	01-6300-0-1110-1000-4320-090-307	HS Science Supplies	5,173.55
Carolina Biological Supply Co Total					34,308.25
CASSANDRA SANDOVAL	05/27/2026	774883	01-9223-0-1110-1000-5880-032-356	2025-2026 JIM CRESTA MEMORIAL SCHOLARSHIP AWARDEE	500.00
CASSANDRA SANDOVAL Total					500.00
CDW Government Inc	05/12/2026	770786	01-0000-0-0000-2424-4320-090-735	Open PO - Misc. Tech Supplies	783.36
CDW Government Inc	05/14/2026	771450	01-0000-0-0000-7350-4320-090-717	Monitor	203.82
CDW Government Inc	05/19/2026	772708	01-0000-0-0000-2424-4320-090-735	Open PO - Misc. Tech Supplies	592.48
CDW Government Inc	05/19/2026	772708	01-9305-0-1110-1000-4320-033-391	TV	1,087.50
CDW Government Inc Total					2,667.16
CELILLO, SHARON A	05/21/2026	773587	01-9113-0-1110-1000-4320-033-356	IN-N OUT BURG.STUDENT AMBASSADOR TO SMCOE	102.54
CELILLO, SHARON A Total					102.54
Certified Languages International LLC	05/11/2026	770437	01-6500-0-5760-3140-5899-090-245	Interpretations/Translations	250.80
Certified Languages International LLC	05/12/2026	770775	01-6500-0-5760-3140-5899-090-245	Interpretations/Translations	171.60
Certified Languages International LLC	05/21/2026	773582	01-6500-0-5760-3140-5899-090-245	Interpretations/Translations	675.00
Certified Languages International LLC Total					1,097.40
CERVANTES, ELIN P	05/12/2026	770797	01-0000-0-0000-3900-5210-090-501	NAT'L SCHOOL COUNSELING LEADERSHIP CONF SAN DIEGO, CA	1,694.20
CERVANTES, ELIN P Total					1,694.20
CHAN, HANSON	05/04/2026	768897	01-8150-0-0000-8110-4320-090-741	PROTECTIVE FOOTWEAR	195.53
CHAN, HANSON Total					195.53
Chavez Group	05/12/2026	770787	01-0000-0-0000-7110-5899-090-713	Open PO for Closed Captioning	701.25
Chavez Group Total					701.25
Children's Health Council Esther B Clark School	05/28/2026	775665	01-6500-0-5760-1180-5820-090-230	NPS - EBC	3,280.00
Children's Health Council Esther B Clark School	05/28/2026	775665	01-6500-0-5760-1180-5870-090-230	NPS - EBC	4,132.00
Children's Health Council Esther B Clark School	05/28/2026	775665	01-6500-0-5760-1180-5880-090-230	NPS - EBC	7,100.00
Children's Health Council Esther B Clark School	05/28/2026	775665	01-6500-0-5760-1180-5899-090-230	NPS - EBC	328.00
Children's Health Council Esther B Clark School Total					14,840.00
CHIN, KIMBERLY A	05/27/2026	774945	01-0805-0-1110-1000-4320-033-180	APEUROPEAN HISTORY PRACTICE EXAM	157.15
CHIN, KIMBERLY A	05/27/2026	774999	01-0000-0-1110-1000-5815-033-070	NHD CA SACRAMENTO	1,760.64
CHIN, KIMBERLY A Total					1,917.79
City Auto Supply	05/27/2026	774983	01-8150-0-0000-8110-4320-090-741	Open P.O. - Misc. Vehicle Supplies	631.73
City Auto Supply Total					631.73
City of Foster City	05/14/2026	771470	01-0000-0-0000-7300-5899-090-717	Job Postings Technology Manager	582.00
City of Foster City Total					582.00
City Of San Bruno Utility Billing	05/12/2026	770805	01-0000-0-0000-8200-5530-090-760	Open P.O. - Water & Sewer Monte Verde	71.46
City Of San Bruno Utility Billing	05/27/2026	774969	01-0000-0-0000-8200-5530-090-760	Open P.O. - Water & Sewer Monte Verde	316.41
City Of San Bruno Utility Billing Total					387.87
City Of South San Francisco Attn: Kimberly Morrison	05/28/2026	775608	01-2600-0-0000-8200-5899-090-358	City Of South San Francisco Attn: Kimberly Morrison	170,234.02
City Of South San Francisco Attn: Kimberly Morrison Total					170,234.02
Clay Planet	05/14/2026	771471	01-6770-0-1201-1000-4420-032-186	Ceramics Equipment - Potter's Wheel	16,351.29
Clay Planet Total					16,351.29
Clearlite Trophies Borba Recognition Co. Inc.	05/19/2026	772709	01-0000-0-0000-7400-5810-090-715	Service Awards	378.24
Clearlite Trophies Borba Recognition Co. Inc.	05/19/2026	772709	01-0000-0-1110-1000-5810-033-070	Drama Award Plaques	228.54
Clearlite Trophies Borba Recognition Co. Inc.	05/27/2026	774926	01-0000-0-0000-7400-5810-090-715	Service Awards	378.24
Clearlite Trophies Borba Recognition Co. Inc.	05/27/2026	774926	01-0000-0-1110-1000-5810-021-070	Awards Night Supplies	1,243.24
Clearlite Trophies Borba Recognition Co. Inc. Total					2,228.26
CORE SKILLS INSTITUTE	05/14/2026	771472	01-6387-0-3800-1000-5899-090-394	Student Microcredentials	260.00
CORE SKILLS INSTITUTE Total					260.00
Corodata Shredding Inc.	05/28/2026	775666	01-0000-0-0000-8200-5899-090-760	Shredding Services - District-Wide	842.73
Corodata Shredding Inc. Total					842.73
County Counsel County Of San Mateo	05/14/2026	771473	01-0000-0-0000-3130-5889-090-503	Legal Services	2,717.50
County Counsel County Of San Mateo	05/14/2026	771473	01-0000-0-0000-7150-5889-090-714	Legal Services	993.75
County Counsel County Of San Mateo	05/14/2026	771473	01-0000-0-0000-7300-5889-090-717	Legal Services	318.00
County Counsel County Of San Mateo	05/14/2026	771473	01-0000-0-0000-7400-5889-090-715	Legal Services	8,493.25
County Counsel County Of San Mateo Total					12,522.50
COVACHA, JONATHAN E	05/27/2026	774959	01-9010-0-1110-1000-4320-008-356	STAFFMEET4/7,14,21,22,27,28/26	153.23
COVACHA, JONATHAN E	05/27/2026	774959	01-9010-0-1110-1000-4322-008-356	STAFFMEET4/7,14,21,22,27,28/26	547.88
COVACHA, JONATHAN E	05/28/2026	775630	01-0000-0-1110-1000-4320-008-070	AMENITIES STAFF MTSS, ILT, MTSS MEETS	143.38
COVACHA, JONATHAN E	05/28/2026	775630	01-0000-0-1110-1000-4322-008-070	AMENITIES STAFF MTSS, ILT, MTSS MEETS	398.97

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
COVACHA, JONATHAN E Total					1,243.46
Crown Castle Fiber LLC	05/14/2026	771474	01-0000-0-0000-2424-5899-090-735	Point to Point Circuits-3yr Term, Yr2 of 3	186.08
Crown Castle Fiber LLC Total					186.08
Cue Inc.	05/27/2026	774927	01-0000-0-1110-1000-5210-090-762	CUE Conference 2026	2,480.00
Cue Inc. Total					2,480.00
Custom Tops Inc. DBA Custom Truck	05/27/2026	774984	01-8150-0-0000-8110-4320-090-741	Open P.O. for Truck Accessories	746.09
Custom Tops Inc. DBA Custom Truck Total					746.09
Dana Bauer	05/27/2026	774966	01-9042-0-1227-1000-5801-025-356	Flute Coaching	1,350.00
Dana Bauer Total					1,350.00
Danielle Krol	05/14/2026	771504	01-6500-0-5760-2490-5820-090-230	HOLLY AVE-ROSITA WAY MILEAGE	277.20
Danielle Krol Total					277.20
Dannis Woliver Kelley	05/14/2026	771475	01-8150-0-0000-8110-5889-090-741	Legal Services	4,964.00
Dannis Woliver Kelley Total					4,964.00
DEL ROSARIO, CHRISTELLE J	05/21/2026	773588	01-0000-0-1110-1000-4322-090-762	ED TECH AT GOOGLE COMMUNITY SPACE	353.03
DEL ROSARIO, CHRISTELLE J Total					353.03
Dell Marketing LP C/ODell USA LP	05/14/2026	771476	01-0000-0-1110-1000-4320-022-070	Replacement Computers	4,431.20
Dell Marketing LP C/ODell USA LP	05/14/2026	771476	01-8150-0-0000-8110-4320-090-741	Computer Replacement	1,313.37
Dell Marketing LP C/ODell USA LP	05/27/2026	774928	01-3410-0-5001-3900-4320-090-337	Dell Laptop	1,505.41
Dell Marketing LP C/ODell USA LP Total					7,249.98
Demco Inc.	05/14/2026	771477	01-0000-0-1110-2421-4320-032-451	Library Supplies	96.57
Demco Inc.	05/18/2026	772264	01-0000-0-1110-1000-4320-021-451	Library Supplies	311.57
Demco Inc.	05/19/2026	772710	01-3010-0-1110-1000-4320-007-301	Support Materials & Supplies	428.23
Demco Inc.	05/28/2026	775667	01-9010-0-1110-1000-4320-010-356	Library Supplies	410.38
Demco Inc. Total					1,246.75
DIAZ, MICHAEL ANTHONY P	05/14/2026	771505	01-9010-0-1110-1000-4320-090-360	BTEC 1/2 CHROMATOGRAPHY PRE-LAB FOR PROTEIN PURIFICATION	105.44
DIAZ, MICHAEL ANTHONY P	05/21/2026	773589	01-9010-0-1110-1000-4320-090-360	BIOTECH DRESS REHEARSAL INK	479.42
DIAZ, MICHAEL ANTHONY P	05/27/2026	774864	01-6387-0-3800-1000-5210-090-394	CTE SPRING ADVISORY MEET	24.43
DIAZ, MICHAEL ANTHONY P Total					609.29
Document Tracking Services Aaron Tarazon, Director	05/21/2026	773565	01-0000-0-0000-3900-5813-090-305	Document Tracking Svc 2yr MOU 2026-2028	11,378.00
Document Tracking Services Aaron Tarazon, Director Total					11,378.00
Dooley Corporation Attn: David Dooley	05/19/2026	772714	01-3327-0-5760-3120-5870-090-245	NPA - Dooley Corporation	6,442.42
Dooley Corporation Attn: David Dooley	05/19/2026	772714	01-6546-0-5760-3120-5870-090-245	NPA - Dooley Corporation	391.58
Dooley Corporation Attn: David Dooley Total					6,834.00
Dunn-Edwards Corporation	05/12/2026	770806	01-8150-0-0000-8110-4320-090-741	Open P.O. - Paint Supplies	138.00
Dunn-Edwards Corporation	05/27/2026	774985	01-8150-0-0000-8110-4320-090-741	Open P.O. - Paint Supplies	1,627.34
Dunn-Edwards Corporation Total					1,765.34
ECKHART, GINA Y	05/14/2026	771484	01-0000-0-0000-0000-8699-000-000	Reissue Stale dated check #407081	1,689.76
ECKHART, GINA Y Total					1,689.76
EFFECTIFF LLC	05/07/2026	769839	01-6500-0-5760-1190-5899-090-206	NPA - Effectiff	10,644.16
EFFECTIFF LLC Total					10,644.16
Effective School Solutions LLC	05/12/2026	770788	01-9305-0-1110-3900-5899-090-503	Effective School Solutions SY25-26	19,500.00
Effective School Solutions LLC Total					19,500.00
El Camino High School Music Boosters	05/12/2026	770798	01-9219-0-1215-1000-4320-032-356	SHOWCASE OF BAND TICKET SALES	45.00
El Camino High School Music Boosters Total					45.00
El Metate Taqueria	05/14/2026	771478	01-9010-0-1110-1000-5822-090-174	Food for CLE: Purposeful Partnerships	3,600.00
El Metate Taqueria Total					3,600.00
ESPIRITU JR, ABRAHAM G	05/07/2026	769833	01-9238-0-1202-1000-5899-032-322	GOLF MATCH SOUTH CITY, SAN MATEO	141.26
ESPIRITU JR, ABRAHAM G	05/27/2026	774946	01-9238-0-1202-1000-5899-032-322	CRYSTAL SPRINGS PAL CHAMPIONSHIP	90.00
ESPIRITU JR, ABRAHAM G Total					231.26
Ewing Irrigation Products Inc	05/27/2026	774986	01-8150-0-0000-8110-4320-090-741	Open P.O. - Irrigation Supplies	3,185.49
Ewing Irrigation Products Inc Total					3,185.49
Fagen Friedman & Fulfrost LLP	05/07/2026	769840	01-6500-0-5760-1190-5802-090-245	Fagen Friedman & Fulfrost LLP	3,335.00
Fagen Friedman & Fulfrost LLP	05/14/2026	771479	01-0000-0-0000-7400-5889-090-715	Legal Services	378.00
Fagen Friedman & Fulfrost LLP	05/14/2026	771479	01-6500-0-5760-1190-5889-090-245	Legal Services	1,461.50
Fagen Friedman & Fulfrost LLP Total					5,174.50
FasTrak Invoice Processing Department	05/27/2026	774947	01-0000-0-1110-1000-5899-025-004	CA LICENSE PLATE 1548468	8.50
FasTrak Invoice Processing Department Total					8.50
FasTrak Violation Processing Dept.	05/07/2026	769834	01-9219-0-1202-1000-5899-032-356	CA LIC 1548469	13.50
FasTrak Violation Processing Dept.	05/11/2026	770390	01-9219-0-1202-1000-5899-032-356	CA LIC 1477326	13.50
FasTrak Violation Processing Dept. Total					27.00
FERRARI, ELIZABETH A	05/12/2026	770792	01-9010-0-5760-3150-5210-090-350	CSHA SAN FRANCISCO	797.00
FERRARI, ELIZABETH A Total					797.00
First Alarm	05/27/2026	774970	01-8150-0-0000-8300-5806-090-741	Open P.O. for Monthly Security Monitoring	1,603.18
First Alarm Total					1,603.18
FIRST STUDENT	05/07/2026	769841	01-0000-0-5760-3600-5820-090-781	NPA - First Student	9,140.00
FIRST STUDENT	05/11/2026	770397	01-0000-0-5760-3600-5820-090-781	NPA - First Student	68,445.00

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
FIRST STUDENT Total					77,585.00
Flinn Scientific Inc.	05/14/2026	771480	01-9010-0-1110-1000-4320-090-360	HS Bio - EC	451.93
Flinn Scientific Inc.	05/14/2026	771480	01-9044-0-1110-1000-4320-090-064	HS Bio - EC	162.11
Flinn Scientific Inc.	05/21/2026	773578	01-9010-0-1110-1000-4320-090-055	Helix Cup Solar Challenge	45.49
Flinn Scientific Inc. Total					659.53
FLORES, JUANITA L	05/18/2026	772299	01-9010-0-1110-1000-5210-090-174	CABE	178.81
FLORES, JUANITA L Total					178.81
Follett Content Solutions	05/14/2026	771481	01-0000-0-1110-1000-4200-012-070	7410597 Remit	145.04
Follett Content Solutions	05/14/2026	771481	01-0000-0-1110-2421-4200-012-451	7410597 Remit	330.13
Follett Content Solutions	05/14/2026	771481	01-0805-0-4760-1000-4200-021-123	7410597 Remit	204.45
Follett Content Solutions	05/28/2026	775668	01-0000-0-1110-2421-4200-008-451	Follett Content Solutions	69.12
Follett Content Solutions Total					748.74
FOX, REBECCA	05/27/2026	774960	01-0801-0-1110-1000-5210-090-177	SHAPING THE FUTURE OF MATH	73.95
FOX, REBECCA Total					73.95
FRED FINCH YOUTH & FAMILY SERVICES	05/11/2026	770438	01-6500-0-5760-1180-5880-090-230	NPS - Fred Finch	6,757.08
FRED FINCH YOUTH & FAMILY SERVICES	05/19/2026	772715	01-6500-0-5760-1180-5870-090-230	FRED FINCH YOUTH & FAMILY SERVICES	1,740.00
FRED FINCH YOUTH & FAMILY SERVICES Total					8,497.08
GARDUNO FLETES, ANGELICA	05/27/2026	774949	01-0805-0-1110-1000-4320-013-180	BASKETS STAND MATS	285.19
GARDUNO FLETES, ANGELICA Total					285.19
Gary Metcalfe	05/28/2026	775638	01-9206-0-1110-1000-5600-032-356	Sound System for Graduation	1,447.50
Gary Metcalfe Total					1,447.50
GHA Technologies Inc	05/14/2026	771451	01-0000-0-0000-2424-4420-090-735	Meraki Security Cameras/Licenses	17,569.29
GHA Technologies Inc Total					17,569.29
Gnxcor USA Inc.	05/12/2026	770807	01-0000-0-0000-8200-5899-090-760	Open P.O. for Work Order Program	190.00
Gnxcor USA Inc. Total					190.00
Golden Gate Office Solutions	05/28/2026	775669	01-0000-0-0000-7550-5600-090-718	Folder-Inserter Maintenance	600.27
Golden Gate Office Solutions Total					600.27
GONZALEZ, LAURA	05/27/2026	774884	01-0000-0-0000-0000-8699-090-717	REISSUE CK DTD9222025	335.98
GONZALEZ, LAURA Total					335.98
GONZALEZ, LETICIA M	05/27/2026	774885	01-0000-0-1110-1000-4320-014-070	EOY TASKS, COFFEE, TALENT SHOW	65.07
GONZALEZ, LETICIA M	05/27/2026	774885	01-0000-0-1110-1000-4322-014-070	APPRECIATION GIFT CARDS, SNACK, LUNCH	80.09
GONZALEZ, LETICIA M	05/27/2026	774885	01-0000-0-1110-1000-4322-014-070	EOY TASKS, COFFEE, TALENT SHOW	775.30
GONZALEZ, LETICIA M	05/27/2026	774885	01-9010-0-1110-1000-4320-014-430	APPRECIATION GIFT CARDS, SNACK, LUNCH	252.00
GONZALEZ, LETICIA M Total					1,172.46
Gow Supply Company	05/19/2026	772686	01-8150-0-0000-8110-4320-090-741	Open P.O. - Sheet Metal Supplies	332.69
Gow Supply Company	05/21/2026	773566	01-8150-0-0000-8110-4320-090-741	Open P.O. - Sheet Metal Supplies	28.34
Gow Supply Company Total					361.03
Grace Huntley	05/28/2026	775645	01-6500-0-5760-2490-5820-090-230	FEB26 MILEAGE	142.20
Grace Huntley Total					142.20
Grainger	05/12/2026	770808	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	97.72
Grainger	05/14/2026	771462	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	41.82
Grainger	05/27/2026	774971	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	168.65
Grainger	05/27/2026	774972	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	56.68
Grainger	05/27/2026	774973	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	28.56
Grainger	05/27/2026	774974	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	370.29
Grainger	05/27/2026	774975	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	52.04
Grainger	05/27/2026	774976	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	17.73
Grainger	05/27/2026	774977	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	73.76
Grainger	05/27/2026	774978	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	70.08
Grainger	05/27/2026	774979	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	23.34
Grainger	05/28/2026	775611	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	9.86
Grainger Total					1,010.53
GRAPHICSLAND INC MAKESTICKERS.COM	05/12/2026	770789	01-0000-0-0000-2424-5810-090-735	Infographic Stickers for Student Chromebooks	240.63
GRAPHICSLAND INC MAKESTICKERS.COM Total					240.63
Green Cab Peninsula	05/11/2026	770439	01-0000-0-5760-3600-5820-090-781	NPA - Green Cab	12,300.00
Green Cab Peninsula	05/12/2026	770776	01-0000-0-5760-3600-5820-090-781	NPA - Green Cab	5,700.00
Green Cab Peninsula	05/19/2026	772716	01-0000-0-5760-3600-5820-090-781	NPA - Green Cab	9,600.00
Green Cab Peninsula	05/21/2026	773583	01-0000-0-5760-3600-5820-090-781	NPA - Green Cab	5,100.00
Green Cab Peninsula Total					32,700.00
Hanna Interpreting Services LLC	05/11/2026	770440	01-6500-0-5760-1190-5899-090-206	NPA - Hanna Interpreting	17,400.00
Hanna Interpreting Services LLC Total					17,400.00
HARRIS, DINA M	05/21/2026	773590	01-0805-0-1110-1000-4320-033-180	AP TESTING	117.11
HARRIS, DINA M	05/21/2026	773590	01-0805-0-4760-1000-4320-033-123	STORAGE FOR ELD	63.68
HARRIS, DINA M Total					180.79
HASAN, AMANY S	05/27/2026	774886	01-6770-0-1215-1000-4320-014-186	SUPPLIES TALENT SHOW EVENT	53.14
HASAN, AMANY S Total					53.14

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Health Connected	05/19/2026	772687	01-0801-0-1110-1000-5899-090-401	Health Connected	143.31
Health Connected	05/19/2026	772687	01-4127-0-1110-1000-5899-090-342	Health Connected	656.69
Health Connected Total					800.00
Heises Plumbing	05/28/2026	775670	01-8150-0-0000-8110-5899-022-741	Sewer and Drains - Jetter	1,100.00
Heises Plumbing Total					1,100.00
HERFF JONES LLC	05/12/2026	770809	01-0000-0-1110-1000-4320-033-070	Graduation Supplies	89.22
HERFF JONES LLC Total					89.22
Hillyard Inc	05/14/2026	771482	01-2600-0-0000-8200-4320-012-328	Hillyard Inc	291.48
Hillyard Inc	05/19/2026	772688	01-0000-0-0000-0000-9320-000-	Warehouse Restock - #MD00073	419.17
Hillyard Inc Total					710.65
HITCHCOCK, ROSANNE M	05/27/2026	774961	01-9010-0-1110-1000-5210-090-174	CEI	52.01
HITCHCOCK, ROSANNE M Total					52.01
HONG, KAREN K	05/27/2026	774887	01-9010-0-1110-1000-4322-007-356	TEACHER APPRECIATION WK STAFF MEET	175.00
HONG, KAREN K	05/27/2026	774887	01-9010-0-1110-1000-5899-007-356	STAFF NEWSLETTER SUBSCRIPTION	179.00
HONG, KAREN K Total					354.00
HopSkipDrive, Inc.	05/14/2026	771452	01-0805-0-1110-3600-5820-090-122	Transportation - Homeless & Foster Youth	6,115.11
HopSkipDrive, Inc. Total					6,115.11
Ideal Restoration Inc	05/14/2026	771463	01-8150-0-0000-8110-5899-031-741	Portable 49 Baden - Small Mold Issue & Cleanup	25,878.80
Ideal Restoration Inc Total					25,878.80
IMAGINE LEARNING LLC	05/14/2026	771453	01-9010-0-1110-1000-4100-090-316	Mathematics Curriculum K-5	55,389.13
IMAGINE LEARNING LLC	05/21/2026	773579	01-0000-0- - -9330- -	Edgenuity 1 Year 2026-2027	83,000.00
IMAGINE LEARNING LLC Total					138,389.13
Infinite Campus Inc. Nw 6022	05/28/2026	775671	01-0000-0-0000-3900-5899-090-305	IC Service Request	4,062.50
Infinite Campus Inc. Nw 6022	05/28/2026	775671	01-0000-0-0000-3900-5899-090-305	Open PO - Infinite Campus Case Work	325.00
Infinite Campus Inc. Nw 6022 Total					4,387.50
Interstate Traffic Control Products Inc.	05/27/2026	774980	01-8150-0-0000-8110-4320-090-741	Open P.O. - Safety Signs & Products	125.78
Interstate Traffic Control Products Inc. Total					125.78
ISOBE, MEGUMI	05/14/2026	771483	01-9010-0-0000-3900-5899-090-174	Event Photographer - CLE: Purposeful Partnerships	420.00
ISOBE, MEGUMI Total					420.00
ISOM ADVISORS, A DIVISION OF URBAN FUTURES, INC	05/28/2026	775672	01-0000-0-0000-7300-5899-090-717	Annual Report - Year 2024-25 (report due in 2026)	7,125.00
ISOM ADVISORS, A DIVISION OF URBAN FUTURES, INC Total					7,125.00
J. Snell & Co. Inc	05/12/2026	770790	01-0000-0-0000-7550-4320-090-718	Automatic Tabletop Paper Cutter	1,188.97
J. Snell & Co. Inc	05/12/2026	770790	01-0000-0-0000-7550-5600-090-718	Automatic Tabletop Paper Cutter	675.00
J. Snell & Co. Inc	05/12/2026	770790	01-0000-0-0000-7550-6410-090-718	Automatic Tabletop Paper Cutter	5,880.67
J. Snell & Co. Inc Total					7,744.64
JACKSON, CLARE R	05/27/2026	775001	01-7399-0-1110-1000-5210-031-311	NAPA VALLEY WELLNESS CONF	881.51
JACKSON, CLARE R Total					881.51
Jameco Electronics	05/19/2026	772689	01-9010-0-1110-1000-4320-090-055	Helix Cup Challenge #0 - #3	247.44
Jameco Electronics Total					247.44
JOHNSON, THEODORE L	05/28/2026	775674	01-9044-0-1110-1000-5210-090-064	NSTA NAT'L CONFERENCE	390.90
JOHNSON, THEODORE L Total					390.90
Johnstone Supply	05/12/2026	770810	01-8150-0-0000-8110-4320-090-741	Open P.O. - Plumbing/HVAC Supplies	223.58
Johnstone Supply Total					223.58
Judy Ann Pardini A+ Live Scan Services	05/27/2026	774931	01-0000-0-0000-7400-5840-090-715	Livescan	32.00
Judy Ann Pardini A+ Live Scan Services Total					32.00
KBA Document Solutions LLC	05/12/2026	770791	01-0000-0-1110-1000-5600-090-722	B/W Overage & Color Copies / Maintenance	258.21
KBA Document Solutions LLC Total					258.21
Keller Supply Company	05/28/2026	775612	01-8150-0-0000-8110-4320-090-741	Open P.O. - Plumbing Supplies	3.49
Keller Supply Company Total					3.49
Kelly Spicers Facilities Solut ion	05/12/2026	770811	01-8150-0-0000-8110-4320-090-741	Kelly Spicers Facilities Solut ion	1,471.35
Kelly Spicers Facilities Solut ion	05/27/2026	774981	01-8150-0-0000-8110-4320-090-741	Kelly Spicers Facilities Solut ion	4,137.42
Kelly Spicers Facilities Solut ion	05/27/2026	774981	01-8150-0-0000-8110-4320-090-741	Open P.O. - Custodial Supplies	4,162.63
Kelly Spicers Facilities Solut ion Total					9,771.40
Kelly Spicers Stores	05/19/2026	772690	01-0000-0-0000-7550-4320-090-718	Paper for Reprographics	507.42
Kelly Spicers Stores	05/19/2026	772711	01-0000-0-1110-1000-4320-013-070	Copy Paper	436.75
Kelly Spicers Stores	05/27/2026	774932	01-0000-0- - -9320- -	Warehouse Restock - #001811 Copy Paper	1,722.30
Kelly Spicers Stores Total					2,666.47
KILLEEN, KYLE P	05/27/2026	774889	01-0000-0-1110-1000-4320-033-070	AP EXAMS	37.79
KILLEEN, KYLE P Total					37.79
KOUTOULAS, CHRISOULA	05/21/2026	773591	01-0000-0-0000-0000-8699-090-717	REISSUE OF CHECK DTD 6-7-22 SUPPLIES	155.99
KOUTOULAS, CHRISOULA Total					155.99
KULINKA, ANNA	05/12/2026	770799	01-0000-0-1110-1000-5220-090-762	DET & A RETREAT	17.69
KULINKA, ANNA Total					17.69
La Tapatia LLC	05/11/2026	770412	01-9206-0-1110-1000-5822-032-356	Food for End of the Year Activities	972.39
La Tapatia LLC Total					972.39
Lakeshore Learning Materials, Llc	05/11/2026	770413	01-9302-0-1110-1000-4320-090-828	Big Lift - Alphabet Sounds Teaching Tubs	2,390.33

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Lakeshore Learning Materials, Llc	05/12/2026	770771	01-6770-0-1201-1000-4320-008-186	Art Supplies for TK, K	6,739.86
Lakeshore Learning Materials, Llc	05/27/2026	774995	01-3010-0-1110-1000-4320-013-301	School Supplies	2,758.99
Lakeshore Learning Materials, Llc	05/27/2026	774995	01-6053-0-1110-1000-4320-090-841	25/26 TK Order for Buri Buri	1,035.72
Lakeshore Learning Materials, Llc	05/27/2026	774995	01-6770-0-1201-1000-4320-008-186	Art Supplies for TK, K	403.96
Lakeshore Learning Materials, Llc	05/27/2026	774995	01-9010-0-1110-1000-4320-002-356	1st Grade Materials	133.96
Lakeshore Learning Materials, Llc	05/28/2026	775625	01-9010-0-1110-1000-4320-002-356	1st Grade Materials	12.93
Lakeshore Learning Materials, Llc Total					13,475.75
LANDA, MAGDALENA D	05/04/2026	768888	01-0000-0-1110-1000-4320-014-070	CARSTOCK, PAPER ROLL	117.65
LANDA, MAGDALENA D Total					117.65
LASKY, ELIZA L	05/12/2026	770793	01-9010-0-5760-3150-5210-090-350	CSHA SAN FRANCISCO	20.00
LASKY, ELIZA L Total					20.00
Lawson Products Inc	05/21/2026	773621	01-8150-0-0000-8110-4320-090-741	Open P.O. - Electrical Supplies	343.07
Lawson Products Inc	05/27/2026	774875	01-8150-0-0000-8110-4320-090-741	Open P.O. - Electrical Supplies	30.36
Lawson Products Inc Total					373.43
LC Photo Booths	05/27/2026	774904	01-0000-0-1110-1000-5899-031-070	Graduation Photo Booth	1,088.91
LC Photo Booths Total					1,088.91
LEDEZMA, MANUEL GUADALUP R	05/27/2026	774950	01-8150-0-0000-8110-4320-090-741	BOOTS REIMB SKILLED MAINTENANCE	200.00
LEDEZMA, MANUEL GUADALUP R Total					200.00
LEE YEE, REBECCA Y	05/28/2026	775606	01-6387-0-3800-1000-5210-090-394	CTE ADVISORY MEET	19.72
LEE YEE, REBECCA Y Total					19.72
LEE, ANGELINA G	05/12/2026	770794	01-9010-0-5760-3150-5210-090-350	CSHA SAN FRANCISCO	120.86
LEE, ANGELINA G Total					120.86
LEE, HYUNJUN	05/18/2026	772292	01-9044-0-1110-1000-5210-090-064	NAT'L. CONF ON SCIENCE EDUC 2026	380.14
LEE, HYUNJUN Total					380.14
LEE, PO YIN BOWIE	05/28/2026	775675	01-9044-0-1110-1000-5210-090-064	NSTA NAT'L CONFERENCE	519.36
LEE, PO YIN BOWIE Total					519.36
LETICIA HERNANDEZ	05/18/2026	772300	01-9010-0-1110-1000-5210-090-174	CABE- COMM. MEMBER	31.99
LETICIA HERNANDEZ Total					31.99
LEVINE, SARAH D	05/27/2026	774951	01-0000-0-1110-1000-4320-021-070	STUDENT AMBASSADOR COMPETITION	72.95
LEVINE, SARAH D Total					72.95
LIALA KINCHEN	05/27/2026	774890	01-9127-0-1110-1000-5880-033-356	2025-2026 EARL POWELL SCHOLARSHIP AWARDEE	500.00
LIALA KINCHEN Total					500.00
Lightspeed Technologies Inc	05/21/2026	773612	01-0000-0-1110-3150-4420-090-501	Audiology Equipment For Student with 504 Plan	2,015.24
Lightspeed Technologies Inc Total					2,015.24
Lincoln Aquatics	05/04/2026	768874	01-8150-0-0000-8110-4320-090-741	Open P.O. - Pool Supplies	1,603.63
Lincoln Aquatics Total					1,603.63
LOPEZ-RIVAS, ALBERTO M	05/28/2026	775626	01-3010-0-1110-1000-4320-022-301	BLOWPIPE BALL	33.96
LOPEZ-RIVAS, ALBERTO M Total					33.96
LOWES BUSINESS ACCT/SYNCB	05/27/2026	774912	01-0000-0-0000-8200-4320-090-760	Open P.O. for Misc Supplies for Facilities	179.24
LOWES BUSINESS ACCT/SYNCB	05/27/2026	774912	01-8150-0-0000-8110-4320-090-741	Open P.O. for Misc Supplies for Facilities	7,269.50
LOWES BUSINESS ACCT/SYNCB Total					7,448.74
LRP Publications	05/11/2026	770401	01-9010-0-5760-1190-4200-090-350	Books and Webinar	810.22
LRP Publications	05/11/2026	770401	01-9010-0-5760-1190-5813-090-350	Books and Webinar	1,180.00
LRP Publications Total					1,990.22
Lucia Coria Vega	05/28/2026	775646	01-6500-0-5760-2490-5820-090-230	FEB26 MILEAGE	395.92
Lucia Coria Vega	05/28/2026	775646	01-6500-0-5760-2490-5820-090-230	MAR26 MILEAGE	353.50
Lucia Coria Vega Total					749.42
MACK III, ALBERT L	05/28/2026	775647	01-9113-0-1110-1000-4322-033-356	TEACHER APPRECIATION BBQ LUNCH	67.54
MACK III, ALBERT L Total					67.54
Maintex Inc.	05/05/2026	769313	01-8150-0-0000-8110-4320-090-741	Open P.O. - Custodial Supplies	2,981.57
Maintex Inc.	05/07/2026	769814	01-8150-0-0000-8110-4320-090-741	Open P.O. - Custodial Supplies	15,282.27
Maintex Inc.	05/21/2026	773622	01-8150-0-0000-8110-4320-090-741	Open P.O. - Custodial Supplies	743.54
Maintex Inc. Total					19,007.38
MALDONADO RUIZ, FATIMA	05/18/2026	772293	01-9010-0-1110-1000-5210-090-174	CABE	144.85
MALDONADO RUIZ, FATIMA	05/18/2026	772301	01-9010-0-1110-1000-5210-090-174	CEI	104.01
MALDONADO RUIZ, FATIMA Total					248.86
MANALANG, SHARIMAR B	05/05/2026	769307	01-0000-0-1110-1000-4322-033-070	REFRESHMENTS	160.00
MANALANG, SHARIMAR B	05/28/2026	775631	01-9113-0-1110-1000-4320-033-356	SENIOR AWARDS, LEAD EDUCATORS	124.47
MANALANG, SHARIMAR B	05/28/2026	775648	01-9113-0-1110-1000-4322-033-356	TEACHER APPRECIATION BBQ LUNCH	181.29
MANALANG, SHARIMAR B Total					465.76
MANGLICMOT, JENNIFER	05/27/2026	774962	01-0801-0-1110-1000-5210-090-177	SHAPING THE FUTURE OF MATH	64.38
MANGLICMOT, JENNIFER Total					64.38
MARCIC, STELLA E	05/27/2026	775003	01-9117-0-1110-1000-5899-033-356	OUTST SR. PRINCIPAL LEADERSHIP AWARDS	100.00
MARCIC, STELLA E	05/28/2026	775649	01-9113-0-1110-1000-4322-033-356	TEACHER APPRECIATION BBQ LUNCH	321.35
MARCIC, STELLA E Total					421.35
Maria Colmenarez	05/27/2026	774892	01-9010-0-1110-1000-5210-090-174	CABE	138.70

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Maria Colmenarez Total					138.70
MARTINEZ, LEILAHNIE C	05/14/2026	771457	01-0000-0-0000-2700-5220-032-070	ASB & DISTRICT ACCT DEPOSITS	8.70
MARTINEZ, LEILAHNIE C Total					8.70
MARTINEZ, VERONICA R	05/27/2026	775004	01-0000-0-0000-7490-5210-090-716	2026 CSPCA 54TH ANNUAL CONFER.	396.79
MARTINEZ, VERONICA R Total					396.79
MCCLOSKEY, LIAM JOSEPH	05/27/2026	774952	01-8150-0-0000-8110-4320-090-741	FACILITIES VEHICLES	468.47
MCCLOSKEY, LIAM JOSEPH Total					468.47
McGraw Hill LLC	05/11/2026	770398	01-6300-0-1110-1000-4100-090-307	HS Social Studies Digital Subscrip.26-29 YR 1 of 3	69,744.00
McGraw Hill LLC	05/11/2026	770414	01-6300-0-1110-1000-4100-090-307	MS Social Studies Digital Subscrip.26-29 YR 1 of 3	50,473.50
McGraw Hill LLC Total					120,217.50
Melanie Huntley	05/28/2026	775650	01-6500-0-5760-2490-5820-090-230	MAR26 MILEAGE	174.58
Melanie Huntley Total					174.58
MENDEZ, NINA M	05/27/2026	774900	01-0000-0-1110-1000-4320-021-070	YEARBK FOR STUDENTS WHO NEEDED	193.06
MENDEZ, NINA M	05/27/2026	774900	01-0000-0-1110-1000-4320-021-070	YEARBK, WKSHOPS CULTURE NIGHT	391.84
MENDEZ, NINA M	05/27/2026	774900	01-0805-0-1110-1000-4320-021-180	CAREER DAY	77.81
MENDEZ, NINA M Total					662.71
MetLife Insurance Company MetLife Small Business Center	05/21/2026	773568	01- - - - -9573- -	June 2026 basic Life Premiums	10,023.27
MetLife Insurance Company MetLife Small Business Center	05/21/2026	773568	01-0000-0-0000-7600-3701-090-810	June 2026 basic Life Premiums	13.79
MetLife Insurance Company MetLife Small Business Center Total					10,037.06
Microbial Genome Sequencing Center LLC	05/21/2026	773604	01-9010-0-1110-1000-5899-090-360	Biotech Sequencing Service	1,140.00
Microbial Genome Sequencing Center LLC Total					1,140.00
Minga Solutions Inc	05/18/2026	772268	01-0000-0- - -9330- -	Minga Subscription - Attendance Tracker 2026-2027	9,750.00
Minga Solutions Inc Total					9,750.00
Miracle Playsystems Inc.	05/28/2026	775639	01-8150-0-0000-8110-5899-002-741	Buri Buri ES PIP	1,608.75
Miracle Playsystems Inc.	05/28/2026	775639	01-8150-0-0000-8110-5899-007-741	Los Cerritos ES PIP Repairs	6,091.87
Miracle Playsystems Inc. Total					7,700.62
Mister Softee NorCal	05/28/2026	775640	01-9206-0-1110-1000-4322-032-356	End of the Year Activity - for Staff	557.42
Mister Softee NorCal Total					557.42
Moreno, Irene	05/04/2026	768875	01-0000-0-3200-1000-5822-031-070	Food for Community Mural Showcase	1,800.00
Moreno, Irene Total					1,800.00
Morrissey-Compton Educational Center, Inc.	05/19/2026	772694	01-6500-0-5760-3150-5899-090-220	IEE - Morrissey-Compton Educational Center	5,200.00
Morrissey-Compton Educational Center, Inc. Total					5,200.00
MULLASSERY, KARIE L	05/04/2026	768889	01-9010-0-1110-1000-4322-090-316	MATH MEETING	21.87
MULLASSERY, KARIE L	05/27/2026	774901	01-9010-0-1110-1000-4322-090-057	TEACHERS' APPRECIATION	155.17
MULLASSERY, KARIE L	05/27/2026	774963	01-9010-0-1110-1000-5210-090-316	CAL MSCS	72.99
MULLASSERY, KARIE L Total					250.03
MURRAY, PATRICIA A	05/04/2026	768898	01-0000-0-0000-7110-5210-090-713	CA SCH BOARDS ASSOC -WASHINGTON DC	1,407.90
MURRAY, PATRICIA A Total					1,407.90
Music & Arts CA Dept 5295	05/28/2026	775659	01-0000-0-1227-1000-4320-022-070	Band/Mariachi	493.89
Music & Arts CA Dept 5295	05/28/2026	775659	01-6387-0-3800-1000-4320-033-394	CTE Performing Arts Supplies	397.26
Music & Arts CA Dept 5295	05/28/2026	775659	01-6770-0-1227-1000-4320-033-186	Percussion Supplies	4,387.93
Music & Arts CA Dept 5295 Total					5,279.08
National Mariachi Education Consultants	05/21/2026	773613	01-3010-0-1110-1000-5210-022-301	Registration - Mariachi Workshop	650.00
National Mariachi Education Consultants Total					650.00
NCS Pearson Inc.	05/11/2026	770442	01-6500-0-5760-1190-5813-090-245	Protocols Digital	884.95
NCS Pearson Inc.	05/14/2026	771496	01-6500-0-5760-1190-4320-090-245	Protocols/Kit Print	946.02
NCS Pearson Inc.	05/18/2026	772269	01-3550-0-3800-1000-5813-032-333	CertPrep Practice Test	2,288.26
NCS Pearson Inc.	05/18/2026	772269	01-3550-0-3800-1000-5813-033-333	Cert Prep Practice Test License	2,082.01
NCS Pearson Inc.	05/18/2026	772269	01-6387-0-3800-1000-5813-033-394	Cert Prep Practice Test License	1,765.99
NCS Pearson Inc. Total					7,967.23
NGUYEN, PHUONG CHI L	05/28/2026	775676	01-9044-0-1110-1000-5210-090-064	NSTA NAT'L CONFERENCE	551.37
NGUYEN, PHUONG CHI L Total					551.37
OBINA, CLARA	05/28/2026	775651	01-0804-0-4760-1000-5220-090-338	FEB26 MILEAGE	32.35
OBINA, CLARA Total					32.35
ODENCRANS, ERICA T	05/21/2026	773592	01-0000-0-1110-1000-4320-021-070	GAMES	80.82
ODENCRANS, ERICA T Total					80.82
ODP Business Solutions LLC	05/04/2026	768883	01-3010-0-1110-1000-4320-022-301	Classroom Supplies	2,261.10
ODP Business Solutions LLC	05/04/2026	768884	01-0000-0-0000-2424-4320-090-735	Open PO - Office Supplies	72.73
ODP Business Solutions LLC	05/04/2026	768884	01-0000-0-0000-7150-4320-090-714	Office Supplies	92.76
ODP Business Solutions LLC	05/04/2026	768884	01-0000-0-0000-7300-4320-090-717	Office Supplies	167.14
ODP Business Solutions LLC	05/04/2026	768884	01-0000-0-0000-7340-4320-090-717	Office Supplies	458.15
ODP Business Solutions LLC	05/04/2026	768884	01-0000-0-0000-7550-4320-090-718	Office Supplies	112.45
ODP Business Solutions LLC	05/04/2026	768884	01-0000-0-0000-8200-4320-025-759	Facial Tissue 04-2026	855.42
ODP Business Solutions LLC	05/04/2026	768884	01-0000-0-1110-1000-4320-032-070	Supplies for the Library and the General Office	10.96
ODP Business Solutions LLC	05/04/2026	768884	01-0000-0-1110-1000-4320-032-451	Supplies for the Library and the General Office	49.11
ODP Business Solutions LLC	05/07/2026	769842	01-0000-0-0000-2424-4320-090-735	Open PO - Office Supplies	238.63

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
ODP Business Solutions LLC	05/11/2026	770399	01-0000-0-0000-2424-4320-090-735	Open PO - Office Supplies	35.26
ODP Business Solutions LLC	05/21/2026	773625	01-0000-0-0000-3900-4320-090-501	Business Office Depot	236.59
ODP Business Solutions LLC	05/21/2026	773625	01-0000-0-0000-7400-4320-090-715	HR Supplies for Recruitment	710.92
ODP Business Solutions LLC	05/21/2026	773625	01-0000-0-1110-1000-4320-009-070	Headphones & Mice for Testing	1,778.05
ODP Business Solutions LLC	05/21/2026	773625	01-0805-0-1110-1000-4320-025-180	Supplies 04-2026	738.40
ODP Business Solutions LLC	05/21/2026	773625	01-9010-0-1110-1000-4320-002-356	Office Supplies	566.00
ODP Business Solutions LLC	05/21/2026	773626	01-0000-0-0000-3130-4320-090-503	Open PO - Office Supplies	46.43
ODP Business Solutions LLC	05/21/2026	773626	01-0000-0-0000-3900-4320-090-501	Open PO - Office Supplies	139.30
ODP Business Solutions LLC	05/21/2026	773626	01-0000-0-0000-7150-4320-090-714	Office Supplies	31.72
ODP Business Solutions LLC	05/21/2026	773626	01-0000-0-0000-8200-4320-025-759	Batteries AA & AAA	130.53
ODP Business Solutions LLC	05/21/2026	773626	01-0805-0-1110-1000-4320-009-180	Supplies	2,012.50
ODP Business Solutions LLC	05/21/2026	773626	01-0805-0-1110-1000-4320-025-180	Envelopes - White & Coin	106.74
ODP Business Solutions LLC	05/21/2026	773626	01-0805-0-1110-1000-4320-025-180	Supplies 04-2026 - Batch B	435.81
ODP Business Solutions LLC	05/21/2026	773626	01-3010-0-1110-1000-4320-013-301	School Supplies	1,344.67
ODP Business Solutions LLC	05/27/2026	774877	01-9010-0-1110-1000-4320-002-356	Office Supplies	5.04
ODP Business Solutions LLC	05/27/2026	774878	01-0805-0-1110-1000-4320-025-180	Supplies 04-2026 - Batch B	31.66
ODP Business Solutions LLC	05/27/2026	774879	01-0000-0-0000-7340-4320-090-717	Office Supplies	477.69
ODP Business Solutions LLC	05/27/2026	774879	01-0000-0-0000-7350-4320-090-717	Office Supplies	198.52
ODP Business Solutions LLC	05/27/2026	774879	01-0000-0-0000-8200-4320-090-760	Office Supplies	560.38
ODP Business Solutions LLC	05/27/2026	774879	01-6770-0-1201-1000-4320-007-186	Art Class Supplies (Prop 28)	3,529.80
ODP Business Solutions LLC	05/27/2026	774919	01-0000-0-1110-1000-4320-014-070	School Supplies	1,342.24
ODP Business Solutions LLC	05/27/2026	774919	01-0000-0-1110-1000-4420-014-070	Laminator	3,002.52
ODP Business Solutions LLC	05/27/2026	774919	01-0000-0-1110-2421-4320-014-451	Library Supplies - Toner	286.50
ODP Business Solutions LLC	05/27/2026	774919	01-3010-0-1110-1000-4320-014-301	School Supplies	1,176.93
ODP Business Solutions LLC	05/27/2026	774942	01-6770-0-1201-1000-4320-010-186	Prop 28 - Art Supplies	6,575.76
ODP Business Solutions LLC	05/27/2026	774943	01-9010-0-1110-1000-4320-002-356	Classroom Materials	430.48
ODP Business Solutions LLC Total					30,248.89
OLIVA, CATHERINE	05/14/2026	771506	01-6500-0-5760-2490-5820-090-245	APPIAN WAY-WMS MILEAGE	15.30
OLIVA, CATHERINE	05/18/2026	772267	01-6500-0-5760-2490-5820-090-245	APPIAN WAY-WMS MILEAGE	5.10
OLIVA, CATHERINE Total					20.40
ORTIZ, TERESA D	05/19/2026	772698	01-9010-0-1110-1000-5210-090-174	CABE- COMM. MEMBER	14.80
ORTIZ, TERESA D Total					14.80
Outdoor Supply Hardware	05/14/2026	771497	01-8150-0-0000-8110-4320-090-741	Open P.O. - Misc. Supplies	165.96
Outdoor Supply Hardware Total					165.96
Pacific Beach Coalition	05/27/2026	774905	01-0000-0-1110-1000-5815-031-070	Year End Field Trip	1,500.00
Pacific Beach Coalition	05/27/2026	774967	01-0000-0-1110-1000-5815-031-070	Year End Field Trip	1,500.00
Pacific Beach Coalition Total					3,000.00
PALOMINO VELAZQUEZ, KAREN A	05/21/2026	773593	01-9010-0-1110-1000-5210-090-174	CABE	213.40
PALOMINO VELAZQUEZ, KAREN A Total					213.40
Patricia Hall	05/28/2026	775654	01-9219-0-1230-1000-5899-032-356	Safety Training fo rSwim Coaches	525.00
Patricia Hall Total					525.00
Patrick Calma	05/28/2026	775641	01-9206-0-1110-1000-5600-032-356	Sound System for Graduation	1,447.50
Patrick Calma Total					1,447.50
PENA, ROGER	05/28/2026	775652	01-6500-0-5760-2490-5820-090-245	MAR26 MILEAGE	55.10
PENA, ROGER Total					55.10
Peninsula Battery Inc	05/27/2026	774913	01-8150-0-0000-8110-4320-090-741	Open P.O. - Mechanical Batteries	348.10
Peninsula Battery Inc Total					348.10
PHAM, HELEN M	05/14/2026	771485	01-0000-0-0000-0000-8699-000-000	Reissue Stale dated check #407049	4,875.88
PHAM, HELEN M Total					4,875.88
Phoenix Transportation	05/05/2026	769308	01-6387-0-3800-1000-5821-033-394	CTE Charter Bus	1,364.82
Phoenix Transportation	05/11/2026	770415	01-0000-0-1110-1000-5821-033-070	Charter Bus - ASB Bonding Trip	1,774.50
Phoenix Transportation	05/11/2026	770429	01-0000-0-1110-1000-5821-021-070	Field Trip Transportation	1,319.49
Phoenix Transportation	05/19/2026	772702	01-0000-0-1202-1000-5821-033-070	Athletic Transportation	2,912.85
Phoenix Transportation	05/19/2026	772702	01-0000-0-1227-3900-5821-033-070	Band Transportation	2,823.75
Phoenix Transportation Total					10,195.41
PRASAD, SEEMAA S	05/27/2026	774893	01-0805-0-1110-1000-4322-031-180	STUDENT SUPPORT LUNCH	353.61
PRASAD, SEEMAA S Total					353.61
PRIMO BRANDS BLUE TRITON BRANDS, INC	05/12/2026	770766	01-9107-0-1110-1000-4322-033-356	Water Delivery Service	157.91
PRIMO BRANDS BLUE TRITON BRANDS, INC	05/21/2026	773600	01-0000-0-1110-1000-4322-032-070	Drinking Water Supply	416.84
PRIMO BRANDS BLUE TRITON BRANDS, INC Total					574.75
Procare Therapy	05/05/2026	769309	01-0000-0-0000-7400-5899-090-715	ProCare Servcie Agreement	4,077.15
Procare Therapy Total					4,077.15
PRO-ED Inc.	05/04/2026	768866	01-0000-0-1110-1000-4320-033-070	Special Education Supplies	290.07
PRO-ED Inc. Total					290.07
Project Lead The Way Inc.	05/18/2026	772281	01-0000-0- - -9330- -	PLTW Participation Fee ALMS 2026-2027	950.00
Project Lead The Way Inc.	05/18/2026	772281	01-0000-0- - -9330- -	PLTW Participation Fee PHMS 2026-2027	950.00

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Project Lead The Way Inc.	05/18/2026	772281	01-0000-0- - -9330- -	PLTW Participation Fee WMS 2026-2027	950.00
Project Lead The Way Inc.	05/27/2026	774935	01-6387-0-3800-3900-5802-090-394	PLTW Certificate	750.00
Project Lead The Way Inc. Total					3,600.00
Promote Marketing Concepts	05/07/2026	769826	01-9206-0-1110-1000-4320-032-356	Distinguished School Lapel Pins	338.42
Promote Marketing Concepts Total					338.42
Protech	05/12/2026	770778	01-8150-0-0000-8110-5899-021-741	Partial Storm Drain Replacement Project	11,715.00
Protech Total					11,715.00
QUIST, STEVEN	05/04/2026	768899	01-8150-0-0000-8110-4320-090-741	PROTECTIVE FOOTWEAR	200.00
QUIST, STEVEN Total					200.00
R & H Wholesale Supply Inc	05/18/2026	772282	01-8150-0-0000-8110-4320-090-741	Open P.O. - Locksmith Supplies	5,154.25
R & H Wholesale Supply Inc	05/27/2026	774914	01-8150-0-0000-8110-4320-090-741	Open P.O. - Locksmith Supplies	2,532.12
R & H Wholesale Supply Inc Total					7,686.37
Rainbow Images	05/14/2026	771464	01-6770-0-1201-1000-4320-012-186	Art Grant Supplies	791.10
Rainbow Images Total					791.10
Raymond Geddes & Co. Inc	05/11/2026	770416	01-9305-0-1110-1000-4320-025-391	PBIS Items / Wellness 03-2026	317.49
Raymond Geddes & Co. Inc Total					317.49
REBEKAH MARIE WILL REBEKAH WILL AUDIOLOGY PC	05/05/2026	769303	01-6500-0-5760-1190-5899-090-245	Audiology Services	5,250.00
REBEKAH MARIE WILL REBEKAH WILL AUDIOLOGY PC	05/07/2026	769827	01-0000-0-1110-3150-5899-090-501	Audiology Services	700.00
REBEKAH MARIE WILL REBEKAH WILL AUDIOLOGY PC	05/11/2026	770402	01-0000-0-1110-3150-5899-090-501	Audiology Services	1,750.00
REBEKAH MARIE WILL REBEKAH WILL AUDIOLOGY PC Total					7,700.00
Refrigeration Supplies Distributor	05/04/2026	768876	01-8150-0-0000-8110-4320-090-741	Open P.O. - Plumbing/HVAC Supplies	141.74
Refrigeration Supplies Distributor Total					141.74
Resource Solutions of SF Group	05/04/2026	768867	01-0000-0-0000-0000-9320-000-	Warehouse Restock	4,321.75
Resource Solutions of SF Group	05/04/2026	768877	01-8150-0-0000-8110-4320-090-741	Open P.O. - Custodial Supplies	1,219.02
Resource Solutions of SF Group	05/11/2026	770443	01-0000-0-0000-0000-9320-000-	Warehouse Restock	8,201.78
Resource Solutions of SF Group	05/12/2026	770779	01-0000-0-0000-0000-9320-000-	Warehouse Restock	142.59
Resource Solutions of SF Group	05/27/2026	774867	01-0000-0-0000-8200-4320-032-759	Custodial Supplies	217.77
Resource Solutions of SF Group	05/28/2026	775655	01-0000-0-0000-0000-9320-000-	Warehouse Restock	426.60
Resource Solutions of SF Group	05/28/2026	775655	01-0000-0-0000-0000-9320-000-	Warehouse Restock - Gloves	3,906.06
Resource Solutions of SF Group Total					18,435.57
Revival Tree Service Inc Jose D Flores Marales	05/28/2026	775642	01-8150-0-0000-8110-5899-009-741	Tree Removal - MV	4,850.00
Revival Tree Service Inc Jose D Flores Marales Total					4,850.00
Riddell All American Sports	05/04/2026	768868	01-0000-0-1110-1000-5600-032-070	Reconditioning of Athletic Equipment	1,323.97
Riddell All American Sports	05/07/2026	769812	01-0000-0-1202-1000-5600-033-322	Football Equipment Reconditioning	9,997.35
Riddell All American Sports	05/21/2026	773601	01-0000-0-1110-1000-5600-032-070	Reconditioning of Athletic Equipment	2,201.60
Riddell All American Sports	05/21/2026	773601	01-0000-0-1202-1000-5600-032-322	Reconditioning of Athletic Equipment	377.61
Riddell All American Sports Total					13,900.53
Right at School LLC	05/27/2026	774871	01-2600-0-0000-8200-5899-090-358	ELOP	67,272.72
Right at School LLC Total					67,272.72
RINGSEIS, MARLIS C	05/14/2026	771507	01-6387-0-3800-1000-4320-090-394	SMCOE CTE ADVISORY COMMITTEE MEET SUPPLIES	426.50
RINGSEIS, MARLIS C	05/18/2026	772294	01-6387-0-3800-1000-5210-090-394	SMCOE CTE ADVISORY	24.80
RINGSEIS, MARLIS C Total					451.30
Ro Health	05/04/2026	768893	01-6500-0-5760-3140-5899-090-245	NPA - Ro Health	6,365.54
Ro Health	05/18/2026	772286	01-6500-0-5760-3140-5899-090-245	NPA - Ro Health	6,375.59
Ro Health	05/19/2026	772695	01-6500-0-5760-3140-5899-090-245	NPA - Ro Health	2,105.83
Ro Health Total					14,846.96
Robert Half	05/05/2026	769314	01-0000-0-0000-7400-5899-090-715	HR Temporary Staffing	3,781.13
Robert Half	05/11/2026	770403	01-0000-0-0000-3900-5899-090-503	Student & Family Services - Temp Staff	1,051.13
Robert Half	05/18/2026	772270	01-0000-0-0000-7400-5899-090-715	HR Temporary Staffing	8,821.81
Robert Half	05/19/2026	772692	01-0000-0-0000-7400-5899-090-715	HR Temporary Staffing	240.00
Robert Half	05/21/2026	773614	01-0000-0-0000-3900-5899-090-503	Student & Family Services - Temp Staff	919.57
Robert Half	05/27/2026	774936	01-0000-0-0000-7400-5894-090-715	HR Temporary Staffing	4,372.89
Robert Half Total					19,186.53
ROSE BRAND WIPERS INC	05/04/2026	768882	01-6770-0-1215-1000-5899-006-186	Performing Arts Materials	400.00
ROSE BRAND WIPERS INC Total					400.00
Royal Pin Donuts Inc Royal Donuts	05/11/2026	770423	01-0000-0-1110-1000-4320-021-070	OPEN PO - Royal Pin	500.00
Royal Pin Donuts Inc Royal Donuts	05/11/2026	770423	01-9010-0-1110-1000-4320-021-356	OPEN PO - Royal Pin	70.00
Royal Pin Donuts Inc Royal Donuts	05/11/2026	770430	01-0000-0-1110-1000-4322-090-762	Open PO - T&L Food	340.00
Royal Pin Donuts Inc Royal Donuts	05/14/2026	771465	01-0000-0-1110-2495-4322-022-070	Open PO - Food for Engagement/Meetings	151.00
Royal Pin Donuts Inc Royal Donuts	05/14/2026	771465	01-9010-0-1110-1000-4320-090-360	Open PO - T&L Food	57.45
Royal Pin Donuts Inc Royal Donuts	05/21/2026	773615	01-0000-0-1110-2495-4322-022-070	Open PO - Food for Engagement/Meetings	123.00
Royal Pin Donuts Inc Royal Donuts	05/28/2026	775656	01-0000-0-1110-2495-4322-022-070	Open PO - Food for Engagement/Meetings	330.75
Royal Pin Donuts Inc Royal Donuts	05/28/2026	775656	01-9010-0-1110-1000-4320-090-360	Open PO - T&L Food	94.05
Royal Pin Donuts Inc Royal Donuts Total					1,666.25
Rozzi's Reproduction & Supply	05/11/2026	770444	01-0000-0-0000-8200-5810-090-760	Open P.O. - Printing Services	255.46
Rozzi's Reproduction & Supply	05/21/2026	773602	01-0000-0-0000-8200-5810-090-760	Open P.O. - Printing Services	1,253.12

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Rozzi's Reproduction & Supply Total					1,508.58
San Mateo County Behavioral Health & Recovery	05/05/2026	769304	01-6500-0-5760-3120-5870-090-245	NPA - San Mateo BHRS	23,720.00
San Mateo County Behavioral Health & Recovery Total					23,720.00
San Mateo County Comm. College attn: Scott Mansfield - A/p	05/07/2026	769815	01-0000-0-1110-1000-5899-090-167	Temp Svc - ALMS	522,620.00
San Mateo County Comm. College attn: Scott Mansfield - A/p Total					522,620.00
San Mateo County Schools Insurance Group-(smcsig)	05/11/2026	770404	01-0000-0-0000-7602-5888-090-726	Legal Services	3,794.50
San Mateo County Schools Insurance Group-(smcsig) Total					3,794.50
San Mateo Union High School District	05/11/2026	770417	01-3010-0-1110-1000-5821-008-301	Field Trip Transportation - Kinder, BADM	994.14
San Mateo Union High School District	05/11/2026	770424	01-3010-0-1110-1000-5821-007-301	Buses for Field Trips	3,881.50
San Mateo Union High School District	05/27/2026	774937	01-0000-0-1110-1000-5821-090-764	Outdoor Ed Bus	2,264.96
San Mateo Union High School District Total					7,140.60
School Datebooks	05/05/2026	769315	01-0805-0-1110-1000-4320-009-180	Temp Svc - ALMS	922.19
School Datebooks Total					922.19
School House Grocery Liquor & Deli	05/18/2026	772271	01-9025-0-1110-1000-5815-033-356	SSF ED Foundation Field Trip Food	832.20
School House Grocery Liquor & Deli Total					832.20
School Safety Solutions LLC Ronald Dean Mansfield	05/27/2026	774906	01-0000-0-0000-8200-5899-090-760	Open P.O. - Hazardous Waste Safety Program	1,500.00
School Safety Solutions LLC Ronald Dean Mansfield Total					1,500.00
School Specialty LLC	05/21/2026	773606	01-6762-0-1110-1000-4320-021-600	STEAM Summer School Supplies	113.89
School Specialty LLC	05/21/2026	773616	01-6770-0-1201-1000-4320-002-186	Art Material	4,017.69
School Specialty LLC	05/27/2026	774938	01-0805-0-1110-1000-4320-009-180	PE Supplies	491.47
School Specialty LLC Total					4,623.05
SCN WORLDWIDE LLC SCANTRON	05/14/2026	771498	01-0000-0-1110-1000-4320-033-070	Testing Scantrons	2,407.94
SCN WORLDWIDE LLC SCANTRON Total					2,407.94
Scoot Education Inc.	05/04/2026	768885	01-0000-0-0000-7400-5899-090-720	Temp Svc - ECHS	9,144.80
Scoot Education Inc.	05/04/2026	768885	01-0000-0-0000-7400-5899-090-720	Temp Svc - LC ES	6,984.46
Scoot Education Inc.	05/04/2026	768885	01-0000-0-0000-7400-5899-090-720	Temp Svc - POND ES	6,388.80
Scoot Education Inc.	05/04/2026	768885	01-0000-0-0000-7400-5899-090-720	Temp Svc - PRWY MS	12,330.08
Scoot Education Inc.	05/04/2026	768885	01-0000-0-0000-7400-5899-090-720	Temp Svc - SPRUCE ES	26,841.12
Scoot Education Inc.	05/04/2026	768885	01-0000-0-0000-7400-5899-090-720	Temp Svc - WBMS	6,138.80
Scoot Education Inc.	05/04/2026	768886	01-0000-0-0000-7400-5899-090-720	Temp Svc - BADEN HS	1,988.80
Scoot Education Inc.	05/04/2026	768886	01-0000-0-0000-7400-5899-090-720	Temp Svc - BURI BURI ES	1,186.29
Scoot Education Inc.	05/04/2026	768886	01-0000-0-0000-7400-5899-090-720	Temp Svc - JS ES	1,988.80
Scoot Education Inc.	05/04/2026	768886	01-0000-0-0000-7400-5899-090-720	Temp Svc - MARTIN ES	3,859.04
Scoot Education Inc.	05/04/2026	768886	01-0000-0-0000-7400-5899-090-720	Temp Svc - MV ES	1,591.04
Scoot Education Inc.	05/04/2026	768886	01-0000-0-0000-7400-5899-090-720	Temp Svc - SKYLINE ES	4,455.43
Scoot Education Inc.	05/04/2026	768887	01-0000-0-0000-7400-5899-090-720	Temp Svc - ALMS	4,745.65
Scoot Education Inc.	05/04/2026	768887	01-0000-0-0000-7400-5899-090-720	Temp Svc - BURI BURI ES	4,970.80
Scoot Education Inc.	05/04/2026	768887	01-0000-0-0000-7400-5899-090-720	Temp Svc - ECHS	4,351.81
Scoot Education Inc.	05/04/2026	768887	01-0000-0-0000-7400-5899-090-720	Temp Svc - JS ES	4,868.64
Scoot Education Inc.	05/04/2026	768887	01-0000-0-0000-7400-5899-090-720	Temp Svc - PRWY MS	4,496.55
Scoot Education Inc.	05/04/2026	768887	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSFHS	4,462.00
Scoot Education Inc.	05/04/2026	768887	01-0000-0-0000-7400-5899-090-720	Temp Svc - WBMS	4,829.44
Scoot Education Inc.	05/05/2026	769299	01-0000-0-0000-7400-5899-090-720	Temp Svc - LC ES	10,099.04
Scoot Education Inc.	05/05/2026	769299	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSG ES	9,299.82
Scoot Education Inc.	05/05/2026	769300	01-0000-0-0000-7400-5899-090-720	Temp Svc - POND ES	820.26
Scoot Education Inc.	05/05/2026	769301	01-0000-0-0000-7400-5899-090-720	Temp Svc - AD ED	5,580.12
Scoot Education Inc.	05/05/2026	769301	01-0000-0-0000-7400-5899-090-720	Temp Svc - MARTIN ES	3,179.61
Scoot Education Inc.	05/05/2026	769301	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSFHS	14,430.80
Scoot Education Inc.	05/05/2026	769316	01-0000-0-0000-7400-5899-090-720	Temp Svc - ALMS	4,437.00
Scoot Education Inc.	05/07/2026	769816	01-0000-0-0000-7400-5899-090-720	Temp Svc - ALMS	8,763.04
Scoot Education Inc.	05/12/2026	770800	01-0000-0-0000-7400-5899-090-720	Temp Svc - AD ED	4,222.82
Scoot Education Inc.	05/12/2026	770800	01-0000-0-0000-7400-5899-090-720	Temp Svc - LC ES	7,493.08
Scoot Education Inc.	05/12/2026	770800	01-0000-0-0000-7400-5899-090-720	Temp Svc - MARTIN ES	8,036.80
Scoot Education Inc.	05/12/2026	770800	01-0000-0-0000-7400-5899-090-720	Temp Svc - PRKWY MS	14,355.84
Scoot Education Inc.	05/12/2026	770800	01-0000-0-0000-7400-5899-090-720	Temp Svc - SPRUCE ES	25,342.43
Scoot Education Inc.	05/12/2026	770800	01-0000-0-0000-7400-5899-090-720	Temp Svc - WBMS	7,954.80
Scoot Education Inc.	05/12/2026	770801	01-0000-0-0000-7400-5899-090-720	Temp Svc - ALMS	8,757.04
Scoot Education Inc.	05/12/2026	770801	01-0000-0-0000-7400-5899-090-720	Temp Svc - BURI BURI ES	4,871.28
Scoot Education Inc.	05/12/2026	770801	01-0000-0-0000-7400-5899-090-720	Temp Svc - ECHS	3,948.05
Scoot Education Inc.	05/12/2026	770801	01-0000-0-0000-7400-5899-090-720	Temp Svc - MARTIN ES	3,875.41
Scoot Education Inc.	05/12/2026	770801	01-0000-0-0000-7400-5899-090-720	Temp Svc - POND ES	6,388.80
Scoot Education Inc.	05/12/2026	770801	01-0000-0-0000-7400-5899-090-720	Temp Svc - PRKWY MS	4,367.44
Scoot Education Inc.	05/12/2026	770801	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSFHS	3,641.50
Scoot Education Inc.	05/12/2026	770802	01-0000-0-0000-7400-5899-090-720	Temp Svc - BADEN HS	1,571.28
Scoot Education Inc.	05/12/2026	770802	01-0000-0-0000-7400-5899-090-720	Temp Svc - BURI BURI ES	1,457.32
Scoot Education Inc.	05/12/2026	770802	01-0000-0-0000-7400-5899-090-720	Temp Svc - JS ES	4,851.49

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Scoot Education Inc.	05/12/2026	770802	01-0000-0-0000-7400-5899-090-720	Temp Svc - MV ES	1,858.04
Scoot Education Inc.	05/12/2026	770802	01-0000-0-0000-7400-5899-090-720	Temp Svc - POND ES	2,640.73
Scoot Education Inc.	05/12/2026	770802	01-0000-0-0000-7400-5899-090-720	Temp Svc - SKYLINE ES	612.50
Scoot Education Inc.	05/12/2026	770802	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSG ES	2,069.27
Scoot Education Inc.	05/14/2026	771458	01-0000-0-0000-7400-5899-090-720	Temp Svc - ECHS	11,492.80
Scoot Education Inc.	05/14/2026	771458	01-0000-0-0000-7400-5899-090-720	Temp Svc - JS ES	2,725.04
Scoot Education Inc.	05/14/2026	771458	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSG ES	7,280.80
Scoot Education Inc.	05/14/2026	771459	01-0000-0-0000-7400-5899-090-720	Temp Svc - ALMS	5,451.37
Scoot Education Inc.	05/14/2026	771459	01-0000-0-0000-7400-5899-090-720	Temp Svc - SKYLINE ES	1,988.80
Scoot Education Inc.	05/14/2026	771459	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSFHS	15,766.80
Scoot Education Inc.	05/14/2026	771460	01-0000-0-0000-7400-5899-090-720	Temp Svc - AD ED	397.76
Scoot Education Inc.	05/18/2026	772283	01-0000-0-0000-7400-5899-090-720	Support Staffing Services	2,500.00
Scoot Education Inc.	05/19/2026	772693	01-0000-0-0000-7400-5899-090-720	Support Staffing Services	5,000.00
Scoot Education Inc.	05/19/2026	772699	01-0000-0-0000-7400-5899-090-720	Temp Svc - BADEN HS	1,988.80
Scoot Education Inc.	05/19/2026	772699	01-0000-0-0000-7400-5899-090-720	Temp Svc - MARTIN ES	3,989.09
Scoot Education Inc.	05/19/2026	772699	01-0000-0-0000-7400-5899-090-720	Temp Svc - PRKWY MS	9,631.60
Scoot Education Inc.	05/19/2026	772699	01-0000-0-0000-7400-5899-090-720	Temp Svc - SKYLINE ES	3,262.80
Scoot Education Inc.	05/19/2026	772699	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSG ES	1,718.00
Scoot Education Inc.	05/19/2026	772700	01-0000-0-0000-7400-5899-090-720	Temp Svc - ECHS	13,250.44
Scoot Education Inc.	05/19/2026	772700	01-0000-0-0000-7400-5899-090-720	Temp Svc - LC ES	6,427.82
Scoot Education Inc.	05/19/2026	772700	01-0000-0-0000-7400-5899-090-720	Temp Svc - POND ES	8,223.60
Scoot Education Inc.	05/19/2026	772700	01-0000-0-0000-7400-5899-090-720	Temp Svc - SPRUCE ES	12,455.31
Scoot Education Inc.	05/19/2026	772700	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSG ES	6,883.04
Scoot Education Inc.	05/19/2026	772700	01-0000-0-0000-7400-5899-090-720	Temp Svc - WBMS	7,526.80
Scoot Education Inc.	05/19/2026	772701	01-0000-0-0000-7400-5899-090-720	Temp Svc - ALMS	14,381.09
Scoot Education Inc.	05/19/2026	772701	01-0000-0-0000-7400-5899-090-720	Temp Svc - BURI BURI ES	5,741.04
Scoot Education Inc.	05/19/2026	772701	01-0000-0-0000-7400-5899-090-720	Temp Svc - JS ES	1,825.28
Scoot Education Inc.	05/19/2026	772701	01-0000-0-0000-7400-5899-090-720	Temp Svc - LC ES	9,215.80
Scoot Education Inc.	05/19/2026	772701	01-0000-0-0000-7400-5899-090-720	Temp Svc - MARTIN ES	5,371.04
Scoot Education Inc.	05/19/2026	772701	01-0000-0-0000-7400-5899-090-720	Temp Svc - WBMS	5,978.67
Scoot Education Inc.	05/21/2026	773569	01-0000-0-0000-7400-5899-090-720	Temp Svc - JS ES	7,430.85
Scoot Education Inc.	05/21/2026	773569	01-0000-0-0000-7400-5899-090-720	Temp Svc - POND ES	1,225.00
Scoot Education Inc.	05/21/2026	773570	01-0000-0-0000-7400-5899-090-720	Temp Svc - AD ED	5,857.46
Scoot Education Inc.	05/21/2026	773570	01-0000-0-0000-7400-5899-090-720	Temp Svc - SPRUCE ES	11,427.84
Scoot Education Inc.	05/21/2026	773570	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSFHS	2,159.00
Scoot Education Inc.	05/21/2026	773571	01-0000-0-0000-7400-5899-090-720	Temp Svc - MV ES	1,591.52
Scoot Education Inc.	05/21/2026	773571	01-0000-0-0000-7400-5899-090-720	Temp Svc - PRKWY MS	5,200.19
Scoot Education Inc.	05/21/2026	773571	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSFHS	17,950.80
Scoot Education Inc.	05/27/2026	774894	01-0000-0-0000-7400-5899-090-720	Temp Svc - AD ED	5,904.31
Scoot Education Inc.	05/27/2026	774894	01-0000-0-0000-7400-5899-090-720	Temp Svc - ECHS	6,294.00
Scoot Education Inc.	05/27/2026	774894	01-0000-0-0000-7400-5899-090-720	Temp Svc - LC ES	5,968.69
Scoot Education Inc.	05/27/2026	774894	01-0000-0-0000-7400-5899-090-720	Temp Svc - MARTIN ES	2,705.28
Scoot Education Inc.	05/27/2026	774894	01-0000-0-0000-7400-5899-090-720	Temp Svc - POND ES	4,817.52
Scoot Education Inc.	05/27/2026	774894	01-0000-0-0000-7400-5899-090-720	Temp Svc - SPRUCE ES	23,762.20
Scoot Education Inc.	05/27/2026	774894	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSFHS	3,919.75
Scoot Education Inc.	05/27/2026	774894	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSG ES	3,765.76
Scoot Education Inc.	05/27/2026	774894	01-0000-0-0000-7400-5899-090-720	Temp Svc - WBMS	7,637.04
Scoot Education Inc.	05/27/2026	774895	01-0000-0-0000-7400-5899-090-720	Temp Svc - ALMS	17,745.24
Scoot Education Inc.	05/27/2026	774895	01-0000-0-0000-7400-5899-090-720	Temp Svc - BURI BURI ES	4,150.00
Scoot Education Inc.	05/27/2026	774895	01-0000-0-0000-7400-5899-090-720	Temp Svc - ECHS	5,121.66
Scoot Education Inc.	05/27/2026	774895	01-0000-0-0000-7400-5899-090-720	Temp Svc - LC ES	9,817.52
Scoot Education Inc.	05/27/2026	774895	01-0000-0-0000-7400-5899-090-720	Temp Svc - PRKWY MS	18,787.47
Scoot Education Inc.	05/27/2026	774895	01-0000-0-0000-7400-5899-090-720	Temp Svc - SKYLINE ES	1,800.32
Scoot Education Inc.	05/27/2026	774895	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSFHS	16,394.68
Scoot Education Inc.	05/27/2026	774895	01-0000-0-0000-7400-5899-090-720	Temp Svc - WBMS	4,404.12
Scoot Education Inc.	05/27/2026	774896	01-0000-0-0000-7400-5899-090-720	Temp Svc - AD ED	378.00
Scoot Education Inc.	05/27/2026	774896	01-0000-0-0000-7400-5899-090-720	Temp Svc - BADEN HS	1,531.76
Scoot Education Inc.	05/27/2026	774896	01-0000-0-0000-7400-5899-090-720	Temp Svc - BURI BURI ES	906.50
Scoot Education Inc.	05/27/2026	774896	01-0000-0-0000-7400-5899-090-720	Temp Svc - JS ES	6,292.48
Scoot Education Inc.	05/27/2026	774896	01-0000-0-0000-7400-5899-090-720	Temp Svc - MARTIN ES	3,233.02
Scoot Education Inc.	05/27/2026	774896	01-0000-0-0000-7400-5899-090-720	Temp Svc - MV ES	1,552.00
Scoot Education Inc.	05/27/2026	774896	01-0000-0-0000-7400-5899-090-720	Temp Svc - POND ES	4,079.74
Scoot Education Inc.	05/27/2026	774896	01-0000-0-0000-7400-5899-090-720	Temp Svc - SKYLINE ES	4,953.52
Scoot Education Inc.	05/27/2026	774896	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSG ES	318.50
Scoot Education Inc.	05/27/2026	774988	01-0000-0-0000-7400-5899-090-720	Temp Svc - ECHS	7,253.04
Scoot Education Inc.	05/27/2026	774988	01-0000-0-0000-7400-5899-090-720	Temp Svc - LC ES	7,505.94

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Scoot Education Inc.	05/27/2026	774988	01-0000-0-0000-7400-5899-090-720	Temp Svc - PRWY MS	7,827.72
Scoot Education Inc.	05/27/2026	774988	01-0000-0-0000-7400-5899-090-720	Temp Svc - SPRUCE ES	12,304.02
Scoot Education Inc.	05/27/2026	774988	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSG ES	4,939.28
Scoot Education Inc.	05/27/2026	774988	01-0000-0-0000-7400-5899-090-720	Temp Svc - WBMS	12,036.36
Scoot Education Inc.	05/27/2026	774989	01-0000-0-0000-7400-5899-090-720	Temp Svc - AL MS	4,568.76
Scoot Education Inc.	05/27/2026	774989	01-0000-0-0000-7400-5899-090-720	Temp Svc - ALMS	8,477.04
Scoot Education Inc.	05/27/2026	774989	01-0000-0-0000-7400-5899-090-720	Temp Svc - BURI BURI ES	6,010.04
Scoot Education Inc.	05/27/2026	774989	01-0000-0-0000-7400-5899-090-720	Temp Svc - LC ES	9,837.28
Scoot Education Inc.	05/27/2026	774989	01-0000-0-0000-7400-5899-090-720	Temp Svc - MV ES	1,989.04
Scoot Education Inc.	05/27/2026	774989	01-0000-0-0000-7400-5899-090-720	Temp Svc - PRKWY MS	6,767.75
Scoot Education Inc.	05/27/2026	774989	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSFHS	6,124.75
Scoot Education Inc.	05/27/2026	774990	01-0000-0-0000-7400-5899-090-720	Temp Svc - BADEN HS	2,347.04
Scoot Education Inc.	05/27/2026	774990	01-0000-0-0000-7400-5899-090-720	Temp Svc - JS ES	2,347.04
Scoot Education Inc.	05/27/2026	774990	01-0000-0-0000-7400-5899-090-720	Temp Svc - JS ES	4,297.48
Scoot Education Inc.	05/27/2026	774990	01-0000-0-0000-7400-5899-090-720	Temp Svc - MARTIN ES	6,247.21
Scoot Education Inc.	05/27/2026	774990	01-0000-0-0000-7400-5899-090-720	Temp Svc - POND ES	1,763.08
Scoot Education Inc.	05/27/2026	774990	01-0000-0-0000-7400-5899-090-720	Temp Svc - SKYLINE ES	1,551.52
Scoot Education Inc.	05/27/2026	774990	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSG ES	1,387.25
Scoot Education Inc.	05/28/2026	775613	01-0000-0-0000-7400-5899-090-720	Temp Svc - AD ED	4,567.78
Scoot Education Inc.	05/28/2026	775613	01-0000-0-0000-7400-5899-090-720	Temp Svc - POND ES	5,720.00
Scoot Education Inc.	05/28/2026	775613	01-0000-0-0000-7400-5899-090-720	Temp Svc - SPRUCE ES	11,301.08
Scoot Education Inc.	05/28/2026	775614	01-0000-0-0000-7400-5899-090-720	Temp Svc - ECHS	5,953.80
Scoot Education Inc.	05/28/2026	775614	01-0000-0-0000-7400-5899-090-720	Temp Svc - SKYLINE ES	1,596.91
Scoot Education Inc.	05/28/2026	775614	01-0000-0-0000-7400-5899-090-720	Temp Svc - SSFHS	18,390.80
Scoot Education Inc.	05/28/2026	775615	01-0000-0-0000-7400-5899-090-720	Temp Svc - BURI BURI ES	318.50
Scoot Education Inc. Total					843,535.80
Scs Sign Company	05/14/2026	771499	01-0000-0-1110-1000-5810-022-070	EOY Awards Medals	493.34
Scs Sign Company	05/18/2026	772265	01-0000-0-1110-1000-5810-022-070	EOY Awards Medals	25.42
Scs Sign Company Total					518.76
SEIGEL, SATHYA D	05/18/2026	772295	01-9026-0-1110-1000-5210-090-430	STANDARD INSTITUTE/ATLANTA GA	1,311.61
SEIGEL, SATHYA D Total					1,311.61
Service Press Inc.	05/05/2026	769310	01-0000-0-0000-7350-5810-090-717	Business Services Envelopes	445.81
Service Press Inc.	05/11/2026	770405	01-0000-0-0000-3900-5810-090-501	Envelopes & Business Cards	438.97
Service Press Inc. Total					884.78
Signal Solutions Corporation	05/11/2026	770406	01-0000-0-0000-2424-5899-090-735	Hillside -Camera Cabling Work	9,025.00
Signal Solutions Corporation Total					9,025.00
Silicon Valley Ed Foundation	05/27/2026	774907	01-6762-0-1110-1000-5899-002-600	SVEF Elevate Math Summer Program	4,160.00
Silicon Valley Ed Foundation Total					4,160.00
Silicon Valley Mathematics Initiative	05/07/2026	769829	01-3182-0-1110-1000-5899-031-387	Instructional Coaching Services	1,020.00
Silicon Valley Mathematics Initiative Total					1,020.00
Silicon Valley Sports Officials Association	05/07/2026	769817	01-0000-0-1202-1000-5899-032-322	Temp Svc - ALMS	564.48
Silicon Valley Sports Officials Association	05/07/2026	769817	01-0805-0-1110-1000-5899-032-180	Temp Svc - ALMS	243.52
Silicon Valley Sports Officials Association Total					808.00
SKOLD, CARNEY B	05/27/2026	775005	01-9044-0-1110-1000-5210-090-064	NSTA NAT'; CONFERENCE 2026	533.33
SKOLD, CARNEY B Total					533.33
SMCOE County School Service Fund	05/11/2026	770425	01-0000-0-1110-1000-5899-090-762	25-26 SSFHS Mock Trial	1,300.00
SMCOE County School Service Fund	05/12/2026	770767	01-0000-0-1110-1000-5899-090-340	25/26 SMCOE Teacher Credentialing	58,250.00
SMCOE County School Service Fund Total					59,550.00
South City Lumber & Supply	05/27/2026	774897	01-6383-0-3800-1000-4320-033-314	Open PO - Construction Supplies	915.85
South City Lumber & Supply	05/27/2026	774897	01-8150-0-0000-8110-4320-090-741	Open P.O. for Misc Maintenance Supplies	4,990.74
South City Lumber & Supply Total					5,906.59
South City Star Smog Test Only	05/27/2026	774915	01-0000-0-0000-8200-5899-090-760	Open P.O. - Vehicle Maintenance/Smog Testing	71.70
South City Star Smog Test Only Total					71.70
South San Francisco Scavenger	05/27/2026	774876	01-0000-0-0000-8200-5540-090-760	Open P.O. - Garbage Pick Up	9,185.55
South San Francisco Scavenger Total					9,185.55
South San Francisco Tire Service Inc.	05/21/2026	773603	01-8150-0-0000-8110-4320-090-741	Open P.O. for Vehicle Maintenance Parts	2,742.67
South San Francisco Tire Service Inc. Total					2,742.67
SOUVA, BONNIE	05/04/2026	768900	01-9010-0-5760-3900-5210-090-350	CA SCHOOL NURSE ORGAN CONF-MONTEREY CA	1,233.56
SOUVA, BONNIE Total					1,233.56
SPECIALTY'S CAFE & BAKERY	05/04/2026	768878	01-0000-0-1110-1000-5822-090-762	Open PO - Food for Meetings	313.80
SPECIALTY'S CAFE & BAKERY	05/07/2026	769813	01-0000-0-0000-7400-5822-090-715	Open PO - Food for Meetings	72.19
SPECIALTY'S CAFE & BAKERY	05/11/2026	770432	01-0000-0-1110-1000-5822-090-762	Open PO - Food for Meetings	756.88
SPECIALTY'S CAFE & BAKERY	05/19/2026	772703	01-0000-0-1110-1000-5822-090-762	Open PO - Food for Meetings	47.33
SPECIALTY'S CAFE & BAKERY	05/21/2026	773572	01-0000-0-1110-1000-5822-090-762	Open PO - Food for Meetings	3.95
SPECIALTY'S CAFE & BAKERY	05/21/2026	773617	01-0000-0-0000-7400-5822-090-715	Open PO - Food for Meetings	102.75
SPECIALTY'S CAFE & BAKERY	05/27/2026	774908	01-0000-0-1110-1000-5822-090-762	Open PO - Food for Meetings	417.76

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
SPECIALTY'S CAFE & BAKERY Total					1,714.66
Spectrum Center Schools	05/04/2026	768894	01-6500-0-5760-1180-5870-090-230	NPS - Spectrum	4,360.65
Spectrum Center Schools	05/04/2026	768894	01-6500-0-5760-1180-5880-090-230	NPS - Spectrum	4,340.70
Spectrum Center Schools	05/04/2026	768894	01-6500-0-5760-1180-5899-090-230	NPS - Spectrum	276.00
Spectrum Center Schools	05/05/2026	769305	01-6500-0-5760-1180-5820-090-230	NPS - Spectrum	5,489.50
Spectrum Center Schools	05/05/2026	769305	01-6500-0-5760-1180-5870-090-230	NPS - Spectrum	44,189.25
Spectrum Center Schools	05/05/2026	769305	01-6500-0-5760-1180-5880-090-230	NPS - Spectrum	76,797.00
Spectrum Center Schools	05/05/2026	769305	01-6500-0-5760-1180-5899-090-230	NPS - Spectrum	3,187.80
Spectrum Center Schools Total					138,640.90
SPEECH PATHOLOGY GROUP INC AKA: SPG THERAPY & EDUCATION	05/21/2026	773573	01-6500-0-5760-3150-5899-090-220	NPA - SPG Therapy: Speech & Language Pathologist	16,909.60
SPEECH PATHOLOGY GROUP INC AKA: SPG THERAPY & EDUCATION Total					16,909.60
Ssf Federation Of Adult Educat	05/14/2026	771494	01-0000-0- - -9589- -	Reissue of Stale Dated Check#725937	453.79
Ssf Federation Of Adult Educat Total					453.79
SSFUSD - DEDAP	05/11/2026	770407	01-2600-0-0000-8200-5899-090-358	ELOP	18,795.00
SSFUSD - DEDAP	05/27/2026	774872	01-2600-0-0000-8200-5899-090-358	ELOP	18,795.00
SSFUSD - DEDAP Total					37,590.00
Standard Plumbing Supply Co.	05/27/2026	774916	01-8150-0-0000-8110-4320-090-741	Open P.O. - Plumber, HVAC & Maintenance Supplies	34.45
Standard Plumbing Supply Co. Total					34.45
Staples Advantage	05/14/2026	771500	01-0000-0-0000-7300-4320-090-717	Super-Tuff Expanding Folders	58.65
Staples Advantage Total					58.65
STARLA'S CREATIVE TEACHING TIP EWAN STARLA A.	05/19/2026	772704	01-7370-0-3800-1000-4320-033-368	EMS Orders	1,841.94
STARLA'S CREATIVE TEACHING TIP EWAN STARLA A. Total					1,841.94
State Of Ca Dept Of Justice Acctg Office, Cashiering Unit	05/07/2026	769843	01-0000-0-0000-7400-5840-090-715	FINGERPRINTING	571.00
State Of Ca Dept Of Justice Acctg Office, Cashiering Unit	05/07/2026	769843	01-0000-0-0000-7400-5841-090-715	FINGERPRINTING	1,788.00
State Of Ca Dept Of Justice Acctg Office, Cashiering Unit Total					2,359.00
STEINBORN, MATTHEW	05/12/2026	770795	01-9010-0-5760-3900-5210-090-350	CSHA SAN FRANCISCO	152.48
STEINBORN, MATTHEW Total					152.48
STILLMAN, ALEXANDER M	05/27/2026	775006	01-7399-0-1110-1000-5210-031-311	NAPA VALLEY WELLNESS CONF	839.44
STILLMAN, ALEXANDER M Total					839.44
Sunbelt Staffing	05/11/2026	770426	01-0000-0-0000-7400-5899-090-715	Substitute Staffing	5,789.70
Sunbelt Staffing	05/19/2026	772705	01-0000-0-0000-7400-5899-090-715	Substitute Staffing	2,887.20
Sunbelt Staffing	05/21/2026	773618	01-0000-0-0000-7400-5899-090-715	Substitute Staffing	1,762.20
Sunbelt Staffing Total					10,439.10
Suping Yang	05/28/2026	775653	01-6500-0-5760-2490-5820-090-245	MAR26 MILEAGE	99.18
Suping Yang Total					99.18
SWEET, RONALD	05/18/2026	772272	01-0000-0-1202-1000-5814-033-070	Clock/Scoreboard Official	3,950.00
SWEET, RONALD Total					3,950.00
SWRCB	05/27/2026	774903	01-0000-0-0000-8200-5899-025-760	ANNUAL STORM WATER PERMIT FEES	835.00
SWRCB Total					835.00
Sylvia Katherine Eldredge 3 KINGS SERVICES	05/28/2026	775673	01-0000-0-0000-2110-5899-090-762	3 King Svcs for T & L Newsletter	3,000.00
Sylvia Katherine Eldredge 3 KINGS SERVICES Total					3,000.00
TAI, SAMMANTHA	05/04/2026	768891	01-0000-0-1110-1000-4320-022-070	PLANTS, SEEDS, GARDEN SOIL, FERTILIZER	194.39
TAI, SAMMANTHA	05/28/2026	775632	01-0000-0-1110-1000-4320-022-070	ICE CREAM PARTY SCIENTIST OF THE WK	178.43
TAI, SAMMANTHA Total					372.82
TAM, CINDY M	05/27/2026	774953	01-0805-0-4760-1000-4320-032-123	ELAC AWARDS CEREMONY	460.00
TAM, CINDY M	05/27/2026	775008	01-0805-0-1110-1000-5210-032-180	CA DISTINGUISHED SCHOOL CONFERENCE	1,677.00
TAM, CINDY M Total					2,137.00
TAPIA, ELVIRA	05/04/2026	768892	01-0000-0-0000-2110-5220-090-762	MILEAGE ATCW, GLAD, CAT MEET,	16.34
TAPIA, ELVIRA Total					16.34
The Adam-hill Company	05/12/2026	770812	01-8150-0-0000-8110-4320-090-741	Open P.O. - Misc Supplies	560.29
The Adam-hill Company	05/27/2026	774987	01-8150-0-0000-8110-4320-090-741	Open P.O. - Misc Supplies	206.62
The Adam-hill Company Total					766.91
The Avalon Academy	05/11/2026	770441	01-6500-0-5760-1180-5870-090-230	NPS - Avalon Academy	12,832.08
The Avalon Academy	05/11/2026	770441	01-6500-0-5760-1180-5880-090-230	NPS - Avalon Academy	5,788.00
The Avalon Academy Total					18,620.08
The Library Store Inc	05/27/2026	774939	01-6770-0-1201-1000-4320-033-186	Art Tables/Chairs for Visual Arts	7.55-
The Library Store Inc	05/27/2026	774939	01-6770-0-1201-1000-4420-033-186	Art Tables/Chairs for Visual Arts	9,850.85
The Library Store Inc Total					9,843.30
The Stepping Stones Group	05/12/2026	770768	01-3310-0-5760-1110-5899-090-201	NPA - Stepping Stones	25,226.94
The Stepping Stones Group	05/18/2026	772266	01-3310-0-5760-1110-5899-090-201	NPA - Stepping Stones	11,462.31
The Stepping Stones Group	05/18/2026	772287	01-6500-0-5760-3120-5899-090-245	NPA - Stepping Stones	4,954.25
The Stepping Stones Group Total					41,643.50
THOMPSON, BRUCE	05/28/2026	775657	01-0000-0-0000-7150-5801-090-714	Leadership Coaching	4,000.00
THOMPSON, BRUCE Total					4,000.00
T-mobile	05/11/2026	770427	01-0000-0-0000-2700-5910-033-480	T-Mobile Phone Services	61.65
T-mobile	05/11/2026	770427	01-0000-0-0000-2700-5910-090-735	T-Mobile Phone Services	2,198.19

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
T-mobile	05/11/2026	770427	01-0000-0-0000-2700-5910-090-762	T-Mobile Phone Services	96.11
T-mobile	05/11/2026	770427	01-0000-0-0000-3130-5910-090-503	T-Mobile Phone Services	61.65
T-mobile	05/11/2026	770427	01-0000-0-0000-7200-5910-090-714	T-Mobile Phone Services	35.88
T-mobile	05/11/2026	770427	01-0000-0-0000-7200-5910-090-715	T-Mobile Phone Services	56.60
T-mobile	05/11/2026	770427	01-0000-0-0000-7200-5910-090-760	T-Mobile Phone Services	246.11
T-mobile	05/11/2026	770427	01-6500-0-5760-2700-5910-090-245	T-Mobile Phone Services	35.88
T-mobile Total					2,792.07
TNTP Inc	05/18/2026	772273	01-0000-0-1110-1000-5899-090-762	Coaching Support - ALMS	12,011.50
TNTP Inc Total					12,011.50
Touchline Software Inc.	05/05/2026	769311	01-0000-0- - -9330- -	Quick Permit Software Renewal 2026-2027	510.00
Touchline Software Inc. Total					510.00
Tpx Communications Co.	05/27/2026	774909	01-0000-0-0000-2424-5899-090-735	Voice Conversion Upgrade for '25-'26 YR.	5,330.88
Tpx Communications Co. Total					5,330.88
TRAUTMAN, GREGORY R	05/27/2026	774954	01-0805-0-1110-1000-4320-033-180	SCIENCE TEACHING SUPPLI ES	173.87
TRAUTMAN, GREGORY R Total					173.87
UC Regents University of CA,Berkeley	05/14/2026	771467	01-6266-0-1110-1000-5210-090-341	CRLP's 2026 Summer ELD Institute	6,300.00
UC Regents University of CA,Berkeley Total					6,300.00
Uline	05/14/2026	771468	01-8150-0-0000-8110-4320-090-741	Open P.O. - Facilities Supplies	991.58
Uline	05/21/2026	773619	01-0000-0-0000-8200-4320-021-759	Custodial Supplies	549.52
Uline	05/27/2026	774873	01-0000-0-0000-8200-4320-021-759	Custodial Supplies	84.96
Uline	05/27/2026	774917	01-8150-0-0000-8110-4320-090-741	Open P.O. - Facilities Supplies	876.93
Uline Total					2,502.99
United Coach Tours	05/05/2026	769317	01-0802-0-1110-1000-5821-032-197	Temp Svc - ALMS	1,365.00
United Coach Tours	05/07/2026	769844	01-6387-0-3800-1000-5821-032-394	Transportation	980.00
United Coach Tours	05/11/2026	770419	01-6383-0-3800-1000-5821-032-312	Field Trip Transportation for CTE	2,690.00
United Coach Tours	05/11/2026	770419	01-6383-0-3800-1000-5821-032-312	Field Trip Transportation to Oracle Park	1,287.00
United Coach Tours	05/11/2026	770419	01-6383-0-3800-1000-5821-032-313	Field Trip Transportation to Oracle Park	1,287.00
United Coach Tours	05/21/2026	773607	01-0000-0-1202-1000-5821-032-322	Transportation	160.00
United Coach Tours	05/27/2026	774868	01-0000-0-1202-1000-5821-032-322	Transportation	54.76
United Coach Tours	05/27/2026	774868	01-0805-0-1110-1000-5821-032-180	Transportation	12,505.24
United Coach Tours	05/28/2026	775658	01-0805-0-1110-1000-5821-032-180	Transportation	1,210.00
United Coach Tours	05/28/2026	775660	01-3010-0-1110-1000-5821-022-301	8th grade EOY field trip	3,030.00
United Coach Tours Total					24,569.00
United Rentals (North America), Inc.	05/27/2026	774918	01-8150-0-0000-8110-5600-090-741	Open P.O. for Equipment Rentals	29.67
United Rentals (North America), Inc.	05/27/2026	774918	01-8150-0-0000-8110-5802-090-741	On-Site Training	4,800.30
United Rentals (North America), Inc. Total					4,829.97
United Site Services	05/21/2026	773623	01-0000-0-0000-8200-5600-090-760	Open P.O. - Rental of Portable Toilets	2,904.93
United Site Services	05/27/2026	774910	01-0000-0-0000-8200-5600-090-760	Open P.O. - Rental of Portable Toilets	105.15
United Site Services Total					3,010.08
UPS Store	05/05/2026	769312	01-0000-0-0000-7400-5841-090-715	Livescan/Fingerprinting	3,808.97
UPS Store Total					3,808.97
USI Education & Government	05/18/2026	772274	01-6770-0-1201-1000-4320-006-186	Prop 28 - Art Supplies	433.39
USI Education & Government	05/18/2026	772274	01-6770-0-1201-1000-4420-006-186	Prop 28 - Art Supplies	2,307.32
USI Education & Government Total					2,740.71
VALENZUELA, JUDY	05/05/2026	769302	01-6500-0-5760-1190-4322-090-245	MEET SNACKS MANDRAINS	10.00
VALENZUELA, JUDY	05/27/2026	774955	01-6500-0-5760-1190-4322-090-245	SPED STAFF MEET	59.92
VALENZUELA, JUDY Total					69.92
VALI, MAYURA	05/21/2026	773594	01-9010-0-5760-1190-5210-090-350	CSNO CONFERENCE MONTEREY CA	1,626.95
VALI, MAYURA Total					1,626.95
Vater Percussion Inc	05/11/2026	770408	01-6770-0-1110-1000-4320-033-186	Percussion Supplies	1,363.31
Vater Percussion Inc Total					1,363.31
Verizon	05/21/2026	773624	01-8150-0-0000-8110-5899-090-741	Open P.O. - GPS Vehicle Tracking System	1,819.20
Verizon Total					1,819.20
Vernier Software & Technology Inc	05/11/2026	770388	01-9044-0-1110-1000-4320-090-064	HS Physics	24,490.39
Vernier Software & Technology Inc Total					24,490.39
Vex Robotics Inc.	05/18/2026	772284	01-6387-0-3800-3900-5802-090-394	Computer Science All Access Digital	1,998.00
Vex Robotics Inc.	05/27/2026	774911	01-6387-0-3800-1000-4320-032-394	CTE Computer Science Supplies and Equipment	1,582.38
Vex Robotics Inc.	05/27/2026	774911	01-6387-0-3800-1000-4420-032-394	CTE Computer Science Supplies and Equipment	2,746.83
Vex Robotics Inc.	05/27/2026	774940	01-6387-0-3800-1000-4320-032-394	Computer Science Supplies & Software	249.50
Vex Robotics Inc.	05/27/2026	774940	01-6387-0-3800-1000-4320-033-394	Computer Science Supplies	499.00
Vex Robotics Inc.	05/27/2026	774940	01-6387-0-3800-1000-5813-032-394	Computer Science Supplies & Software	249.50
Vex Robotics Inc. Total					7,325.21
VILLASENOR, ROXANNA B	05/07/2026	769824	01-9026-0-1110-1000-5210-090-430	STANDARDS INSTITUTE, ATLANTA, GEORGIA	1,149.75
VILLASENOR, ROXANNA B Total					1,149.75
VWR International	05/07/2026	769830	01-9010-0-1110-1000-4320-090-360	HS Bio - EC 25-26	458.48
VWR International	05/07/2026	769845	01-9010-0-1110-1000-4320-090-360	HS Bio - EC 25-26	270.82

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
VWR International	05/11/2026	770389	01-9010-0-1110-1000-4320-090-360	HS Bio - EC 25-26	93.05
VWR International	05/11/2026	770409	01-9010-0-1110-1000-4320-090-360	HS Bio - EC 25-26	2,659.32
VWR International	05/11/2026	770433	01-9010-0-1110-1000-4320-090-360	HS Bio - EC 25-26	93.05
VWR International	05/14/2026	771501	01-9010-0-1110-1000-4320-090-360	HS Bio - EC 25-26	134.19
VWR International	05/18/2026	772285	01-9010-0-1110-1000-4320-090-360	HS Bio - EC 25-26	805.14
VWR International Total					4,514.05
Weingarten Children's Center	05/05/2026	769306	01-6500-0-5760-1180-5870-090-230	NPS - Weingarten	1,862.00
Weingarten Children's Center	05/05/2026	769306	01-6500-0-5760-1180-5880-090-230	NPS - Weingarten	9,456.00
Weingarten Children's Center Total					11,318.00
Welldom Inc	05/18/2026	772288	01-3310-0-5760-1110-5899-090-201	NPA - Welldom	8,580.00
Welldom Inc	05/18/2026	772288	01-6500-0-5760-1110-5899-090-201	NPA - Welldom	19,040.00
Welldom Inc	05/19/2026	772696	01-6500-0-5760-1110-5899-090-201	NPA - Welldom	15,340.00
Welldom Inc	05/19/2026	772696	01-6500-0-5760-1190-5899-090-245	NPA - Welldom	35,710.00
Welldom Inc Total					78,670.00
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-2424-4320-090-735	Dell Hard Drives Refurbished	1,500.00
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-2424-4320-090-735	Dome Cameras	1,777.25
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-2424-4320-090-735	Refund from Sticker Mule	86.80-
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-2424-5813-090-735	Recurring mo chrges for IT	20.00
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-2424-5813-090-735	Recurring mo. chrgs for IT-AWS	251.76
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-3900-5210-090-501	Boost Conf. Apr26	1,397.29
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-7110-4320-090-713	Golden Apples	849.00
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-7110-4320-090-713	Retirement Frames	629.70
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-7110-4322-090-713	Board Meeting 04/23/26	99.95
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-7110-4322-090-713	Board Meeting 04/9/26	95.74
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-7110-4322-090-713	Board Meeting Supplies 05/02/26	46.92
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-7110-5210-090-713	Kent Awards Tickets	130.00
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-7110-5210-090-713	SMCSBA Ticket	20.00
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-7110-5210-090-713	SSF Chambers of Banquet Tickes	375.00
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-7110-5210-090-713	SSF Rotary Tickets	86.93
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-7110-5210-090-713	SSF Rotoray Tickets	84.38
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-7110-5822-090-713	Principal Opps Meeting	744.76
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-7150-4320-090-714	Students Roundtable	188.95
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-7150-5210-090-714	CDE Conf Apr26	480.00
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-7150-5210-090-714	Kent Awards Tickets	65.00
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-7150-5210-090-714	SSF Chambers of Banquet Tickes	450.00
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-7300-5210-090-717	Casbo Conf Mar26	4,647.00
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-0000-8200-4320-090-760	Petroleum	521.29
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-1110-1000-4200-090-762	Books - SP Teacher College Press	184.47
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-1110-1000-4200-090-762	Books - Solution Tree	1,677.75
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-1110-1000-4320-033-070	Refund Costco Testing Supplies	49.41-
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-1110-1000-4320-033-070	Testing Supplies and materials	189.92
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-1219-1000-4320-032-070	ECHS Culinary	2,104.62
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0000-0-1219-1000-4320-033-070	SSFHS Culinary	1,163.63
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-0802-0-1110-1000-5815-032-197	Food for Giants Field Trip	1,000.00
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-8150-0-0000-8110-4320-090-741	Circuit Timer	99.81
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-8150-0-0000-8110-4320-090-741	Hose Handle Assy	149.42
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-8150-0-0000-8110-4320-090-741	Light Bulbs	76.98
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-8150-0-0000-8110-5813-090-741	Software Auto Scanners	1,790.00
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-9010-0-1110-1000-5210-010-356	Russell J Kent Award Tickets	203.25
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-9025-0-1110-1000-5815-033-356	Food for Giants Field Trip	1,100.00
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-9025-0-1110-1000-5815-033-356	Giants Ticket - Field Trip	4,400.00
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-9044-0-1110-1000-5210-090-064	CDE Conf Apr26	522.00
Wells Fargo Elite Card Payment Center	05/18/2026	772279	01-9044-0-1110-1000-5210-090-064	NSTA Conf April 26 Refund	3,611.06-
Wells Fargo Elite Card Payment Center	05/18/2026	772280	01-0000-0-0000-8200-4320-090-760	Petroleum	3,208.13
Wells Fargo Elite Card Payment Center	05/19/2026	772684	01-0000-0-0000-3900-5210-090-501	Boost Conf. Apr26	10.34
Wells Fargo Elite Card Payment Center	05/19/2026	772684	01-0000-0-0000-7300-5210-090-717	Casbo Conf Mar26	19.72
Wells Fargo Elite Card Payment Center	05/19/2026	772684	01-0000-0-0000-7300-5813-090-717	Recurring mo. chrgs for Bus Svc	20.00
Wells Fargo Elite Card Payment Center	05/19/2026	772684	01-0000-0-1219-1000-4320-033-070	SSFHS Culinary	1.02
Wells Fargo Elite Card Payment Center	05/19/2026	772691	01-0000-0-0000-8200-4320-090-760	Petroleum	40.51
Wells Fargo Elite Card Payment Center Total					28,675.22
Wells Fargo Vendor Fin Serv	05/07/2026	769846	01-0000-0-1110-1000-5600-090-722	Copiers Lease - District-Wide	2,084.93
Wells Fargo Vendor Fin Serv Total					2,084.93
Westborough Water District	05/21/2026	773608	01-0000-0-0000-8200-5530-090-760	Open P.O. - Water & Sewer Westborough	3,788.44
Westborough Water District Total					3,788.44
Wings Learning Center	05/18/2026	772289	01-6500-0-5760-1180-5870-090-230	NPS - Wings	7,017.56
Wings Learning Center	05/18/2026	772289	01-6500-0-5760-1180-5880-090-230	NPS - Wings	6,897.00

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Wings Learning Center	05/18/2026	772289	01-6500-0-5760-1180-5899-090-230	NPS - Wings	194.75
Wings Learning Center Total					14,109.31
Wipebook Corp.	05/07/2026	769831	01-0805-0-1110-1000-4320-012-180	WipeChart	3,500.65
Wipebook Corp. Total					3,500.65
WONG, NATALIE Y	05/28/2026	775633	01-9010-0-1110-1000-4320-090-055	HELIX CUP PRIZES	266.40
WONG, NATALIE Y	05/28/2026	775633	01-9010-0-1110-1000-4322-090-055	HELIX CUP MEET	130.60
WONG, NATALIE Y Total					397.00
Worthington Direct	05/27/2026	774941	01-9305-0-1110-3900-4420-032-391	Wellness Center Furniture	9,306.42
Worthington Direct Total					9,306.42
Xerox Business Solutions	05/14/2026	771502	01-0000-0-0000-7350-5600-090-717	Color/B&W Copy Charges	233.09
Xerox Business Solutions	05/14/2026	771502	01-0000-0-0000-7550-5600-090-718	Color/B&W Copy Charges	.06
Xerox Business Solutions Total					233.15
Xerox Financial Services	05/21/2026	773609	01-0000-0-0000-7350-5600-090-717	Xerox Copier Lease - C405 / C60	20.17
Xerox Financial Services	05/21/2026	773609	01-0000-0-0000-7550-5600-090-718	Xerox Copier Lease - C405 / C60	465.64
Xerox Financial Services	05/27/2026	774869	01-0000-0-0000-7350-5600-090-717	Xerox Copier Lease - C405 / C60	.90
Xerox Financial Services	05/27/2026	774869	01-0000-0-0000-7550-5600-090-718	Xerox Copier Lease - C405 / C60	20.72
Xerox Financial Services Total					507.43
YANOVER, DAVID A	05/19/2026	772697	01-6387-0-3800-1000-5210-090-394	SMCOE CTE COUNTY WIDE SPRING ADVISORY	22.91
YANOVER, DAVID A Total					22.91
Your Party Rental Company	05/04/2026	768869	01-9010-0-1110-1000-5899-090-174	CLE Purposeful Partnerships 0415 Rentals	2,370.00
Your Party Rental Company Total					2,370.00
Youth Service Bureaus of the YMCA	05/04/2026	768870	01-6762-0-1110-1000-5899-090-384	Mental Health Services	80,953.86
Youth Service Bureaus of the YMCA Total					80,953.86
			Fund 01	**Subtotal**	**$ 5,563,373.74**
AT&T	05/14/2026	771495	11-0000-0-4110-2700-5910-041-480	AT&T	62.26
AT&T Total					62.26
California Water Service	05/12/2026	770770	11-0000-0-0000-8200-5530-041-760	Open P.O. - Water & Sewer	1,690.71
California Water Service Total					1,690.71
COLEEN PETERSEN	05/27/2026	775000	11-0000-0-4110-1000-4322-041-763	MEMBER EXPENSE MEALS MILEAGE	38.35
COLEEN PETERSEN	05/27/2026	775000	11-0000-0-4110-1000-5220-041-763	MEMBER EXPENSE MEALS MILEAGE	97.75
COLEEN PETERSEN Total					136.10
LISA GONZALVES	05/27/2026	775002	11-0000-0-4110-1000-4322-041-763	MEMBER EXPENSE MEALS MILEAGE	43.43
LISA GONZALVES	05/27/2026	775002	11-0000-0-4110-1000-5220-041-763	MEMBER EXPENSE MEALS MILEAGE	47.43
LISA GONZALVES Total					90.86
PRASAD, SEEMAA S	05/27/2026	774893	11-0000-0-4110-1000-4322-041-763	WASC COMMITTEE LUNCH DAY	451.80
PRASAD, SEEMAA S Total					451.80
PSI Services LLC - ETS Digital	05/21/2026	773605	11-6391-0-4151-1000-5817-041-151	HiSET Test Scoring	404.00
PSI Services LLC - ETS Digital Total					404.00
SUZY KELLY	05/27/2026	775007	11-0000-0-4110-1000-4322-041-763	MEMBER EXPENSE MEALS MILEAGE	83.04
SUZY KELLY	05/27/2026	775007	11-0000-0-4110-1000-5220-041-763	MEMBER EXPENSE MEALS MILEAGE	57.02
SUZY KELLY Total					140.06
			Fund 11	**Subtotal**	**$ 2,975.79**
Amazon Capital Services	05/11/2026	770385	12-6105-0-8510-1000-4320-045-830	Site Supplies	68.94
Amazon Capital Services	05/11/2026	770385	12-6105-0-8535-1000-4320-045-835	Parent Advisory Meetings	59.69
Amazon Capital Services	05/11/2026	770385	12-6105-0-8535-1000-4320-045-835	Site Supplies	68.93
Amazon Capital Services	05/11/2026	770385	12-9010-0-8533-1000-4320-045-833	Parent Advisory Meetings	59.68
Amazon Capital Services	05/11/2026	770385	12-9010-0-8533-1000-4320-045-833	Site Supplies	68.93
Amazon Capital Services	05/14/2026	771488	12-9010-0-8533-1000-4320-045-833	Classroom Supplies	40.64
Amazon Capital Services	05/28/2026	775635	12-9010-0-8533-1000-4320-045-833	Classroom Supplies	33.47
Amazon Capital Services Total					400.28
ANTS After School LLC	05/27/2026	774922	12-6105-0-8510-1000-5899-045-830	Sports Enrichment Program	11,523.34
ANTS After School LLC	05/27/2026	774922	12-9010-0-8530-1000-5899-045-832	Sports Enrichment Program	23,046.66
ANTS After School LLC Total					34,570.00
AT&T	05/14/2026	771495	12-6105-0-8510-2700-5910-045-830	AT&T	62.31
AT&T Total					62.31
California Water Service	05/12/2026	770770	12-6105-0-8510-8200-5530-045-830	Open P.O. - Water & Sewer	94.14
California Water Service	05/12/2026	770770	12-6105-0-8535-8200-5530-045-835	Open P.O. - Water & Sewer	129.48
California Water Service	05/12/2026	770770	12-9010-0-8533-8200-5530-045-833	Open P.O. - Water & Sewer	129.48
California Water Service Total					353.10
Childcare Careers	05/11/2026	770410	12-6105-0-8535-1000-5899-045-835	Children's Center	1,227.13
Childcare Careers	05/11/2026	770410	12-9010-0-8533-1000-5899-045-861	Children's Center	1,227.12
Childcare Careers	05/12/2026	770765	12-9010-0-8533-1000-5899-045-861	Hillside Child Dev't Ctr.	312.00
Childcare Careers	05/28/2026	775627	12-6105-0-8535-1000-5899-045-835	Children's Center	3,441.46
Childcare Careers	05/28/2026	775627	12-9010-0-8533-1000-5899-045-861	Children's Center	3,441.46
Childcare Careers	05/28/2026	775627	12-9010-0-8533-1000-5899-045-861	Hillside Child Dev't Ctr.	3,884.00
Childcare Careers Total					13,533.17

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
CLAYBON, ERIC C	05/27/2026	774958	12-6105-0-8535-1000-4322-045-835	AIR HORNS BKFASTPARENT CAFE	179.83
CLAYBON, ERIC C	05/27/2026	774958	12-6105-0-8535-1000-5899-045-835	AIR HORNS BKFASTPARENT CAFE	93.34
CLAYBON, ERIC C Total					273.17
FERRARI, LISA A	05/27/2026	774948	12-9010-0-8533-8200-4320-045-833	BUTTERFLY HOUSING UNIT	62.50
FERRARI, LISA A Total					62.50
FRIAS, DARLIN	05/11/2026	770386	12-6105-0-8535-1000-5220-045-835	FAMILY ELIGIBILITY & NEED MEET	20.30
FRIAS, DARLIN Total					20.30
Global Industrial	05/27/2026	774929	12-6105-0-8535-1000-4320-045-835	Classroom Supplies	813.01
Global Industrial Total					813.01
Hillyard Inc	05/27/2026	774930	12-6105-0-8510-8200-4320-045-830	Children's Center Custodial Supplies	291.93
Hillyard Inc	05/27/2026	774930	12-6105-0-8535-8200-4320-045-835	Children's Center Custodial Supplies	291.95
Hillyard Inc	05/27/2026	774930	12-9010-0-8533-8200-4320-045-833	Children's Center Custodial Supplies	291.95
Hillyard Inc Total					875.83
Lakeshore Learning Materials, Llc	05/11/2026	770413	12-9010-0-8533-1000-4320-045-833	Classroom Supplies	201.69
Lakeshore Learning Materials, Llc Total					201.69
ODP Business Solutions LLC	05/04/2026	768884	12-9010-0-8533-1000-4320-045-833	Classroom Supplies	63.05
ODP Business Solutions LLC	05/04/2026	768884	12-9010-0-8533-1000-4320-045-833	Office Supplies	443.47
ODP Business Solutions LLC	05/07/2026	769842	12-6105-0-8535-1000-4320-045-835	Parent Activities Posters	41.74
ODP Business Solutions LLC	05/07/2026	769842	12-9010-0-8533-1000-4320-045-833	Parent Activities Posters	41.74
ODP Business Solutions LLC	05/27/2026	774943	12-6105-0-8510-1000-4320-045-830	Classroom/Site Supplies	243.07
ODP Business Solutions LLC	05/27/2026	774943	12-6105-0-8535-1000-4320-045-835	Classroom/Site Supplies	243.06
ODP Business Solutions LLC	05/27/2026	774943	12-9010-0-8533-1000-4320-045-833	Classroom/Site Supplies	243.07
ODP Business Solutions LLC Total					1,319.20
School Specialty LLC	05/07/2026	769828	12-9010-0-8533-1000-4320-045-833	Classroom Supplies	233.07
School Specialty LLC	05/14/2026	771466	12-9010-0-8533-1000-4320-045-833	Swing Seat	85.94
School Specialty LLC Total					319.01
SMCOE	05/11/2026	770431	12-6105-0-8535-1000-5210-045-835	Professional Development	40.11
SMCOE	05/11/2026	770431	12-9010-0-8533-1000-5210-045-833	Professional Development	40.12
SMCOE Total					80.23
The Education Team	05/11/2026	770411	12-6105-0-8510-1000-5899-045-830	Buri Buri Child Dev't Ctr	969.91
The Education Team	05/11/2026	770411	12-6105-0-8510-1000-5899-045-830	Skyline ES	230.00
The Education Team	05/11/2026	770411	12-9010-0-8530-1000-5899-045-832	Buri Buri Child Dev't Ctr	2,909.74
The Education Team	05/11/2026	770411	12-9010-0-8530-1000-5899-045-832	Skyline ES	690.00
The Education Team	05/11/2026	770422	12-6105-0-8510-1000-5899-045-830	Buri Buri Child Dev't Ctr	1,029.75
The Education Team	05/11/2026	770422	12-9010-0-8530-1000-5899-045-832	Buri Buri Child Dev't Ctr	3,089.23
The Education Team	05/28/2026	775628	12-6105-0-8510-1000-5899-045-830	Buri Buri Child Dev't Ctr	195.50
The Education Team	05/28/2026	775628	12-6105-0-8510-1000-5899-045-830	Children's Center	2,760.00
The Education Team	05/28/2026	775628	12-9010-0-8530-1000-5899-045-832	Buri Buri Child Dev't Ctr	3,181.24
The Education Team Total					15,055.37
			Fund 12	**Subtotal**	**$ 67,939.17**
Advanced Integrated Pest Mgmt	05/14/2026	771489	13-5310-0-0000-3700-5807-090-820	Pest Control & Related Services 2025/2026	166.00
Advanced Integrated Pest Mgmt	05/21/2026	773595	13-5310-0-0000-3700-5807-090-820	Pest Control & Related Services 2025/2026	166.00
Advanced Integrated Pest Mgmt Total					332.00
AT&T	05/14/2026	771495	13-5310-0-0000-3700-5910-090-820	AT&T	45.08
AT&T Total					45.08
Bay Area News Group	05/11/2026	770420	13-5310-0-0000-3700-5811-090-820	Newspaper Ads for Bid Process	934.96
Bay Area News Group	05/14/2026	771490	13-5310-0-0000-3700-5811-090-820	Newspaper Ads for Bid Process	476.16
Bay Area News Group Total					1,411.12
Daylight Foods Inc	05/07/2026	769822	13-5310-0-0000-3700-4700-090-820	Food Products	3,304.18
Daylight Foods Inc	05/11/2026	770382	13-5310-0-0000-3700-4700-090-820	Food Products	16.24
Daylight Foods Inc	05/14/2026	771491	13-5310-0-0000-3700-4700-090-820	Food Products	11,161.24
Daylight Foods Inc	05/21/2026	773596	13-5310-0-0000-3700-4700-090-820	Food Products	5,505.76
Daylight Foods Inc	05/27/2026	774992	13-5310-0-0000-3700-4700-090-820	Food Products	2,993.13
Daylight Foods Inc Total					22,980.55
ESPINOZA, GEORGINA	05/07/2026	769832	13-5310-0-0000-3700-5220-090-820	SSFHS -ECHS SERVING LUNCH	29.52
ESPINOZA, GEORGINA	05/14/2026	771454	13-5310-0-0000-3700-5220-090-820	SERVING LUNCH SSFHS-ECHS	19.68
ESPINOZA, GEORGINA Total					49.20
Gold Star Foods	05/07/2026	769823	13-5310-0-0000-3700-4700-090-820	Food Products	3,181.13
Gold Star Foods	05/11/2026	770383	13-5310-0-0000-3700-4700-090-820	Food Products	8,195.17
Gold Star Foods	05/21/2026	773597	13-5310-0-0000-3700-4700-090-820	Food Products	11,630.23
Gold Star Foods	05/27/2026	774865	13-5310-0-0000-3700-4700-090-820	Food Products	20,208.82
Gold Star Foods	05/27/2026	774993	13-5310-0-0000-3700-4700-090-820	Food Products	3,554.10
Gold Star Foods	05/28/2026	775624	13-5310-0-0000-3700-4700-090-820	Food Products	219.90
Gold Star Foods Total					46,989.35
Imperial Dade	05/07/2026	769836	13-5310-0-0000-3700-4340-090-820	Open PO - Supplies	3,921.15
Imperial Dade	05/14/2026	771492	13-5310-0-0000-3700-4340-090-820	Open PO - Supplies	318.71

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Imperial Dade	05/21/2026	773598	13-5310-0-0000-3700-4340-090-820	Open PO - Supplies	3,183.64
Imperial Dade	05/28/2026	775623	13-5310-0-0000-3700-4340-090-820	Open PO - Supplies	1,265.48
Imperial Dade Total					8,688.98
Individual FoodService	05/11/2026	770391	13-5310-0-0000-3700-4340-090-820	Open PO - Supplies	2,998.75
Individual FoodService	05/27/2026	774994	13-5310-0-0000-3700-4340-090-820	Open PO - Supplies	616.75
Individual FoodService Total					3,615.50
MOONCHEF LLC	05/07/2026	769811	13-5310-0-0000-3700-5801-090-820	Vended Meals during Kitchen Renovation '25-'26	236,794.30
MOONCHEF LLC Total					236,794.30
Producers Dairy Foods Inc.	05/04/2026	768880	13-5310-0-0000-3700-4700-090-820	Milk & Dairy Purchases	4,798.29
Producers Dairy Foods Inc.	05/07/2026	769825	13-5310-0-0000-3700-4700-090-820	Milk & Dairy Purchases	7,389.75
Producers Dairy Foods Inc.	05/21/2026	773610	13-5310-0-0000-3700-4700-090-820	Milk & Dairy Purchases	10,929.48
Producers Dairy Foods Inc.	05/27/2026	774870	13-5310-0-0000-3700-4700-090-820	Milk & Dairy Purchases	1,680.42
Producers Dairy Foods Inc.	05/28/2026	775636	13-5310-0-0000-3700-4700-090-820	Milk & Dairy Purchases	2,324.48
Producers Dairy Foods Inc. Total					27,122.42
STOOKEY, MELISSA CLAIRE	05/04/2026	768890	13-5310-0-0000-3700-4320-090-820	SERVSAFE, FOOD & SUPPLIES	7.68
STOOKEY, MELISSA CLAIRE	05/04/2026	768890	13-5310-0-0000-3700-4322-090-820	SERVSAFE, FOOD & SUPPLIES	403.26
STOOKEY, MELISSA CLAIRE	05/04/2026	768890	13-5310-0-0000-3700-5899-090-820	SERVSAFE, FOOD & SUPPLIES	11.99
STOOKEY, MELISSA CLAIRE	05/07/2026	769835	13-5310-0-0000-3700-4340-090-820	WMS BBQ, MARTIN DUENAS JACKET & BOOTS	354.24
STOOKEY, MELISSA CLAIRE Total					777.17
Sysco Food Services of SF	05/04/2026	768881	13-5310-0-0000-3700-4700-090-820	Food Purchases	1,194.63
Sysco Food Services of SF	05/11/2026	770387	13-5310-0-0000-3700-4700-090-820	Food Purchases	420.20
Sysco Food Services of SF	05/21/2026	773611	13-5310-0-0000-3700-4700-090-820	Food Purchases	1,709.17
Sysco Food Services of SF Total					3,324.00
T-mobile	05/11/2026	770427	13-5310-0-0000-3700-5910-090-820	T-Mobile Phone Services	25.77
T-mobile Total					25.77
Wells Fargo Elite Card Payment Center	05/18/2026	772279	13-5310-0-0000-3700-4320-090-820	Summer School Banners	454.84
Wells Fargo Elite Card Payment Center	05/18/2026	772279	13-5310-0-0000-3700-4320-090-820	Supplies for Golden Apple	306.86
Wells Fargo Elite Card Payment Center Total					761.70
			Fund 13	**Subtotal**	**$ 352,917.14**
ALLIED STORAGE CONTAINERS INC	05/07/2026	769818	21-9010-0-0000-8500-5600-032-926	Container Rentals - ECHS Cntrl. Kitch. & Cafeteria	87.90
ALLIED STORAGE CONTAINERS INC	05/07/2026	769818	21-9010-0-0000-8500-5600-098-926	Container Rentals - ECHS Cntrl. Kitch. & Cafeteria	219.75
ALLIED STORAGE CONTAINERS INC Total					307.65
Atlas Technical Consultants LLC	05/28/2026	775617	21-9010-0-0000-8500-6255-025-960	Geotechnical Services at Westborough MS	8,526.25
Atlas Technical Consultants LLC Total					8,526.25
Bay Area News Group	05/12/2026	770796	21-9010-0-0000-8500-5811-090-902	Open PO - Advertising	1,098.64
Bay Area News Group	05/14/2026	771455	21-9010-0-0000-8500-5811-090-902	Open PO - Advertising	515.84
Bay Area News Group Total					1,614.48
California Water Service Compa	05/04/2026	768871	21-9010-0-0000-8500-5530-033-743	Fire Flow Test for SSF HS_between 14 and 16 Wilms Ave	525.00
California Water Service Compa	05/05/2026	769298	21-9010-0-0000-8500-5530-033-743	Fire Flow Test for SSF HS_Adjacent to 555 El Camino Real	525.00
California Water Service Compa Total					1,050.00
DODGE CONSTRUCTION NETWORK LLC Dodge Data & Analytics	05/18/2026	772275	21-9010-0-0000-8500-5811-090-902	Open PO - Advertising	300.00
DODGE CONSTRUCTION NETWORK LLC Dodge Data & Analytics Total					300.00
EICHLER ASSOCIATES INC.	05/07/2026	769819	21-9010-0-0000-8500-6290-032-926	Commissioning Services-ECHS Central Kitchen & Cafe	1,062.50
EICHLER ASSOCIATES INC.	05/07/2026	769819	21-9010-0-0000-8500-6290-098-926	Commissioning Services-ECHS Central Kitchen & Cafe	862.50
EICHLER ASSOCIATES INC. Total					1,925.00
FIVE STAR BANK	05/27/2026	774991	21-9010-0-0000-8500-6270-025-960	Escrow ACCT for McGuire and Hester	2,264.44
FIVE STAR BANK Total					2,264.44
Hamilton & Aitken Architects	05/28/2026	775618	21-9010-0-0000-8500-6210-098-926	Architect for the ECHS Central Kitchen - Phase 3	11,531.52
Hamilton & Aitken Architects Total					11,531.52
Hohbach-lewin Inc	05/07/2026	769820	21-9010-0-0000-8500-6140-009-743	Topographic Services for MVES	4,500.00
Hohbach-lewin Inc	05/11/2026	770380	21-9010-0-0000-8500-6140-009-743	Topographic Services for MVES	9,875.00
Hohbach-lewin Inc Total					14,375.00
ISI Inspection Services Inc.	05/14/2026	771486	21-9010-0-0000-8500-6273-098-926	Inspection Svcs for the ECHS Central & WMS Field	1,704.01
ISI Inspection Services Inc.	05/18/2026	772260	21-9010-0-0000-8500-6273-025-960	Inspection Svcs for the ECHS Central & WMS Field	1,469.27
ISI Inspection Services Inc. Total					3,173.28
KITCHELL CORPORATION DBA Kitchell/CEM Inc.	05/28/2026	775619	21-9010-0-0000-8500-6205-098-900	Kitchell-CEM Inc. - Project Management Agreement	148,822.00
KITCHELL CORPORATION DBA Kitchell/CEM Inc.	05/28/2026	775619	21-9010-0-0000-8500-6272-025-960	Kitchell-CEM Inc. - Project Management Agreement	21,600.00
KITCHELL CORPORATION DBA Kitchell/CEM Inc.	05/28/2026	775619	21-9010-0-0000-8500-6272-032-926	Kitchell-CEM Inc. - Project Management Agreement	20,871.00
KITCHELL CORPORATION DBA Kitchell/CEM Inc.	05/28/2026	775619	21-9010-0-0000-8500-6272-098-926	Kitchell-CEM Inc. - Project Management Agreement	20,521.00
KITCHELL CORPORATION DBA Kitchell/CEM Inc. Total					211,814.00
MCGUIRE AND HESTER	05/28/2026	775620	21-9010-0-0000-8500-6270-025-960	Field & Pavement Improvements Project at WMS	43,024.33
MCGUIRE AND HESTER Total					43,024.33
MECA Consulting Inc Millennium Consulting	05/18/2026	772261	21-9010-0-0000-8500-6273-014-743	Hazardous Material Consulting at SGES	5,865.25
MECA Consulting Inc Millennium Consulting Total					5,865.25
MULTISTUDIO INC.	05/04/2026	768872	21-9010-0-0000-8500-6210-032-743	Architectural Services for ECHS Modernization	124,190.95
MULTISTUDIO INC. Total					124,190.95

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
PG&E CFM/PPC Department	05/14/2026	771456	21-9010-0-0000-8500-6235-014-743	PG&E for Sunshine ES_Project NUMBER : P000466761	3,000.00
PG&E CFM/PPC Department Total					3,000.00
PINELLI CONSTRUCTION INSPECTION INC.	05/12/2026	770763	21-9010-0-0000-8500-6290-025-960	Inspector Record Services	3,640.00
PINELLI CONSTRUCTION INSPECTION INC.	05/12/2026	770763	21-9010-0-0000-8500-6290-032-926	Inspector Record Services	3,120.00
PINELLI CONSTRUCTION INSPECTION INC.	05/14/2026	771449	21-9010-0-0000-8500-6290-098-926	Inspector Record Services	1,040.00
PINELLI CONSTRUCTION INSPECTION INC. Total					7,800.00
Rodan Builders Inc.	05/28/2026	775621	21-9010-0-0000-8500-6270-032-743	Construction Services for ECHS	61,000.00
Rodan Builders Inc. Total					61,000.00
Rozzi's Reproduction & Supply	05/07/2026	769821	21-9010-0-0000-8500-6260-098-902	Open PO - Bond Document Solution	1,023.32
Rozzi's Reproduction & Supply	05/27/2026	774902	21-9010-0-0000-8500-6260-098-902	Open PO - Bond Document Solution	761.98
Rozzi's Reproduction & Supply Total					1,785.30
SIM ARCHITECTS INC	05/04/2026	768873	21-9010-0-0000-8500-6210-009-743	Assessment Svs for the MV ES Modernization Project	73,392.12
SIM ARCHITECTS INC	05/18/2026	772276	21-9010-0-0000-8500-6210-009-743	Assessment Svs for the MV ES Modernization Project	71,024.63
SIM ARCHITECTS INC Total					144,416.75
T-mobile	05/11/2026	770427	21-9010-0-0000-8200-5910-090-902	T-Mobile Phone Services	51.54
T-mobile Total					51.54
Vanir Construction Management Inc	05/28/2026	775622	21-9010-0-0000-8500-6272-014-743	Construction Management Services for SGES	2,016.00
Vanir Construction Management Inc Total					2,016.00
Verde Design Inc.	05/18/2026	772277	21-9010-0-0000-8500-6210-025-960	Landscape Services at Westborough MS	1,600.00
Verde Design Inc. Total					1,600.00
Wells Fargo Vendor Fin Serv	05/11/2026	770381	21-9010-0-0000-8200-5600-098-902	Lease Agreement for Bond Copier	122.32
Wells Fargo Vendor Fin Serv Total					122.32
			Fund 21	**Subtotal**	**$ 651,754.06**
Cumming Management Group, Inc.	05/27/2026	774934	25-0000-0-0000-8500-6272-006-921	Supplemental Const Management Assistance JS/MV	1,075.00
Cumming Management Group, Inc.	05/27/2026	774934	25-0000-0-0000-8500-6272-009-921	Supplemental Const Management Assistance JS/MV	1,075.00
Cumming Management Group, Inc. Total					2,150.00
Pionic Unit Construction Inc.	05/18/2026	772278	25-0000-0-0000-8500-6270-006-921	Installation of New TK Classrooms Bldgs, MV & JS	152,950.00
Pionic Unit Construction Inc.	05/18/2026	772278	25-0000-0-0000-8500-6270-009-921	Installation of New TK Classrooms Bldgs, MV & JS	189,240.00
Pionic Unit Construction Inc. Total					342,190.00
Schoolworks Inc	05/11/2026	770418	25-0000-0-0000-8100-5801-090-717	Demographics & Enrollment Projections Study	8,000.00
Schoolworks Inc Total					8,000.00
			Fund 25	**Subtotal**	**$ 352,340.00**

Description/ Vendor Name	Effective Date	Warrant/E FT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Hibser Yamauchi Architects Inc	05/11/2026	770400	40-9010-0-0000-8500-6170-012-945	Skyline ES HVAC Replacement Project	4,117.60
Hibser Yamauchi Architects Inc Total					4,117.60
OPENING TECHNOLOGIES INC.	05/28/2026	775616	40-9010-0-0000-8500-6410-006-919	Aiphone Intercom for JSES	18,084.80
OPENING TECHNOLOGIES INC. Total					18,084.80
Project Support Services Inc.	05/27/2026	774874	40-9010-0-0000-8110-5899-090-902	DSA Close-Out Services	12,675.00
Project Support Services Inc. Total					12,675.00
Siemens Industry Inc.	05/04/2026	768879	40-9010-0-0000-8500-6270-006-939	Fire Alarm Control Panel Repair/Replacement	19,988.32
Siemens Industry Inc.	05/04/2026	768879	40-9010-0-0000-8500-6270-009-939	Fire Alarm Control Panel Repair/Replacement	24,406.65
Siemens Industry Inc. Total					44,394.97
Wells Fargo Elite Card Payment Center	05/18/2026	772279	40-9010-0-0000-8110-5899-090-902	Convenience Fee #01-116522	317.40
Wells Fargo Elite Card Payment Center	05/19/2026	772684	40-9010-0-0000-8110-5899-090-902	Filing Fee #01-116522	10,615.50
Wells Fargo Elite Card Payment Center Total					10,932.90
			Fund 40	**Subtotal**	**$ 90,205.27**
KEILLYN SOTO RODRIGUEZ	05/27/2026	774888	73-0000-0-0000-3900-5880-033-724	2025-2026 ALCALDE FAMILY SCHOLARSHIP AWARDEE	2,000.00
KEILLYN SOTO RODRIGUEZ Total					2,000.00
LINDA DOMINGUEZ RAMIREZ	05/27/2026	774899	73-0000-0-0000-3900-5880-033-724	2025-2026 ALCALDE FAMILY SCHOLARSHIP AWARDEE	8,000.00
LINDA DOMINGUEZ RAMIREZ Total					8,000.00
LUZ ARMENTA ALDANA	05/27/2026	774891	73-0000-0-0000-3900-5880-033-724	2025-2026 ALCALDE FAMILY SCHOLARSHIP AWARDEE	2,000.00
LUZ ARMENTA ALDANA Total					2,000.00
			Fund 73	**Subtotal**	**$ 12,000.00**
Grand Total					**$ 7,093,505.17**
		WARRANTS BY FUND SUMMARY			
		01	GENERAL FUND		5,563,373.74
		11	ADULT EDUCATION FUND		2,975.79
		12	CHILD DEVELOPMENT FUND		67,939.17
		13	NUTRITION SERVICES FUND		352,917.14
		14	DEFERRED MAINTENANCE		-
		21	BUILIDING FUND (BOND)		651,754.06
		25	CAPITAL FACILITES FUND		352,340.00
		40	SPECIAL RESERVE FUND		90,205.27
		73	FOUNDATION TRUST FUND		12,000.00
		TOTAL WARRANT REGISTER			**$ 7,093,505.17**
		SCHOOLS BY SITE CODE			
		000	UNDEFINED		
		002	BURI-BURI		
		004	COMMUNITY DAY SCHOOL		
		005	HILLSIDE		
		006	JUNIPERO SERRA		
		007	LOS CERRITOS		
		008	MARTIN		
		009	MONTE VERDE		
		010	PONDEROSA		
		011	SERRA VISTA		
		012	SKYLINE		
		013	SPRUCE		
		014	SUNSHINE GARDENS		
		016	ALL SOULS		
		018	ST. VERONICA		
		021	ALTA LOMA		
		022	PARKWAY HEIGHTS		
		025	WESTBOROUGH		
		031	BADEN		
		032	EL CAMINO		
		033	SOUTH SAN FRANCISCO		
		041	ADULT SCHOOL		
		045	CHILDREN'S CENTER		
		047	FOXRIDGE		
		090	DISTRICT OFFICE		
		098	DISTRICT WIDE		

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

DATE: June 25, 2026

RE: Cash Receipts Summary – May 1 to May 31, 2026

ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered System
☒ **N/A:** Not Applicable

BACKGROUND:

The attached list is a Cash Receipts Summary Report for the period of May 1 to May 31, 2026. The report is shown by Fund.

FISCAL IMPLICATIONS:

The Cash Receipts Summary Report represents revenues received by the District for the period of May 1 to May 31, 2026.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the attached Cash Receipts Summary Report.

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 05/01/2026 To: 05/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 01 GENERAL FUND					
Revenue					
8011	REV LIMIT ST AID CURR YR	3,356,626.00	1,241,950.00	2,114,676.00	0.6
8012	EPA ENTITLEMENT	1,474,946.00	368,737.00	1,106,209.00	0.7
8021	HOMEOWNERS' EXEMPTION	367,579.00	-	367,579.00	1.0
8029	OTHR SUBVENT/IN-LIEU TAX	-	5,594.30	(5,594.30)	1.0
8041	SECURED ROLLS TAX	103,583,363.00	5,108,906.01	98,474,456.99	1.0
8042	UNSECURED ROLL TAXES	5,641,846.00	5,754,100.17	(112,254.17)	-
8043	PRIOR YEARS' TAXES	242,999.00	243,011.99	(12.99)	-
8047	COMM REDEVLPMNT FUNDS	41,361,682.00	876,577.12	40,485,104.88	1.0
8091	REVENUE LIMIT TRANSFERS	(2,342,944.00)	-	(2,342,944.00)	1.0
8096	TRSF-CHARTER SCH/LIEU-PROP TAX	(42,028.00)	(37,704.00)	(4,324.00)	0.1
8097	PROPERTY TAXES TRANSFERS	6,500,140.30	1,339,881.96	5,160,258.34	0.8
8181	SP ED ENTITL PER UDC	1,826,412.69	3,566.77	1,822,845.92	1.0
8182	SP ED DISCRETNARY GRANTS	159,840.98	92,398.81	67,442.17	0.4
8285	INTAGENCY CONTR BETW LEAS	19,224.00	-	19,224.00	1.0
8290	ALL OTHER FEDERAL REVENUE	2,736,156.28	435,360.82	2,300,795.46	0.8
8319	OTHER ST APPORTNMNT-PR YR	21,734.00	197,134.90	(175,400.90)	-
8550	MANDATED COST REIMBURSE	367,275.46	369,206.00	(1,930.54)	-
8560	STATE LOTTERY REVENUE	2,068,113.00	(299,138.00)	2,367,251.00	1.1
8590	ALL OTHER STATE REVENUES	15,588,184.00	4,959,069.88	10,629,114.12	0.7
8625	COM REDEVEL FUND NOT SUBJ	4,923,591.00	-	4,923,591.00	1.0
8631	SALE OF EQUIP & SUPPLIES	11,600.00	-	11,600.00	1.0
8650	LEASES AND RENTALS	824,179.68	265,657.84	558,521.84	0.7
8660	INTEREST INCOME	2,635,989.60	728,194.77	1,907,794.83	0.7
8699	ALL OTHER LOCAL REVENUE	1,087,809.33	580,598.18	507,211.15	0.5
8919	OTH AUTH INTRFND XFERS IN	13,301.00	-	13,301.00	1.0
8974	PROCEEDS FRM SBITAS	-	200,073.55	(200,073.55)	1.0
Total Revenue		192,427,620.32	22,433,178.07	169,994,442.25	
Total Fund 01 GENERAL FUND		192,427,620.32	22,433,178.07	169,994,442.25	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 05/01/2026 To: 05/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 11 ADULT EDUCATION FUND					
Revenue					
8290	ALL OTHER FEDERAL REVENUE	147,390.00	-	147,390.00	1.0
8590	ALL OTHER STATE REVENUES	1,388,948.00	462,980.00	925,968.00	0.7
8631	SALE OF EQUIP & SUPPLIES	300.00	-	300.00	1.0
8660	INTEREST INCOME	58,889.25	18,054.61	40,834.64	0.7
8671	ADULT EDUCATION FEES	2,940.00	-	2,940.00	1.0
8699	ALL OTHER LOCAL REVENUE	25,800.00	-	25,800.00	1.0
Total Revenue		1,624,267.25	481,034.61	1,143,232.64	
Total Fund 11 ADULT EDUCATION FUND		1,624,267.25	481,034.61	1,143,232.64	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 05/01/2026 To: 05/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 12 CHILD DEVELOPMENT FUND					
Revenue					
8290	ALL OTHER FEDERAL REVENUE	287,865.32	109,050.19	178,815.13	0.6
8590	ALL OTHER STATE REVENUES	2,607,438.00	1,273,262.40	1,334,175.60	0.5
8660	INTEREST INCOME	64,450.00	23,578.27	40,871.73	0.6
8673	CHILDREN'S CENTERS FEES	1,086.26	143.30	942.96	0.9
8689	ALL OTHR FEES & CONTRACTS	398,615.00	32,094.00	366,521.00	0.9
8699	ALL OTHER LOCAL REVENUE	1,438,596.52	635.35	1,437,961.17	1.0
8911	FROM GENERAL TO CHILD DEV	112,296.29	-	112,296.29	1.0
Total Revenue		4,910,347.39	1,438,763.51	3,471,583.88	
Total Fund 12 CHILD DEVELOPMENT FUND		4,910,347.39	1,438,763.51	3,471,583.88	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 05/01/2026 To: 05/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 13 CAFETERIA FUND					
Revenue					
8222	CHILD NUTRITION-FEDERAL REIMB	1,733,880.96	25,270.26	1,708,610.70	1.0
8227	FED.REIMB.-CHILD CARE	85,448.80	14,701.13	70,747.67	0.8
8522	CHILD NUTRITION-STATE REIMB	2,958,256.00	13,367.37	2,944,888.63	1.0
8523	STATE REIMB.-CHILD CARE	14,000.00	368.49	13,631.51	1.0
8634	CHILD NUTRITION-DAILY SALES	81,667.00	11,462.63	70,204.37	0.9
8637	CHILD NUTRITION-STDNT CATERING	160,000.00	14,313.80	145,686.20	0.9
8638	CHILD NUTRITION-ADULT CATERING	297.00	(52.00)	349.00	1.2
8660	INTEREST INCOME	60,000.00	18,370.10	41,629.90	0.7
Total Revenue		5,093,549.76	97,801.78	4,995,747.98	
Total Fund 13 CAFETERIA FUND		5,093,549.76	97,801.78	4,995,747.98	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 05/01/2026 To: 05/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 14 DEFERRED MAINTENANCE FUND					
Revenue					
8091	REVENUE LIMIT TRANSFERS	2,342,944.00	-	2,342,944.00	1.0
8660	INTEREST INCOME	524,000.00	135,646.82	388,353.18	0.7
Total Revenue		2,866,944.00	135,646.82	2,731,297.18	
Total Fund 14 DEFERRED MAINTENANCE FUND		2,866,944.00	135,646.82	2,731,297.18	

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 05/01/2026 To: 05/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 17 SP RESRV FD(OT CPTL OTLY PROJ)					
Revenue					
8660	INTEREST INCOME	670,000.00	173,526.43	496,473.57	0.7
Total Revenue		670,000.00	173,526.43	496,473.57	
Total Fund 17 SP RESRV FD(OT CPTL OTLY PROJ		670,000.00	173,526.43	496,473.57	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 05/01/2026 To: 05/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 21 BUILDING FUND					
Revenue					
8660	INTEREST INCOME	4,350,000.00	1,559,236.00	2,790,764.00	0.6
Total Revenue		4,350,000.00	1,559,236.00	2,790,764.00	
Total Fund 21 BUILDING FUND		4,350,000.00	1,559,236.00	2,790,764.00	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 05/01/2026 To: 05/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 25 CAPITAL FACILITIES FUND					
Revenue					
8660	INTEREST INCOME	350,000.00	111,633.86	238,366.14	0.7
8681	MITIGATION/DEVELOPER FEES	550,000.00	62,819.15	487,180.85	0.9
Total Revenue		900,000.00	174,453.01	725,546.99	
Total Fund 25 CAPITAL FACILITIES FUND		900,000.00	174,453.01	725,546.99	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 05/01/2026 To: 05/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 35 CO SCHOOL FACILITIES FUND					
Revenue					
8660	INTEREST INCOME	2.00	0.34	1.66	0.8
Total Revenue		2.00	0.34	1.66	
Total Fund 35 CO SCHOOL FACILITIES FUND		2.00	0.34	1.66	

SAN MATEO COUNTY OFFICE OF EDUCATION

40 - South San Francisco Unified School District

Budget Summary Report - Summary (From: 05/01/2026 To: 05/31/2026)

Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 40 SPECIAL RESERVE FUND CAP					
Revenue					
8660	INTEREST INCOME	90,000.00	23,095.85	66,904.15	0.7
8912	BTW GENERAL & SP RESERVE	4,923,591.00	-	4,923,591.00	1.0
Total Revenue		5,013,591.00	23,095.85	4,990,495.15	
Total Fund 40 SPECIAL RESERVE FUND CAP		5,013,591.00	23,095.85	4,990,495.15	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 05/01/2026 To: 05/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 73 FOUNDATION TRUST FUND					
Revenue					
8660	INTEREST INCOME	14,000.00	6,298.33	7,701.67	0.6
8699	ALL OTHER LOCAL REVENUE	150.00	-	150.00	1.0
Total Revenue		14,150.00	6,298.33	7,851.67	
Total Fund 73 FOUNDATION TRUST FUND		14,150.00	6,298.33	7,851.67	

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

DATE: June 25, 2026

RE: Declaration of Surplus Items

ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The attached report is a list of items throughout the District that is unusable, not operable or obsolete. The District has determined each of the items is not under warranty and is not cost effective to repair due to its age.

The South San Francisco Unified School District would like to declare all the items obsolete and/or inoperable. The ten (10) items are detailed on the attached list and the total net book value for all the items is zero dollars ($0).

FISCAL IMPLICATIONS:

No money will be lost from the above recommended transaction because the items do not hold any value that has not already been amortized. Any funds generated from the disposal (sale, recycle, etc.) will be deposited into Fund 01. Upon Board approval, the District will dispose of the items.

RECOMMENDATION:

Staff recommends that the Board of Trustees declare ten (10) items unusable and obsolete as surplus items with a net book value of zero dollars ($0). It is further recommended that the District be authorized to dispose of these items.

Declaration of Surplus Items					
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location
14410	6/1/2019	1	MINI FRIDGE		PONDEROSA E.S.
41161	4/11/2017	1	DELL LAPTOP		PONDEROSA E.S.
33631	6/10/2014	1	DELL LAPTOP	2388312	PONDEROSA E.S.
34018	6/1/2019	1	DELL LAPTOP		PONDEROSA E.S.
34017	6/1/2019	1	DELL LAPTOP		PONDEROSA E.S.
52176	6/1/2019	1	CANNON PRINTER		PONDEROSA E.S.
26153	5/1/2012	1	AVER DOCUMENT CAMERA	5142612030P	PONDEROSA E.S.
41165	4/11/2017	1	DELL LAPTOP		PONDEROSA E.S.
24002	6/1/2019	1	HP PRINTER		PONDEROSA E.S.
44689	1/18/2018	1	DELL TOWER		PONDEROSA E.S.
	Total Items:	**10**			

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: June 25, 2026

RE: Acceptance of Gifts

ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The District has received the attached list of cash and in-kind gifts during the month of June 2026.

FISCAL IMPLICATIONS:

The gifts will benefit the District Office or school sites that have been requested by the donors.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees accepts the gifts on behalf of the District.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT – ACCEPTANCE OF GIFTS FOR JUNE 2026.

It is recommended that the South San Francisco Unified School District Board of Trustees accept the following gifts for the District:

$5,175.65 from Alta Loma Middle School PTA to Alta Loma Middle School in support of the Turkey Trot event.

$5,000 from Monte Verde Elementary School PTA to Monte Verde Elementary School in support of student and school needs, for use under the principal's discretion.

$15,660.50 – 2 check donations ($7,160.50 and $8,500) from Monte Verde Elementary School PTA to Monte Verde Elementary School in support of Outdoor Ed.

$187 from Debra Sheehan to Martin Elementary School in support of Outdoor Ed.

$500 from El Metate Restaurant Corp to Martin Elementary School support of the 5th Grade Promotion Picnic.

$300 – A non-monetary donation of a set of laboratory glassware valued roughly at $300 to El Camino High School in support of the science department.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: June 25, 2026

RE: Acceptance of 2026-27 Fundraisers

ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

Each year, the Board of Trustees approves all fundraisers to be held on behalf of the schools and students of the District.

The following fundraisers are being submitted for approval:

El Camino High School

Leadership	Snap Raise Campaign Begins - An online fundraising platform, to collect donations in support of student programs and activities. Commencing throughout the 2026-27 school year.
Link Crew	SocieTEA Boba Sale – Selling a variety of boba beverages during Freshman Orientation to support Link Crew activities and student engagement programs. Commencing August 2026.
Leadership	ASB Leadership Senior Paint Day/Painted Parking Spot Sale – Selling painted parking spot opportunities to support student activities and programs. Commencing August 2026.

Leadership	ASB Leadership Car Wash – Conducting a student-led car wash fundraiser to support student activities and programs. Commencing August 2026.
ASB/Student Store	Student Store Snow Cone Sale – Selling snow cones during student events and activities throughout the 2026-27 school year.
Leadership	Ice Cream Social Sale – Selling ice cream and related refreshments during student events to support student activities and programs. Commencing throughout the 2026-27 school year.
Class Offices	Spirit Wear Sale – Selling spirit wear, accessories, and promotional items to support class activities and programs. Commencing throughout the 2026-27 school year.
ASB + Class Offices	Movie Night Concessions – Selling concession items during student movie night events to support class activities and programs. Commencing August 21, 2026.
Leadership	Movie Night Ticket Sales – Selling tickets for student movie night events to support student activities and programs. Commencing August 21, 2026.
Class of 2027	Senior Sunrise Add-On Sale – Selling refreshments, merchandise, and related items during Senior Sunrise activities to support class programs. Commencing August 24, 2026.
Animal Club	National Wildlife Day-Animal Cracker Giveaway/Sponsor and Awareness Fundraiser – Conducting fundraising and awareness activities in support of Animal Club programs and events. Commencing September 1, 2026.
Student Store	Aguas Frescas and Horchata Sale – Selling aguas frescas, horchata, and similar beverages to support student activities and programs. Commencing September 4, 2026.

Film Club	SocieTEA Boba Sale – Selling boba beverages to support Film Club activities and programs. Commencing September 4, 2026.
Leadership	Homecoming Ticket Sales – Selling tickets for Homecoming activities and events. Commencing throughout the 2026-27 school year.
Math Club	Panda Plate Fundraiser – Selling Panda plates to support club activities and programs. Commencing September 11, 2026.
Math Club	SocieTEA Boba Sale – Selling boba beverages to support club activities and programs. Commencing September 11, 2026.
Wellness Club	Bundt Cake Sale – Selling bundt cakes to support club activities and programs. Commencing September 18, 2026.
Planeteers Club	Jamba Juice Fundraiser – Selling Jamba Juice products to support club activities and programs. Commencing September 18, 2026.
Key Club	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support Key Club activities and programs. Commencing throughout the 2026-27 school year.
All Grades	Homecoming Dance Concessions – Selling concession items during Homecoming activities and events to support class activities and programs. Commencing September 25, 2026.
All Grades	Homecoming Game Spirit and Concessions Sales – Selling spirit items, snacks, beverages, and concession items during Homecoming athletic events to support student activities and programs. Commencing September 25, 2026.
Class Office	Homecoming Pie and Jelly Sales – Selling pies, jelly, and related food items during Homecoming activities to support class activities and programs. Commencing September 25, 2026.

Class Office	Homecoming Spam Musubi Sales – Selling spam musubi during Homecoming activities to support class activities and programs. Commencing September 25, 2026.
Band / Performing Arts	Play-A-Thon Fundraiser – Conducting a music and performance-based fundraiser to support band and performing arts programs. Commencing October 2, 2026.
American Red Cross Club	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support American Red Cross Club activities and programs. Commencing October 2, 2026.
QSA	Rainbow Pin Giveaway and Donation Drive – Distributing rainbow pins and accepting voluntary donations to support club activities, awareness initiatives, and student programs. Commencing October 5, 2026.
Fashion Club	Waffle Sales – Selling waffles to support Fashion Club activities and programs. Commencing October 9, 2026.
Chinese Culture Club	Tarts and Bao Sales – Selling tarts, bao, and related food items to support club activities and cultural programs. Commencing October 16, 2026.
Middle Eastern Club	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support Middle Eastern Club activities and programs. Commencing October 16, 2026.
Biotech Club	Donut Hole Fundraiser – Selling donut holes to support Biotech Club activities and programs. Commencing October 23, 2026.
All Grades and Clubs	Fall Festival Club/Class Concessions – Selling food, beverages, desserts, snacks, and concession items during the Fall Festival to support club and class activities and programs. Commencing October 24, 2026.
Leadership	Fall Festival Tickets and Games – Selling event tickets and game participation opportunities during the Fall Festival to

	support student activities and programs. Commencing October 24, 2026.
Animal Club	Candy Sales – Selling candy items to support Animal Club activities and programs. Commencing October 30, 2026.
ASB/Student Store	Costume Contest and Spirit Merchandise Sales – Selling spirit merchandise and conducting fundraising activities associated with Halloween and Red Ribbon Week events to support student activities and programs. Commencing October 30, 2026.
The GiveLight Club	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support The GiveLight Club activities and programs. Commencing October 30, 2026.
American Red Cross Club	Pizookie Fundraiser – Selling pizookies to support American Red Cross Club activities and programs. Commencing November 6, 2026.
All Grades	Bell Game Concessions and Spirit Sales – Selling spirit items, beverages, snacks, and concession items during Bell Game activities to support student programs and class activities. Commencing November 6, 2026.
QSA	Hot Cocoa and Cup Noodle Sales – Selling hot cocoa, cup noodles, and related food items to support club activities and programs. Commencing November 13, 2026.
Cosmetology Club	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support Cosmetology Club activities and programs. Commencing November 13, 2026.
Drama Club	Fall Musical Concessions – Selling concession items during Fall Musical performances to support drama, newspaper, and performing arts programs. Commencing November 20, 2026.
Chinese Culture Club	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support Chinese Culture Club activities and programs. Commencing November 20, 2026.

Class of 2027	Thanksgiving Pie Fundraiser – Selling pies during the Thanksgiving season to support senior class activities and programs. Commencing November 23, 2026.
Interact Club	Mochi Donut Sales – Selling mochi donuts to support club activities and programs. Commencing December 4, 2026.
ASB	Pictures with Santa – Providing holiday-themed photo opportunities and picture sales to support student activities and programs. Commencing December 4, 2026.
Business Club	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support club activities and programs. Commencing December 4, 2026.
All Grades	Winter Ball Concessions and Add-On Sales – Selling beverages, snacks, photo booth add-ons, and concession items during Winter Ball activities to support student programs and class activities. Commencing December 4, 2026.
Leadership	Winter Ball Ticket Sales – Selling tickets for Winter Ball activities and events to support student programs and activities. Commencing December 4, 2026.
PEERS/ASB	Stress Management Support Activity Sales – Selling cocoa, snacks, stress-relief kits, and related items to support student wellness activities and programs. Commencing December 8, 2026.
Link Crew	Cocoa & Cram Fundraiser – Selling cocoa, snacks, and related refreshments during academic support activities to support Link Crew programs and activities. Commencing December 9, 2026.
Art Club	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support club activities and programs. Commencing December 11, 2026.
GiveLight +	Specialty Drink Sale – Selling specialty beverages to support

Middle Eastern Club	club activities and programs. Commencing December 11, 2026.
Band/Choir + Student Store	Winter Concert Concessions – Selling concession items during Winter Concert performances to support music programs and student activities. Commencing December 11, 2026.
Student Store	Holiday Candle Sales – Selling holiday-themed candles to support student activities and programs. Commencing December 14, 2026.
Student Store	Quarter-Zip and Spirit Apparel Sales – Selling spirit apparel and promotional merchandise to support student activities and programs. Commencing December 14, 2026.
Leadership	Movie, Puzzle, and Trivia Night Add-On Sales – Selling event add-ons and participation items during student activities to support student programs and events. Commencing January 8, 2027.
MESA Club	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support club activities and programs. Commencing January 8, 2027.
Leadership	Welcome Back Movie Night Ticket Sales – Selling tickets for student movie night events to support student activities and programs. Commencing January 8, 2027.
Fashion Club	Hot Chocolate and Ice Cream Sales – Selling hot chocolate, ice cream, and related refreshments to support club activities and programs. Commencing January 15, 2027.
American Cancer Society	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support club activities and programs. Commencing January 15, 2027.
Class of 2027/ASB	Prom Ticket Sales – Selling prom tickets to support prom activities and student programs. Commencing January 19, 2027.

Biotech Club	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support club activities and programs. Commencing January 22, 2027.
Interact Club	Spam Musubi Sales – Selling spam musubi to support club activities and programs. Commencing January 22, 2027.
QSA	Donut Sales – Selling donuts to support club activities and programs. Commencing January 29, 2027.
Planeteers Club	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support club activities and programs. Commencing January 29, 2027.
Drama/Newspaper	Winter Play Concessions – Selling concession items during Winter Play performances to support drama, newspaper, and performing arts programs. Commencing January 29, 2027.
Leadership	Hoops Rally Students vs. Staff Add-On Sales – Selling tickets, concessions, and event add-ons during Hoops Rally activities to support student programs and activities. Commencing February 1, 2027.
ASB and Clubs	ICC Food Court – Conducting food sales through club-operated booths during the ICC Food Court event to support student clubs and organizations. Commencing throughout the 2026-27 school year.
Art Club	Caricature Drawings Fundraiser – Providing caricature drawings to raise funds for club activities and programs. Commencing February 8, 2027.
Leadership	Bell Schedule Bingo – Selling additional bingo cards and related participation items during rally activities to support student programs and activities. Commencing February 8, 2027.
Choir	Valentine Grams – Selling Valentine grams to support choir activities and programs. Commencing February 8, 2027.

ASB and Class of 2030	Build Your Own Bouquet and Candy Grams – Selling bouquets, candy grams, and related items during Valentine's Day activities to support student programs and class activities. Commencing February 12, 2027.
Class Office	Crumbl Cookie Sales – Selling Crumbl Cookies to support class activities and programs. Commencing February 12, 2027.
Class Office	Shirley Temple Sales – Selling Shirley Temple beverages to support class activities and programs. Commencing February 12, 2027.
Interact Club	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support club activities and programs. Commencing February 12, 2027.
Animal & Key Club	Pizookie Sales – Selling pizookies to support club activities and programs. Commencing February 19, 2027.
Leadership and Music/Band/Choir	Game Night Fundraiser – Selling tournament entries, concessions, and related event items during Game Night activities to support student programs and performing arts activities. Commencing February 19, 2027.
Baking Club	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support club activities and programs. Commencing February 19, 2027.
Wellness Club	Hot Dog Sales – Selling hot dogs to support club activities and programs. Commencing February 19, 2027.
ASB + Class Offices	COLTchella Karaoke Night Concessions – Selling concessions, song requests, tournament entries, and related event items during COLTchella activities to support student programs and class activities. Commencing February 26, 2027.

Christian Youth Club	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support club activities and programs. Commencing February 26, 2027.
Class Office	Talent Show and Karaoke Boba Sales – Selling boba beverages during talent show and karaoke activities to support class activities and programs. Commencing February 26, 2027.
Link Crew	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support Link Crew activities and student engagement programs. Commencing March 5, 2027.
Math Club	Pie Sale Fundraiser – Selling pies and pie slices during Pi Day activities to support club activities and programs. Commencing March 8, 2027.
Drama/Newspaper	Spring Play Concessions – Selling concession items during Spring Play performances to support drama, newspaper, and performing arts programs. Commencing March 2027.
Cosmetology Club	Spam Musubi Sales – Selling spam musubi to support club activities and programs. Commencing March 12, 2027.
Drama/Newspaper	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support club activities and programs. Commencing March 2027.
Drama/Newspaper	Spring Play Concessions – Selling concession items during Spring Play performances to support drama, newspaper, and performing arts programs. Commencing March 12, 2027.
All Clubs	Car Show Club/Class Add-On Sales – Selling boba beverages, stickers, keychains, lunch add-ons, and related items during the Car Show to support club and class activities and programs. Commencing March 13, 2027.
ASB	Jim Cresta Scholarship Car Show – Collecting vehicle registration fees and selling lunch plates during the Jim Cresta

	Car Show to support scholarship and student programs. Commencing March 13, 2027.
Leadership	Pie a Staff Member Lunch Fundraiser – Conducting a student engagement fundraiser featuring shaving cream pie activities to support student programs and activities. Commencing March 15, 2027.
Drama	Popcorn Sales – Selling popcorn to support drama club activities and programs. Commencing March 19, 2027.
Class Office	It's-It Ice Cream Sales – Selling It's-It ice cream products to support class activities and programs. Commencing March 19, 2027.
Class Office	Nations Pie Sales – Selling pie slices and related items to support class activities and programs. Commencing March 19, 2027.
Science Bowl	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support club activities and programs. Commencing March 19, 2027.
ASB Leadership	Promposal Kits – Selling promposal kits, including signs, balloons, flowers, and related items, to support student activities and programs. Commencing March 22, 2027.
ASB Leadership	Spring Cleaning Community Yard Sale – Selling vendor spaces and hosting a community yard sale to support student activities and programs. Commencing March 22, 2027.
Fashion Club	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support club activities and programs. Commencing March 26, 2027.
ASB and Class Offices	Senior Passion Project Expo Concessions – Selling food, beverages, and photo booth services during the Senior Passion Project Expo to support student activities and programs. Commencing April 9, 2027.

CSF	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support club activities and programs. Commencing April 9, 2027.
ASB Leadership	Craft Week / Handmade Day Sales – Selling craft kits, handmade items, and related merchandise to support student activities and programs. Commencing April 12, 2027.
ASB/Student Store	Senior Passion Project Flex Expo Add-On Sales – Selling snacks, photo booth services, spirit items, and related event add-ons during the Senior Passion Project Expo to support student activities and programs. Commencing April 14, 2027.
Class Office	Jollibee/Panda Plate Sales – Selling Jollibee and Panda meal plates to support class activities and programs. Commencing April 16, 2027.
Model UN	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support club activities and programs. Commencing April 16, 2027.
Class Office	Soda Float Sales – Selling soda floats to support class activities and programs. Commencing April 16, 2027.
Dance/Student Store	Dance Show Concessions – Selling concession items during Dance Show performances to support student activities and performing arts programs. Commencing April 22, 2027.
Class Office	Auntie Anne's Pretzel Sales – Selling pretzels to support class activities and programs. Commencing April 23, 2027.
Class of 2027	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support class activities and programs. Commencing April 23, 2027.
Class of 2028	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support class activities and programs. Commencing April 30, 2027.

Drama/Newspaper	One Act Play Festival and Drama Awards Concessions – Selling concession items during the One Act Play Festival and Drama Awards to support drama, newspaper, and performing arts programs. Commencing May 7, 2027.
Class of 2029	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support class activities and programs. Commencing May 7, 2027.
ASB Leadership	Spring on the Green / Night Market – Selling event admissions, tickets, and vendor booth opportunities during the Spring on the Green community event to support student activities and programs. Commencing May 7, 2027.
All Clubs	Spring-on-the-Green Class/Club Concessions – Selling food, beverages, desserts, merchandise, and concession items during Spring-on-the-Green to support club and class activities and programs.
Class of 2030	SocieTEA Friday Boba Fundraiser – Selling boba beverages to support class activities and programs. Commencing May 14, 2027.
Band/Choir and Student Store	Spring Concert Concessions (Jazz Combo and Jazz Choir) – Selling concession items during Spring Concert performances to support music programs and student activities. Commencing May 14, 2027.
Band/Choir and Student Store	Spring Concert Concessions (Symphonic Band and Wind Ensemble) – Selling concession items during Spring Concert performances to support music programs and student activities. Commencing May 20, 2027.
Class of 2027	Senior Sunset Concessions – Selling beverages, snacks, candy, and related refreshments during Senior Sunset activities to support senior class programs and events. Commencing May 21, 2027.
Backup/Make-Up Slot	SocieTEA Friday Boba Fundraiser – Selling boba beverages during a designated make-up fundraising opportunity to

	support student clubs and class activities. Commencing May 21, 2027.
Class of 2027 and ASB	Tape a Teacher / Farewell Rally Fundraiser – Conducting a rally-based fundraiser featuring participation activities to support student programs and senior class activities. Commencing May 21, 2027.
Class of 2027	Senior BBQ Add-On and Donation Drive – Selling food, beverages, and related event add-ons while accepting donations to support senior class activities and events. Commencing May 26, 2027.
Student Store	Concessions at Graduation – Selling water, soda, snacks, and concession items during graduation activities to support student programs and activities. Commencing May 27, 2027.
ASB Leadership and Class of 2027	ASB Office Event Pass Sales – Selling ASB Event Passes that provide admission and benefits for selected student activities and events throughout the school year. Commencing July through August 2026.
Class of 2027	Senior Package Pre-Order – Offering pre-order packages that may include senior apparel, spirit items, event-related benefits, and yearbook options to support senior class activities and programs. Commencing July through August 2026.
Class of 2028	Junior Package Pre-Order – Offering pre-order packages that may include junior class apparel, spirit items, event-related benefits, and yearbook options to support class activities and programs. Commencing July through August 2026.
Class of 2029	Sophomore Package Pre-Order - Offering pre-order packages that may include sophomore apparel, spirit items, event-related benefits, and yearbook options to support sophomore class activities and programs. Commencing July through August 2026.

Link Crew	Valentine's Day Grams – Selling Valentine's Day grams to support Link Crew activities and student engagement programs. Commencing February 2027.
Link Crew	T-Pumps Sale at Freshman Orientation – Selling specialty beverages during Freshman Orientation to support Link Crew activities and programs. Commencing August 2026.
Link Crew	Fall Fest Cup-O-Noodle Fundraiser – Selling Cup-O-Noodles during Fall Fest activities to support Link Crew programs and activities. Commencing August through December 2026.
Link Crew	Chipotle Restaurant Takeover – Conducting a restaurant partnership fundraiser through Chipotle, with a portion of proceeds benefiting Link Crew activities and programs. Commencing throughout the 2026-27 school year.
Link Crew	Chick-fil-A and Raising Cane's Restaurant Takeover – Conducting restaurant partnership fundraisers through participating restaurants, with a portion of proceeds benefiting Link Crew activities and programs. Commencing throughout the 2026-27 school year.
Link Crew	Panda Express Restaurant Takeover – Conducting a restaurant partnership fundraiser through Panda Express, with a portion of proceeds benefiting Link Crew activities and programs. Commencing throughout the 2026-27 school year.
Key Club	Lumpia Sales – Selling lumpia during after-school fundraising events to support club activities and programs. Commencing September through October 2026.
Link Crew	Sponsor a Link Leader/Coordinator Campaign – Conducting a donation drive to sponsor Link Crew leaders and coordinators in support of student engagement activities and programs. Commencing throughout the 2026-27 school year.
Link Crew	Car Wash – Conducting a student-led car wash fundraiser to support Link Crew activities and programs. Commencing throughout the 2026-27 school year.

CA Scholarship Club	Churro Sales – Selling churros to support club activities and programs. Commencing January 13, 2027.
Biotech Club	Donut Fundraiser – Selling donuts to support club activities and programs. Commencing September through October 2026.

Skyline Elementary School

4th and 5th Grades	World's Finest Chocolate Fundraiser – Selling chocolate bars to friends, family, and community members to raise funds in support of Outdoor Ed. Commencing Fall 2026 through Spring 2027.
5th Grade	See's Candies Sale – Selling chocolates to friends, family, and community members to raise funds in support of Outdoor Ed. Commencing November 2026 through May 2027.
All Grades	Read-A-Thon – Students will request sponsors for time they spend reading. Commencing Fall 2026.
All Grades	Walk-A-Thon – Students will collect pledges and donations for participation in the Skyline Elementary School Walk-A-Thon, with contributions based on the number of laps completed. Commencing Spring 2027.

FISCAL IMPLICATIONS:

All funds from approved fundraisers are accounted for in the School Site Associated Student Body (ASB).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the fundraisers listed above.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: June 25, 2026

RE: Professional Services Agreements Under $25,000

ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The following Professional Service Agreements are being submitted for approval:

District Office – Superintendent

$14,000	The Chavez Group - Provide closed captioning services for all Board of Trustees meetings to support accessibility and public engagement. Commencing throughout the 2026-27 school year.

District Office – Business Services

$17,792.85	Facilitron, Inc. - Provide Facility Inspection Tool (FIT) services for fifteen (15) school sites, including planning, scheduling, and 15-point visual inspections of building systems and conditions. Services include inspection reporting through the Facilitron FIT Inspection Tool and preparation of the required California School Accountability Report Board (SAB) documentation. Commencing June 2026.
Not to Exceed $25,000	Infinity Communications & Compliance - to provide Category One E-Rate Professional Services for the 2026–27 funding

	year. Services include E-Rate application preparation and administration, compliance support, procurement and Request for Proposal (RFP) management, California Teleconnect Fund (CTF) administration, and audit assistance to maximize eligible telecommunications and internet service funding for the District. Commencing throughout the 2026-27 school year.
$2,500	Foster & Foster - Prepare GASB 101 report on the District's liabilities for compensated absences (paid employee leave) like vacation and sick leave. This is a new State requirement, and this report is needed by our auditors. Commencing July 1, 2026.
$12,795.49	IT Management Corporation DBA ITMC.net - Annual subscription of Ruckus WatchDog Premium Support services for the District's wireless network infrastructure, including technical support, software maintenance, and licensing services. Commencing throughout the 2026-27 school year.

District Office – Teaching and Learning

Not to Exceed $20,000	Susan Cossette - Participate in ECSE IEP meetings as the required general education teacher representative under IDEA, providing input on curriculum, classroom expectations, and age-appropriate educational opportunities for preschool-aged students. Commencing August 1, 2026 through July 31, 2027.

District Office – Human Resources

$4,500	Frontline Education - Providing professional services to conduct a comprehensive virtual tune-up of the District's Employee Evaluation Management System to optimize system functionality, configuration, and overall effectiveness. The one-time service includes review and recommendations to support efficient evaluation management processes. Commencing June 9, 2026.

South San Francisco High School

Not to Exceed $900	ODC School - Provides dance instruction services for students through hip hop and musical theater classes

	designed to enhance artistic expression, movement skills, and student engagement. Commencing April 15, 2026 through May 8, 2026.

Skyline Elementary School

$10,400	Soul Shoppe - Provides social-emotional learning programming through Soul Shoppe's online platform, including the Planet Responsibility digital course, school assemblies, family workshops, and interactive activities designed to support student wellness and interpersonal skill development. Commencing August 14, 2026 through May 27, 2027.

Spruce Elementary School

$8,575	Anchor Relocation Service, Inc. - To provide moving services in support of the Contractor’s site investigation work for the Spruce ES Modernization project. Commencing June 12, 2026.

FISCAL IMPLICATIONS:

Listed above

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the professional services agreements as presented.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: June 25, 2026

RE: Approval of SSFUSD Superintendent Employment Contract

ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

Following the completion of the Superintendent's annual evaluation, the Board of Trustees is considering an updated employment agreement with Superintendent Dr. Shawnterra Moore.

As South San Francisco Unified School District enters the next phase of implementing its five-year Strategic Plan, the Board recognizes the importance of maintaining strong and stable leadership to sustain and deepen the progress that has been achieved. The Strategic Plan represents a long-term commitment to improving student experiences and outcomes through a focused effort centered on Exceptional Instruction, Engaged Students, Purposeful Partnerships, Empowered Educators, and Equity-Centered Systems. The Board believes that meaningful and lasting improvement requires consistency of vision, disciplined implementation, strong relationships, and ongoing monitoring of progress over time.

During the 2025-26 school year, the District focused on advancing key Strategic Plan priorities, including strengthening instructional practices, supporting implementation of high-quality instructional materials, increasing students' sense of belonging and engagement, strengthening family and community partnerships, building more equitable systems, and developing structures to monitor progress and improve outcomes for students.

The Board has observed meaningful progress toward these priorities. Throughout the year, district leaders, principals, coaches, TOSAs, families, and educators increasingly aligned around shared goals, common language around the district-wide priorities, and consistent focus on the priorities. The Board has also recognized the District's continued focus on instructional improvement, student belonging, communication, transparency, and the development of systems designed to support continuous improvement and long-term success.

Particular progress has been made in strengthening instructional coherence across the system. The District's implementation of Illustrative Mathematics was supported through extensive professional learning, learning walks, coaching support, pacing reviews, progress monitoring, and ongoing opportunities for reflection and improvement. The Board has also recognized efforts to establish clearer instructional expectations, strengthen academic discourse, elevate student belonging and wellness, and increasingly utilize data to inform decision-making and monitor progress.

The observation data collected during the 2025-26 school year demonstrates modest but positive gains in implementing High-Quality Instructional Materials (HQIM). Across the district, growth was observed in key instructional domains, including Pacing (from an average rating of 1.72 in Walk 1 to 2.07 in Walk 3) and Student Engagement (from 1.83 to 2.26). Academic discourse in math, specifically, while still needing additional focus, also showed consistent growth from Walk 1 to Walk 3, especially in secondary classrooms. This work has been supported by a multi-layered professional learning ecosystem, including publisher-led sessions, author-led training, and district-led coaching, ensuring that every school participated in ongoing professional learning.

The Board has further observed significant efforts to strengthen relationships, trust, and communication throughout the organization. District leadership maintained a visible presence across schools through site visits, learning walks, student roundtables, staff engagement sessions, collaboration with labor partners, and participation in school and community events. These efforts have sought to strengthen connections between schools and the District Office, increased opportunities for listening and feedback, and reinforced a culture centered on partnership, responsiveness, and continuous improvement.

Examples of district-wide progress during the 2025-26 school year include:

- Advancement of the Strategic Plan through strengthened annual planning processes, alignment of district resources to strategic priorities, and development of a dashboard that will be shared more widely in the 26-27 year to improve transparency, accountability, and progress monitoring.

- Launch implementation of the Coherence Pilot to strengthen instructional leadership, improve implementation of district priorities, and align support across a few schools and departments.
- District-wide implementation of learning walks focused on instructional practice, academic discourse, curriculum implementation, and continuous improvement.
- Successful first-year implementation of Illustrative Mathematics in grades 3 through 12, supported by professional learning, curriculum-based assessments, author-led trainings, and monitoring systems.
- Expansion of student voice opportunities through student roundtables and engagement structures at the secondary level for year 1, designed to elevate student experiences and perspectives.
- Continued efforts to strengthen students' sense of belonging, connection, and engagement through strategic investments in school wellness, and relationship-centered practices.
- Development of new data systems and quarterly progress monitoring structures designed to support continuous improvement, accountability, and more informed decision-making.
- Expansion of leadership development, instructional coaching, and educator support systems designed to strengthen instructional capacity throughout the District.
- Continued fiscal stewardship, operational stability, and successful implementation of major facilities, technology, and bond initiatives.
- Recognition of students, schools, and programs through numerous local, regional, and statewide awards, reflecting the collective efforts of educators, staff, students, families, and community partners across the District.

In addition to these efforts, the District has continued to make progress on several important student-centered outcomes. Chronic absenteeism has declined from 24.6% in 2021-22 to 17.5% in 2025-26, representing a 7.1 percentage point improvement over five years. This sustained progress reflects the collective efforts of our schools, families, and support teams to strengthen attendance, engagement, and connection to school. District-wide suspensions also decreased by more than 32% compared to the prior school year, further demonstrating our continued commitment to strengthening school climate, relationships, and student supports.

The Board recognizes that these accomplishments are the result of the collective efforts of students, educators, classified staff, school leaders, labor partners, families, community partners, and District leadership. Progress of this magnitude is only possible when an entire community works together around a shared vision for students and a commitment to continuous improvement.

The Board also recognizes the Superintendent's role in helping establish, lead, and maintain that shared vision, align the work of the organization around the Strategic Plan, strengthen instructional coherence, continuing to build trust across constituent groups, and create systems that support both accountability and continuous improvement. Through a commitment to visibility, relationship-building, communication, and responsiveness, District leadership has worked to strengthen connections among schools, families, staff, and the broader community while maintaining a steadfast focus on improving learning experiences and outcomes for students.

As the District enters the next phase of Strategic Plan implementation, the Board remains focused on deepening instructional practice in alignment with our instructional vision, strengthening professional learning communities, expanding family partnerships, advancing student belonging and engagement, building leadership capacity, and improving student outcomes. The Board believes that the progress achieved to date provides a strong foundation for future success and that continued leadership stability will help sustain momentum, deepen implementation, and support the long-term realization of the District's Strategic Plan.

For these reasons, the Board of Trustees is considering an updated employment agreement that reflects its confidence in the District's direction, its commitment to maintaining momentum toward the Strategic Plan's goals, and its desire to continue advancing the District's mission of providing exceptional instruction, engaging experiences, and equitable opportunities that prepare every student to learn, thrive, navigate their future with purpose, and impact their community.

FISCAL IMPLICATIONS:

The fiscal implications of this action would relate to the Superintendent’s increased salary compensation, which is available in the budget, has been budgeted for already, and will be paid from the General Fund (Fund 01).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Superintendent Employment contract.

EMPLOYMENT AGREEMENT BETWEEN THE SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND DR. SHAWNTERRA MOORE

THIS AGREEMENT is entered into this 25 day of June, 2026, by and between the Board of Trustees of the South San Francisco Unified School District, hereinafter referred to as the "Board" or "District", and Dr. Shawnterra Moore, hereinafter referred to as "Superintendent" (collectively "Parties"). This Agreement supersedes and replaces all prior employment agreements between the Parties.

1. **TERM:** The Board hereby employs the Superintendent for a period beginning on July 1, 2026 and ending on June 30, 2030, unless terminated earlier or extended as provided by the terms of this Agreement or as required by law. The Superintendent shall provide twelve months of full and regular service to the District during each full school year covered by this Agreement.

2. **DUTIES:** The Superintendent shall perform, at the highest level of competence, all services, duties, and obligations required by (i) this Agreement, (ii) the Superintendent's job description, (iii) applicable laws and regulations, (iv) Board rules, regulations, and policies and as otherwise directed by Board. The Superintendent shall be chief executive officer and secretary of the Board.

   The Superintendent shall have primary responsibility for execution of Board policy, responsibility for the duties prescribed by Education Code section 35035, and responsibility for any duties authorized by the Board pursuant to Education Code section 17604. The Superintendent may delegate her duties to a responsible District employee at the Superintendent's discretion unless otherwise stated in applicable laws and regulations, found in Board rules, regulations, and policies, or otherwise prohibited by the Board.

   The Superintendent shall have primary responsibility for the management of all District affairs. In carrying out her duties, the Superintendent shall provide educational leadership and be responsible for the operations of District, including, but not limited to, the areas of general administration, instruction, human resources, communications, government relations, facilities, and business affairs.

3. **COMPENSATION:** In full consideration for the services provided under this Agreement, the Superintendent shall receive a salary at annual rates as follows:

   a. Three Hundred Forty-Nine Thousand Seven Hundred Forty-Eight Dollars ($349,748.00) for the 2026–27 school year for 219 days of service;
   b. Three Hundred Sixty-Three Thousand Seven Hundred Thirty-Seven Dollars and Ninety-Two Cents ($363,737.92) for the 2027–28 school year for 219 days of service;
   c. Three Hundred Seventy-Four Thousand Six Hundred Fifty Dollars and Six Cents ($374,650.06) for the 2028–29 school year for 219 days of service; and

d. Three Hundred Eighty-Five Thousand Eight Hundred Eighty-Nine Dollars and Fifty-Six Cents ($385,889.56) for the 2029–30 school year for 219 days of service.

The Superintendent shall not be compensated for days worked in excess of 219 days of service each year. The annual salary shall be payable on the last day of each month in installments of one-twelfth (1/12) of the annual salary for services rendered during the preceding month, with proration for a period of less than a full year of service. The Daily Rate for the purpose of prorating the annual salary provided for in this Agreement shall be as follows:

- Daily Rate for 2026–27 school year: $1,597.02
- Daily Rate for 2027–28 school year: $1,660.90
- Daily Rate for 2028–29 school year: $1,710.73
- Daily Rate for 2029–30 school year: $1,762.05

The salary increases for the 2026–27 and 2027–28 school years (3.5% and 4.0%, respectively) are aligned with the negotiated increases provided to certificated management/unrepresented employees of the District for those years. For the 2028–29 and 2029–30 school years, the annual salary amounts set forth above represent a minimum three percent (3%) increase from the prior year. Upon receiving a satisfactory evaluation for her performance in the prior year, the Superintendent shall receive the equivalent percentage salary increase as the Board approves for the certificated management/unrepresented salary schedule during the term of this Agreement, if that increase is greater than 3%. The Superintendent's annual salary may be increased further at the sole discretion of the Board. Any increase in salary shall be discussed and approved in open session at a regular Board meeting pursuant to Government Code Section 54956(b). A change in salary during the term of the Agreement shall not constitute the creation of a new contract or extend the termination date of the Agreement.

4. **FRINGE BENEFITS:**

a. **Health Insurance Benefits.** The Superintendent shall receive District-paid health, dental, vision and other fringe benefits in the same manner and subject to the same limitations as other certificated senior cabinet-level employees as those benefits may change from time-to-time.

b. **California State Teacher Retirement System (CalSTRS).** The District agrees to pay the employer's contribution to the California State Teacher Retirement System.

c. **Tax Deferred Plan.** The District agrees to provide the Superintendent with the ability to use an IRS Section 403b tax deferred plan, and shall contribute up to Eight Hundred Dollars ($800) to said plan monthly, to match the

Superintendent's contribution. All employee and employer contributions to the plan shall conform to all requirements of state and federal law.

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

e. **Vacation Time.** During each school year (July 1 – June 30), throughout the term of this Agreement, the Superintendent shall be entitled to twenty-six (26) days of vacation with full pay in each year of service, exclusive of holidays as defined below. Vacation days for a partial school year shall be prorated. At no time shall the Superintendent accrue vacation days beyond a maximum of twenty-six (26) days, except that the Board hereby agrees that the Superintendent shall be permitted to carry over up to ten (10) days of vacation from one school year to the next. The Board may grant additional vacation days at its sole discretion. Further, at or before the end of each school year, the Superintendent shall be entitled to paid compensation at the Superintendent's then-current base salary for up to ten (10) unused vacation days. Upon separation from employment with the District, the Superintendent shall be entitled to compensation for all accrued but unused vacation days at the Daily Rate, up to a maximum of 26 days. All vacation must be scheduled in advance and approved by the Board President.

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

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

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

5. **WORK RELATED EXPENSES:**

a. **Automobile Allowance.** The Superintendent is required to have a vehicle available at all times to perform the services and duties of the position. Therefore, the Superintendent shall be entitled to receive a monthly automobile allowance of Three Hundred Dollars ($300.00) for the acquisition, use, maintenance and insurance of an automobile while on all District business for business related travel in-district and within 100 miles of the District's boundaries, irrespective of the number of miles traveled on District business. The Superintendent shall be

solely responsible for all expenses to use, maintain, operate and insure the automobile. No documentation is required in order to receive this allowance and the Superintendent shall have discretion regarding the expenditure of this allowance. This allowance shall be treated as salary for tax purposes and shall not be treated as creditable compensation for CalSTRS or CalPERS purposes unless it is permitted by law. The Superintendent's receipt of this automobile allowance shall be in lieu of any entitlement to mileage reimbursement; however, the Superintendent shall be eligible for mileage reimbursement at the IRS rate for work-related travel outside of 100 miles from the District's boundaries.

b. **Expense Reimbursement.** The District shall reimburse the Superintendent for all actual and necessary expenses incurred by the Superintendent within the scope of employment in accordance with applicable District policy, not to exceed Four Hundred Dollars ($400.00) per month without the written authorization of the Board. For reimbursement, the Superintendent shall complete and submit expense claims in writing in accordance with the District's policies, rules and regulations and shall provide the Board with copies of the Superintendent's monthly expense reports. The Superintendent's expense claims shall be supported by appropriate documentation prior to reimbursement.

c. **Memberships.** The District shall pay the Superintendent's annual membership charges for up to two professional organizations like ACSA or AASA, and one service organization selected by the Superintendent. The District shall pay for the Superintendent to attend the annual Superintendents' ACSA Symposium / conference and the CSBA convention, to the extent the Superintendent chooses to extend.

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

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

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

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

6. **EVALUATION:** The Board shall conduct a progress review of the Superintendent's performance during the month of January each school year. The Board shall also evaluate the Superintendent's performance immediately after the end of each school year, no later than June 30.

The Board and the Superintendent shall annually develop and agree upon performance goals and objectives that shall serve as the basis for an annual evaluation. Such goals and objectives shall be established no later than the first meeting of the Board in September of each school year. The Board shall devote a portion of at least one meeting annually for discussion and evaluation of the performance and working relationships between the Superintendent and the Board, and the Board will communicate and provide recommendations for areas that may need improvement. Every effort will be made to conduct this meeting by a date to be determined by the Board and the Superintendent. Such meeting shall be conducted in closed session. The performance evaluation shall be deemed satisfactory upon a consensus of the Board.

Any failure on the part of the Board to meet the requirements or deadlines set forth in this paragraph shall not release the Superintendent from fully and faithfully performing the services required to be performed under this Agreement or any applicable statute or regulation or constitute a default by the District of its obligations under this Agreement.

7. **PROFESSIONAL DEVELOPMENT:** As part of the Superintendent's annual evaluation there will be a discussion of professional development, and the Superintendent and the Board may identify the appropriate courses and activities which the Superintendent will complete as part of her professional development.

8. **NON-RENEWAL OF AGREEMENT:** Should the Board determine that it does not wish to negotiate and execute a new contract at the end of the term of the Agreement, the Board shall give written notice of the decision to the Superintendent at least forty-five (45) days prior to the end of the Agreement, as required pursuant to Education Code Section 35031. The Parties expressly agree to waive the term of the automatic renewal provision established in Education Code Section 35031. Rather, if Board fails to provide notice of non-renewal, the Agreement shall automatically be renewed on the same terms but only for a period of one year.

Between ninety (90) days and one hundred and twenty (120) days prior to the end of the Agreement, Superintendent shall, in writing, remind each Board member of the Board's obligation under Education Code Section 35031 to give written notice of its decision to not renew the Agreement.

9. **TERMINATION OF AGREEMENT:** This Agreement may be terminated prior to the expiration of the contract term as follows:

a. **Mutual Consent.** The Parties may terminate the Agreement at any time by written mutual consent.

b. **Resignation.** The Superintendent may resign and terminate this Agreement provided that, unless otherwise waived by the Board, the Superintendent shall give at least ninety (90) days' advance written notice. Notwithstanding the provisions of section 4(e) above, for each day less than ninety (90) days' advance written notice, the Superintendent's unused vacation days shall be reduced by one day.

c. **Termination for Cause.** The Board may terminate the Agreement for cause. Cause is defined as: (1) breach of this Agreement; (2) failure by the Superintendent to possess or maintain a valid California Administrative Credential; (3) refusal or failure to act in accordance with a specific provision of this Agreement or a directive of a majority of the Board; (4) neglect of duty; (5) physical or mental inability of the Superintendent to perform his or her duties, with or without reasonable accommodations; (6) any other legally permissible reason, which includes but is not limited to conduct that is seriously detrimental to the District. Conduct that is seriously detrimental to the District includes, by way of illustration and not limitation, failure of good behavior, either during or outside of duty hours, which is of such a nature that it causes discredit to the District, unprofessional conduct, or incompetence. The Superintendent acknowledges that she is the District's most visible representative and is required to maintain higher standards of personal conduct than any other employee. In order to represent the District with integrity and high ethical standards, the Superintendent shall avoid professional or personal situations that might reflect negatively on the Superintendent, the District, or the Board.

Notice of discharge for cause shall be given in writing, and the Superintendent shall be entitled to appear before the Board to discuss such causes. If the Superintendent chooses to be accompanied or advised by legal counsel at such meeting, the Superintendent shall bear any costs therein involved. Such meeting shall be conducted in closed session unless specifically prohibited by State law. The Superintendent shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents the Superintendent believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call

witnesses. If the Board, after considering all evidence presented, decides to terminate this Agreement, it shall provide the Superintendent with a written decision. The decision of the Board shall be final. The Superintendent's conference before the Board shall be deemed to satisfy the Superintendent's entitlement to due process of law and shall be the Superintendent's exclusive right to any conference or hearing otherwise required by law. The Superintendent waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts the Superintendent's administrative remedies and then authorizes the Superintendent to contest the Board's determination in a court of competent jurisdiction.

d. **Termination Without Cause.** The Board may, for any reason, without cause or a hearing, terminate this Agreement at any time. In consideration for the exercise of this right, the District shall pay to Superintendent from the date of termination until the expiration of this Agreement, or for a period of twelve (12) months, whichever is less, a sum equal to the difference between Superintendent's salary at the rate in effect during the Superintendent's last month of service and the amount which the Superintendent earns from any other employment-related source (whether as employee, independent contractor, consultant or self-employed). As a condition of payment, the Superintendent shall be obligated to immediately seek other employment and to notify the District in writing immediately if the Superintendent earns income from any employment-related source as defined above.

For purposes of this Agreement, the term "salary" shall include only the Superintendent's regular monthly base salary and shall not include the value of any other stipends, reimbursements or benefits received under this Agreement. All payments made pursuant to this termination without cause provision shall be subject to applicable payroll deductions and shall be treated as compensation for state and federal tax purposes. No payments made pursuant to this early termination provision shall constitute creditable service or creditable compensation for retirement purposes. Payments made pursuant to this termination without cause provision shall be considered as final settlement pay and shall not count for any retirement purpose; accordingly, no deductions shall be made for retirement purposes.

The Superintendent shall also be entitled to District-paid health benefits, as those benefits may change from time-to-time, until expiration of this Agreement, a period of twelve (12) months, or until the Superintendent obtains other employment which provides health benefits, whichever occurs first.

If the Superintendent is terminated without cause and elects to retire instead of fulfilling the Superintendent's obligation to seek other employment as set forth above, the parties agree that, effective upon the date of the Superintendent's retirement with the CalSTRS or CalPERS, the amount payable to the

Superintendent as salary shall be reduced by the amount of retirement income earned by the Superintendent from CalSTRS or CalPERS.

The parties agree that any damages to the Superintendent that may result from the Board's early termination of this Agreement cannot be readily ascertained. Accordingly, the parties agree that the payments made pursuant to this termination without cause provision, along with the District's agreement to provide paid health benefits, constitutes reasonable liquidated damages for the Superintendent, fully compensates the Superintendent for all tort, contract and other damages of any nature whatsoever, whether in law or equity, and does not result in a penalty. The parties agree that the District's completion of its obligations under this provision constitutes the Superintendent's sole remedy to the fullest extent provided by law. Finally, the parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code sections 53260, et seq.

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

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

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

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

14. **TAX/RETIREMENT LIABILITY:** Notwithstanding any other provision of this Agreement, the District shall not be liable for any retirement or state/federal tax consequences to the Superintendent, any designated beneficiary, heirs, administrators, executors, successors or assigns of the Superintendent. The Superintendent shall assume sole responsibility and liability for all state or federal tax consequences of this Agreement and all related payroll and retirement consequences, including, but not limited to, all tax and retirement consequences stemming from any payments made to the Superintendent

as a result of the termination without cause provision of this Agreement, retirement payments, expense reimbursements, and payments for insurance. The Superintendent agrees to defend, indemnify and hold the District harmless from all such tax, retirement and similar consequences.

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

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Dated: _____ By: _____

Patricia Murray, President, Board of Trustees

I accept this offer of employment and agree to comply with all of the terms and fulfill all of the duties of employment as Superintendent of the South San Francisco Unified School District.

Dated: _____ By: _____

Shawnterra Moore Thomas, Superintendent

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: June 25, 2026

RE: Approval of Agreement with Roy Advisors, LLC for Professional Learning Systems Development, Enrollment and Facilities Planning, and Staffing Allocation Support

---

ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☒ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

Administration recommends approval of an agreement with Roy Advisors, LLC to provide strategic planning, data analysis, and systems development support for district initiatives during the 2026-27 school year. The proposed work will support three interconnected projects that advance district efforts to strengthen equity-centered systems related to professional learning, enrollment and facilities planning, and staffing allocations.

The proposed services will provide capacity and technical expertise to support multiple departments, including Teaching and Learning, Student and Family Services, Human Resources, and Business Services, while building sustainable systems and tools that can be maintained internally in future years.

SCOPE OF SERVICES

- Professional Learning Systems Development
  Roy Advisors will support the design, coordination, and documentation of districtwide professional learning plans for certificated and administrative staff. Services include development of annual professional learning calendars, agendas for district professional learning days and administrative retreats, optional professional learning inventories, and creation of planning templates and handbooks to support future implementation.

- Five-Year TK, ECSE, Facilities, and Space Utilization Planning
  Roy Advisors will develop a comprehensive five-year plan for TK and Early Childhood Special Education (ECSE) classroom placement, based on analysis of enrollment projections, TK demand, space needs for specialized programs (TK, ECSE, other special education classes), elementary site capacity and classroom utilization. The project will also include recommendations regarding district office seating and parking needs, implementation timelines, and communication plans.

- Special Education and Multilingual Learner Staffing Allocation Support
  Roy Advisors will assist district leaders in documenting and refining enrollment forecasting methodologies and staffing allocation guidelines for Special Education and Multilingual Learner programs. Deliverables include forecasting tools, staffing allocation models, implementation playbooks, and recommendations regarding programmatic and fiscal impacts.

Project	Major Deliverables	Hours	Cost
Professional Learning Systems Development	Teacher and administrator PL plans, calendars, agendas, templates, handbook, implementation support	215	$32,250
Five-Year TK & ECSE Facilities Planning	Enrollment analysis, classroom utilization plan, facility recommendations, implementation and communications plan, DO seating/parking recommendations	190	$28,500
Special Education & Multilingual Learner Staffing Allocation Support	Enrollment forecasting tools, staffing allocation models, guidelines, playbooks, transition support	280	$42,000
	Total	**685**	**$102,750**

FISCAL IMPLICATIONS:

The total cost of the agreement shall not exceed $102,750 and funding will be charged to the corresponding departmental project budget. Work will be invoiced based on actual hours worked – if fewer hours are needed to complete the project than expected, the final cost will be less.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the agreement with Roy Advisors, LLC for Professional Learning Systems Development, Enrollment and Facilities Planning, and Staffing Allocation Support in an amount not to exceed $102,750 for the period of July 1, 2026, through June 30, 2027.

This Independent Contractor Agreement (Agreement) is entered into by and between South San Francisco Unified School District, a public school district in the State of California (SSFUSD), and Roy Advisors, LLC, a limited liability corporation organized and existing under the law of the State of California ("Roy Advisors"), effective as of July 1, 2026 (the “Effective Date”).

1. DUTIES

During the term of this Agreement, Roy Advisors will perform services for SSFUSD as described in the attached Exhibit A.

Roy Advisors will make their best efforts to perform the Services in a manner satisfactory to SSFUSD and will devote the amount of time reasonably necessary to perform the Services. Roy Advisors will make all revisions to the work product that SSFUSD reasonably requires. Roy Advisors will provide status reports and any other information or documentation upon request. Roy Advisors will determine the method, details and means of performing the Services. Roy Advisors maintains their own place of business and may perform the Services at their place of business or at any other location of their choosing, except to the extent the nature of the Services requires that they be performed in person.

2. COMPENSATION

SSFUSD will pay compensation to Roy Advisors for the Services described in Exhibit A. The total cost of the agreement shall not exceed $102,750. Roy Advisors will invoice SSFUSD on a monthly basis based on actual hours worked, at a rate of $150/hour. See Exhibit A for estimated hours for each project (not to exceed 685 hours).

Payment will be made by SSFUSD within 30 days of receipt of invoice.

3. TERM AND TERMINATION

The term of this Agreement will commence as of the Effective Date upon its execution by both Roy Advisors and SSFUSD, and will expire on June 30, 2027. Either party may terminate this Agreement at any time on 15 days written notice. In the event of early termination, SSFUSD will pay Roy Advisors for Services rendered through the date of early termination. Roy Advisors will submit a final invoice within 14 days of the early termination date, and SSFUSD will pay the invoice as provided in Exhibit A. The term of this Agreement may be extended by written amendment to this Agreement, executed by both parties.

Notwithstanding the foregoing, section 5 of this Agreement ("Confidential Information"), section 6 of this Agreement ("Intellectual Property Rights") and section 8 of this Agreement (“Indemnification”) will survive the expiration or early termination of this Agreement.

4. INDEPENDENT CONTRACTOR STATUS / ABSENCE OF AGENCY

Roy Advisors is an independent contractor and not an employee, representative or agent of SSFUSD. The relationship between the Parties is that of independent contractors. The details of the method and manner for performance of the Services by Roy Advisors shall be under its own control, SSFUSD being interested only in the results thereof. Roy Advisors shall be solely responsible for supervising, controlling and directing the details and manner of the completion of the Services. Nothing in this Agreement shall give SSFUSD the right to instruct, supervise, control, or direct the details and

manner of the completion of the Services. The Services must meet SSFUSD's final approval and shall be subject to SSFUSD's general right of inspection throughout the performance of the Services and to secure satisfactory final completion. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the Parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever.

Non-Exclusive Arrangement: This is a non-exclusive arrangement so that Roy Advisors may provide services to other companies or organizations during the term of this Agreement.

5. CONFIDENTIAL INFORMATION

In the course of providing the Services, Roy Advisors may have access to and/or may be involved in developing proprietary information belonging to SSFUSD or SSFUSD's partners, including, but not limited to, trade secrets, business practices, financial information, strategies, student information, inventions, innovations, processes, information, records and specifications (collectively, "Confidential Information").

Roy Advisors will not reproduce any Confidential Information without SSFUSD's prior written consent, will not use any Confidential Information except in the performance of the Services during the term of this Agreement, and will not disclose any Confidential Information in any form to any third party, either during or after the term of this Agreement without SSFUSD's prior written consent.

On the expiration or termination of this Agreement, Roy Advisors will promptly return to SSFUSD all copies and derivatives of any Confidential Information, whether in Roy Advisors's possession or under Roy Advisors's direct or indirect control. If Roy Advisors hires or associates with any third person for the performance of the Services, Roy Advisors will obtain the written agreement of that person to be bound by the provisions of this Agreement, including this duty of confidentiality.

6. INTELLECTUAL PROPERTY RIGHTS

As used herein, "Intellectual Property Rights" means all (i) patents, patent disclosures, and inventions (whether patentable or not), (ii) trademarks, service marks, trade dress, trade names, logos, corporate names, and domain names, together with all of the goodwill associated therewith, (iii) copyrights and copyrightable works (including computer programs), mask works, and rights in data and databases, (iv) trade secrets, know-how, and other confidential information, and (v) all other intellectual property rights, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights and any derivatives, and all similar or equivalent rights or forms of protection in any part of the world.

All Intellectual Property Rights in and to all deliverables provided to Roy Advisors pursuant to a Statement of Work ("Work Product") shall be solely and exclusively owned by Roy Advisors. SSFUSD hereby irrevocably assigns to Roy Advisors, and shall cause its personnel to irrevocably assign to Roy Advisors, in each case without additional consideration, all right, title, and interest throughout the world in and to such Work Product, including such Intellectual Property Rights therein. SSFUSD hereby irrevocably waives, and shall cause its personnel to irrevocably waive, to the extent permitted by applicable Law, any and all claims they may now or hereafter have in any jurisdiction to so-called "moral rights" or rights of droit moral with respect to such Work Product. All other rights in and to the Work Product are expressly reserved by Roy Advisors. Roy Advisors hereby grants SSFUSD a license to use all Intellectual Property rights in the Work Product free of additional charge and on a non-exclusive, worldwide, non-transferable, non-sublicensable, fully paid-up, and royalty free basis during the term and thereafter to the extent necessary to enable SSFUSD to make reasonable use of

the Services.

Roy Advisors and its licensors are, and shall remain, the sole and exclusive owners of all right, title, and interest in and to all documents, data, know-how, methodologies, software, and other materials, including computer programs, reports, and specifications, provided by or used by Roy Advisors in connection with performing the Services, in each case developed or acquired by Roy Advisors prior to or after the commencement of the initial term or independently of this Agreement ("Strategic Materials") including all Intellectual Property Rights therein. SSFUSD acknowledges that due to the nature of the Services to be performed, some Services will be created alongside the SSFUSD. Roy Advisors maintains ownership rights for all Services created either individually or jointly with SSFUSD. Roy Advisors hereby grants SSFUSD a license to use all Intellectual Property Rights in the Strategic Materials free of additional charge and on a non-exclusive, worldwide, non-transferable, non-sublicensable, fully paid-up, and royalty-free basis during the term and thereafter to the extent necessary to enable SSFUSD to make reasonable use of the Services. All other rights in and to the Strategic Materials are expressly reserved by Roy Advisors.

Roy Advisors retains all rights to use the Strategic Materials and Work Product as Roy Advisors wishes and SSFUSD agrees to not challenge the validity of Roy Advisors's ownership or use of the Strategic Materials. To the extent that any Strategic Materials or Work Product have identifiable pupil information, such personally identifiable information will be stripped before it is used or shared with third parties.

7. THIRD PARTY RIGHTS

Roy Advisors represents and warrants that Roy Advisors is not under any existing obligation in conflict with this Agreement and has not granted any rights or licenses to any intellectual property or technology that would conflict with SSFUSD's rights or Roy Advisors's obligations under this Agreement. Roy Advisors warrants that Roy Advisors has the right to disclose or use all ideas, processes, techniques, intellectual properties and other information, if any, that Roy Advisors will disclose to SSFUSD or use in the performance of the Services, without liability to any third party.

Roy Advisors will not knowingly infringe upon any copyright, patent, trade secret or other property right of any third party in the performance of the Services and will not disclose or otherwise make available to SSFUSD in any manner any confidential information received by Roy Advisors from third parties if doing so would violate Roy Advisors's obligations to the third parties.

8. INDEMNIFICATION

SSFUSD will indemnify, defend and hold Roy Advisors and its officers, directors, employees, and agents harmless from and against all claims, demands, losses, expenses (including reasonable attorney fees, witness fees, and costs), liabilities, damages and injuries to any person or property that result from or are related to: (1) any negligence of Roy Advisors in the performance or failure to perform the Services; (2) any breach by Roy Advisors of any provision of this Agreement, including any representation or warranty; (3) any violation by Roy Advisors of any law or regulation; or (4) any other action or failure to act by Roy Advisors.

9. UNENFORCEABILITY OF PROVISIONS

If any provision of this Agreement is held to be invalid or unenforceable or to cause any other portion of this Agreement to become invalid or unenforceable, then that provision will be deemed to be limited, modified or stricken to the extent necessary to effectuate, as nearly as possible, the original intent of the parties as expressed in this Agreement, and the remainder of this Agreement

will continue in full force and effect.

10. NOTICES

Any notice given under this Agreement must be in writing and will be deemed to have been given upon delivery if delivered personally or by courier; upon receipt if transmitted by email or other electronic means with acknowledgment of receipt; three working days after it is deposited, prepaid, in the regular mail for domestic delivery; and five working days after it is deposited, prepaid, in the regular mail for international delivery; provided, in each instance, that the notice is addressed to the recipient as indicated below, as that information may be updated by written notice to the other party.

11. SUCCESSORS; ASSIGNMENT

This Agreement will be binding on and inure to the benefit of the parties and their respective successors, assigns and heirs, if any. Notwithstanding the foregoing, neither party may not assign any rights or duties under this Agreement without the prior written consent of the other party.

12. SOLE AGREEMENT; COUNTERPARTS; MODIFICATIONS; WAIVER

This Agreement contains the entire understanding of the parties relating to its subject matter and supersedes any prior agreement or understanding, however expressed. This Agreement may be executed in counterparts, each of which will be an original, but all of which together will constitute one and the same Agreement. This Agreement may not be amended except in a writing signed by both parties. Any waiver by one party of a breach of this Agreement will not be construed as a continuing waiver.

13. NO IMPLIED WAIVER

The failure of either party, at any time, to require performance by the other party of any provisions herein shall not affect in any way the full right to require such performance at any time thereafter, nor shall the waiver of either party of a breach of any provision hereof be taken or held to be a waiver of the provision itself.

14. GOVERNING LAW

The laws of the State of California will govern the validity of this Agreement and of any of its terms or provisions as well as the rights and duties of the parties hereunder.

[SIGNATURE PAGE FOLLOWS]

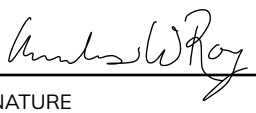
SIGNATURES

The parties have executed this Agreement on the respective dates indicated below.

Ann Waterman Roy, Principal
Roy Advisors, LLC:

June 15, 2026

DATE



SIGNATURE

86-1387476

EIN

Dr. Shawnterra Moore, Superintendent
South San Francisco Unified School District:

DATE

SIGNATURE

Project	Major Deliverables (see details below)	Hours	Cost
Professional Learning Systems Development	Teacher and administrator PL plans, calendars, agendas, templates, handbook, implementation support	215	$32,250
Five-Year TK & ECSE Facilities Planning	Enrollment analysis, classroom utilization plan, facility recommendations, implementation and communications plan, DO seating/parking recommendations	190	$28,500
Special Education & Multilingual Learner Staffing Allocation Support	Enrollment forecasting tools, staffing allocation models, guidelines, playbooks, transition support	280	$42,000
	Total	**685**	**$102,750**

Professional Learning Systems Development Support

Activities: Summer 2026: support Chief of Strategy & Communications (CoSC) with planning and implementation of August PL days. Winter/Spring 2027: Support cabinet to synthesize district priorities and interests into draft teacher and admin PL plans, with an overview of structure, key topics, draft agendas for Aug/Jan PL days and Admin Retreat, calendar of key dates. Coordinate across departments and site leaders to gather input and iterate. Build templates to use in future years (e.g. sample Aug PL Days and Wed district collab format / flow) so topics can be slotted in without having to redesign the whole structure each year.

Deliverables: Teacher PL plan overview, calendar, and Aug/Jan PL Days agenda. Admin PL plan overview, calendar, and Admin Retreat agenda. Inventory of proposed optional/differentiated PL for SY27-28. Handbook for developing PL Plan that the T&L team can use the following year to develop plans for SY28-29, including templates for future plans/agendas.

Five year plan for TK and ECSE class placement + DO staff seating & parking

Activities: Synthesize 5-year enrollment and demand projections by site, grade, and program, including projected enrollment by grade and site (based on proposed configuration), projected annual TK demand by attendance area, and projected enrollment by SE program/setting (ECSE, ESN, Tx, MedFrag, ATP). Review facility and furniture requirements for specialized programs (TK, SE programs) and for specialist staff (ELD teachers, reading specialists, counselors, social workers, nurses, other support). Review inventory of rooms at all sites (including size, bathrooms, sinks, lab

facilities, etc.). Use this to compare and propose TK & ECSE classroom placement options that work (ideally) within the existing facilities. Bring options and recommendations for cabinet to review / decide. In the spring, gather input on district office staff seating needs and available space, and make seating and parking recommendations for cabinet approval.

Deliverables: Comprehensive five-year plan for TK and ECSE classroom placement, and any changes in the number of classes per grade and number and type of SE classrooms (ECSE, ESN, RSP) at each site. Estimated costs and savings of any changes (personnel, furniture, facilities). Preliminary 5-year implementation plan, including timing for any facilities improvements needed. Recommendations for DO staff seating & parking, and implementation / communications plan.

Staffing allocation support and guidelines for Special Education and MLs

Activities: Work with leads within the T&L team (including Director of Special Education and ML TOSAs) to analyze Special Education (SE) and Multilingual Learner (ML) enrollment data, and document (or refine) our method to forecast future enrollment (so it can be repeated each year). Also work with them to identify staffing ratio guidelines and develop a draft tool to propose SE and ML staffing allocations based on enrollment & staffing guidelines. Analyze programmatic and/or cost implications of these guidelines versus current practice, and bring recommendations to the cabinet for review and approval. Then document decisions and update the overall staffing allocations tool in order to generate SY27-28 allocations.

Deliverables: SE & ML enrollment forecast guidelines & tools. SE & ML staffing guidelines & tools based on the enrollment forecasts. Cabinet presentation & recommendations re: any changes in these guidelines (including any program / cost implications). Updates as needed to the gen ed / overall enrollment forecast guidelines/tool and staffing allocations guidelines/tool. As-needed thought partnership / advice for Allison Chow and Jessen Langley as they lead the staffing allocations and enrollment forecasting processes independently in SY26-27.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent of Teaching & Learning

DATE: June 25, 2026

RE: Approval of Agreement with Health Connected for 2026-27 Teen Talk Middle School Instruction

---

ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☒ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☒ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

South San Francisco Unified School District is seeking approval to continue its agreement with Health Connected to provide Teen Talk Middle School sexual health instruction for 7th-grade students during the 2026-27 school year.

Health Connected will provide in-person instruction at District school sites using its Teen Talk Middle School curriculum, which is designed to meet California requirements for comprehensive sexual health education and HIV/AIDS prevention education. The agreement includes instruction for up to 25 class sections, 8-10 hours of teaching, one district-only curriculum information session, and program reporting on students served and program outcomes.

FISCAL IMPLICATIONS:

The total agreement amount is $58,450. This includes $57,500 for up to 25 class sections at $2,300 per section and $950 for one curriculum information session. The final cost will be based on the actual number of classes or sections served.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the 2026-27 agreement with Health Connected to provide instruction for Teen Talk Middle School in the amount of $58,450.

Services Agreement

South San Francisco Unified School District ("District") wishes to retain Health Connected to provide its sexual health instruction ("Program") at District site(s) on the basis set out below.

District Information

Contact person and title	Ted O, Assistant Superintendent – Business Services
Phone number	(650) 877 - 8700
E-mail address	tedo@ssfusd.org
Mailing address	398 B Street, South San Francisco, CA 94080

Health Connected Information

Contact person and title	Alex LeeNatali, Chief Executive Officer
Phone number	408-916-3685
E-mail address	alex@health-connected.org
Mailing address	P.O. Box 51984 East Palo Alto, CA 94303

Program Plan

Timeframe for Program Delivery

Timeframe	July 1, 2026 through June 30, 2027

Summary of Services

Grade(s) of students	7th grade
Program session dates	Mutually agreed upon dates with each school site
Expected # of teaching hours	8-10 hours
Curriculum	☐ Puberty Talk ☐ Puberty Talk Adapted for All Abilities ☒ Teen Talk Middle School ☐ Teen Talk High School ☐ Teen Talk High School Refresher ☐ Teen Talk Adapted for All Abilities ☐ Teen Talk Youth in Alternative Settings

Delivery platform	☒ In-Person ☐ Distance Learning (online)
Additional Services	☒ Curriculum information session ☐ Open ☒ District-only ☐ Workshop for parents/trusted adults ☐ Workshop for families Additional Notes: Additional family engagement programs can be provided upon request.

Fee

Fee	District will pay Health Connected a fee of $58,450* to deliver the following services: Teen Talk Middle School for 25 class sections for 7th grade ($2,300/ea): $57,500 1 Teen Talk Middle School curriculum information session ($950/ea): $950 **Fee will be billed based on actual number of classes/sections that receive instruction.*
Payment timing	District will pay Health Connected the fee as follows: 50% due at the beginning of the contract period or when contract approved (whichever comes later) 50% due upon completion of services *If District cancels the Program, District will pay Health Connected for in-progress and completed work not yet paid for, as provided in Section 6.1 of the Terms and Conditions, and reimburse Health Connected for expenses stated above.*

School Responsibilities (to be handled at the school site)

- Provide a site contact person to coordinate Program delivery
- Distribute parent notification letters at least 14 days before instruction begins
- Receive parent requests to opt out of programming
- In-person instruction:
  - Provide Health Connected educators and staff access to school site(s) for Program sessions
  - Permit Health Connected educators and staff to use School's classroom supplies and equipment for Program purposes
  - Ensure that site personnel (e.g., teacher, counselor, administrator) be in the classroom at all times during Program sessions
  - Inform Health Connected of class schedule(s) and classroom location(s) for Program sessions
  - Ensure appropriate class size; classes or sections may not have more than 30 students without prior approval from Health Connected
- Distance learning instruction:
  - Provide students with access to live webinars and asynchronous activities

- Allow Health Connected to collect the following data about students participating in Program:
  1) Demographics: grade level, age, gender, city, total number of students served
  2) Program evaluation: pre-test and post-test scores, student quotes in connection with Program
     All data will be aggregated and made anonymous. Data will be used only for purposes of program reporting and Health Connected communications.

Health Connected Responsibilities

- Deliver Program on Program session dates
- Develop and provide Materials (defined below) for Program
- Be respectful in all interactions with students and School staff, including respecting cultural, religious, and economic differences, ideas, and values
- Communicate with students only during Program sessions and not initiate or engage in unsupervised contact with students
- Not engage in any inappropriate communication with students, such as verbal abuse, swearing, or racist, sexist, or homophobic language
- Conduct prerequisite background check for Health Connected educators and staff who will be interacting with District students
- Provide report on number of students served and Program outcomes to District
- Maintain on file valid medical confirmation showing that all Health Connected educators and staff who will be interacting with District students were examined and found free from active TB
- Maintain on file documentation of complete vaccination from COVID-19 for all Health Connected educators and staff who will be interacting with District students

This Services Agreement ("Agreement"), which consists of this form ("Program Plan") and the attached Terms and Conditions, creates a legal contract between District and Health Connected. The Agreement is acknowledged by the following representatives of District and Health Connected:

South San Francisco Unified School District	**Health Connected**
Signed:	Signed:
Name:	Name: Alex LeeNatali
Title:	Title: Chief Executive Officer
Date:	Date:

Background

Health Connected is a nonprofit corporation whose mission is to equip young people and trusted adults with knowledge and skills to thoughtfully navigate the intersections of relationships, bodies, and digital well-being. Health Connected serves students, families, and educators through its sexual health and digital citizenship education programs in California and throughout the country. Health Connected has developed and provides sexual health education programs using its proprietary Puberty Talk/Teen Talk curriculum series.

Teen Talk is a middle- and high-school curriculum that addresses reproductive anatomy, pregnancy, contraceptive methods and abstinence, types of sexually transmitted diseases and how to prevent transmission, decision-making, identifying healthy and abusive relationships, talking to parents/trusted adults, and avoiding sexual coercion. Teen Talk educates youth about the importance of sexual health education through classroom-based lessons – both in-person classrooms and virtual classrooms. Teen Talk is designed to comply with California Education Code Sections 51930-51939 for delivery of comprehensive sexual health education and HIV/AIDS prevention education in public schools, and to meet the California Health Content Standards for Growth, Development, and Sexual Health.

Puberty Talk is a curriculum for Grades 5 and 6 that addresses changes during puberty, reproductive anatomy, pregnancy, decision-making, personal boundaries, and communication with parents/trusted adults. Puberty Talk consists of in-school lessons and is designed to comply with California Education Code Sections 51930-51939 (except section 51934, which does not apply to students under grade 7) and meet the California Health Content Standards for Growth, Development, and Sexual Health.

Terms and Conditions

1. Basic Agreement

1.1 Responsibilities
Health Connected and District will each carry out its respective responsibilities as described in the Program Plan.

1.2 Fee
District will pay Health Connected the fee in the amount(s) and on the date(s) as described in the Program Plan.

1.3 Expenses
Except for expenses to be reimbursed as described in the Program Plan, Health Connected and District are responsible for their own expenses in carrying out their activities under this Agreement.

2. Materials

2.1 Materials
During the Program, Health Connected will provide School and its students with curricula, lesson plans, reference documents, parent communication templates, brochures, posters, forms, and other materials (collectively, "Materials"). Printed student worksheets will not be automatically provided but can be provided for an additional fee. School must notify Health Connected two weeks prior to the first day of course delivery if printing is needed.

2.2 Ownership of Materials
Health Connected owns and retains all copyrights and all other rights, title, and interest in the Materials and any other proprietary know-how or methodologies used or shared by Health Connected in carrying out the Program. District acknowledges that the Materials are proprietary to Health Connected, and that no Materials will be deemed a work for hire.

2.3 License Grant for Program Use
Health Connected grants District a limited, non-transferable, non-exclusive license to use, copy, and distribute the Materials solely in connection with Program activities. For clarity, District will not (a) independently present the Materials during a lesson, professional development meeting, or workshop, or in any similar teaching or training environment without Health Connected's prior written consent; (b) provide the Materials to any third party other than teachers and students in the Program without Health Connected's prior written consent; or (c) use the Materials for commercial purposes, make any derivative works of, or otherwise modify the Materials except as permitted under the Program Plan.

3. Compliance

3.1 Compliance with Law
Health Connected and District will comply with applicable law, including, but not limited to, laws relating to student data collection, security, use, disclosure, and privacy. Heath Connected will comply with Equal Employment Opportunity laws and not discriminate against any employee or applicant on the basis of race, color, religion, sex, sexual orientation, disability, or national origin.

3.2 Licenses and Permits
Health Connected will obtain and keep in force all licenses, permits, and certificates necessary for Program activities under this Agreement.

4. Data, Communication, and Confidentiality

4.1 Data Collection
Health Connected collects, analyzes, and disseminates data about its work in order to evaluate the effectiveness of its programs. To the extent permitted by law and to a reasonable degree, District will cooperate with Health Connected and any consultants or others engaged by Health Connected in connection with the evaluation of its programs' design, execution, and outcomes. Health Connected may publish the results of such evaluations and may identify District without first obtaining District's written consent.

4.2 External Communication
Health Connected may, subject to Section 4.3 of this Agreement, identify District as a client or "school partner" in internal and external communications, including, but not limited to, on Health Connected's website and in Health Connected's outreach materials. Subject to Section 4.3, Health Connected and District may issue press releases and other public statements relating to the Program, including, but not limited to, reporting Program results or outcomes in accordance with Section 4.1.

4.3 Confidentiality
In working together, Health Connected and District may share sensitive information with one another, including, but not limited to, information about students in the Program. Neither Health Connected nor District will disclose to any third party any Confidential Information (defined below) or proprietary information for any purpose other than as needed to implement the Program, without the prior written consent of the other party. "Confidential Information" means any and all non-public information regarding Health Connected or District, including its students. Confidential Information does not include information generally available to the public, information already known by the receiving party before entering into this Agreement, or information independently developed.

5. Insurance and Indemnification

5.1 Insurance
Health Connected is responsible for its own insurance and will maintain appropriate coverage for its Program activities under this Agreement.

5.2 Indemnification

Health Connected and District will each defend, indemnify, and hold the other and the other's directors, officers, employees, agents, and assigns harmless against all claims, liabilities, losses, damages, and expenses, including, but not limited to, reasonable attorneys' fees and expenses, resulting from its own performance of activities under or breach of this Agreement. Neither Health Connected nor District will have any obligation to indemnify the other to the extent the liability is caused by the other's gross negligence or willful misconduct.

5.3 Limitation of Liability
Nether Health Connected nor District will be liable to the other for any special, indirect, incidental, consequential, punitive, or exemplary damages arising out of or relating to this Agreement, even if either party has been apprised of the likelihood of such damages.

6. Termination

6.1 Termination on Notice
Either Health Connected or District may terminate this Agreement by providing written notice of that decision to the other. Such a termination will be effective sixty (60) days after delivery of the notice. [If District terminates the Agreement under this Section 6.1, District will pay Health Connected for work then in progress as invoiced by Health Connected, and any previous work completed by Health Connected prior to the termination date for which payment is still outstanding. District will pay such amounts within thirty (30) days of receipt of invoice from Health Connected.]

6.2 Termination for Breach
If either party breaches any of its obligations under this Agreement, the non-breaching party may provide the breaching party with written notice of the breach. If the breaching party fails to cure the breach within fifteen (15) days after receipt of such notice, the non-breaching party may terminate this Agreement upon delivery to the breaching party of a written notice to that effect, with the termination effective upon delivery of such notice. The non-breaching party may in its reasonable discretion determine whether the breach has been cured.

6.3 Return of Property; Survival of Provisions
Following the expiration or termination of this Agreement and upon Health Connected's request, District will promptly return to Health Connected any Materials in its possession, and if applicable, Health Connected and District will each promptly return all Confidential Information to the other party. The provisions of Sections 2.2, 4.1, 4.3, 5.2, 5.3, 6.3, and 7 will remain effective after expiration or termination.

7. General Provisions

7.1 Resolving Disputes
If a dispute arises between Health Connected and District relating to this Agreement, the principal contact persons as set out in the Program Plan, or other representatives of each party as agreed at the time, will meet to discuss the dispute and will make good faith efforts to resolve the dispute through discussion.

7.2 Entire Agreement; Amendment
This Agreement describes Health Connected and District's entire agreement and supersedes all prior or contemporaneous communications between Health Connected and District. This Agreement may be amended only as stated in a writing signed by both Health Connected and District stating that it is an amendment to this Agreement.

7.3 Severability; Waiver
If any provision of this Agreement is held invalid or unenforceable, the other provisions of this Agreement will remain enforceable, and the invalid or unenforceable provision will be considered modified so that it is valid and enforceable to the maximum extent permitted by law. Any waiver under this Agreement must be in writing and signed by the party granting the waiver. Waiver of any breach or provision of this Agreement will not be considered a waiver of any later breach or of the right to enforce any provision of this Agreement.

7.4 Assignment; Subcontracts
Health Connected may not assign its rights or delegate its responsibilities under this Agreement to anyone else without the prior written consent of District, except that Health Connected may (a) assign all of its rights under this Agreement without District's prior written consent in connection with a merger, acquisition, reorganization, sale or transfer of substantially all of its assets, or other operation of law; and (b) enter into subcontracts and independent contractor agreements to carry out its responsibilities under this Agreement without District's prior written consent.

7.5 Independence
Health Connected and District are and will remain independent contracting parties. Health Connected will have sole responsibility for the planning, management, and implementation of its Program responsibilities, and the arrangements contemplated by this Agreement do not create a partnership, joint venture, employment, or similar relationship for any purpose. Neither Health Connected nor District has the power or authority to bind or obligate the other to a third party or commitment in any manner.

7.6 Third-Party Beneficiaries
Except as specifically provided in Section 5.2, this Agreement is for the exclusive benefit of Health Connected and District, and not for the benefit of any third party including, but not limited to, any employee, affiliate, student, or vendor of either party.

* * * * * * *

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent, Teaching & Learning
Jennifer Rockett, CTE Coordinator; Seemaa Prasad, Principal (Baden)

DATE: June 25, 2026

RE: Approval of New Course: Adv. English: Professional Writing for College, Career & Educational Leadership

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ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

The following course is being submitted to the Board of Trustees for consideration and approval for implementation during the 2026-2027 school year:

Adv. English: Professional Writing for College, Career & Educational Leadership is a year-long, honors-level English course proposed at Baden High School within the South San Francisco Unified School District. The course is designed to prepare students in grades 11–12 for the reading, writing, and communication demands of college, career pathways, and leadership roles through rigorous, relevant, and applied learning experiences.

This course integrates English Language Arts instruction with Career Technical Education (CTE) Education Pathway standards and dual enrollment coursework (COUN 101/102), providing students with opportunities to engage in advanced academic writing, research, rhetorical analysis, and real-world communication tasks. Students develop critical literacy and professional skills through projects such as analytical essays, research papers, presentations, and a capstone Student Educational Plan that emphasizes college and career readiness.

Adv. English aligns with CTE Intermediate Education (CALPADS 7530) and English 11 (CALPADS 9107) standards and fulfills UC/CSU A–G “B” English requirements. The course emphasizes practical literacy development, leadership skills, and postsecondary readiness by connecting academic content to students’ personal experiences, career exploration, and future goals.

The proposed course supports the District’s Strategic Plan and LCAP goals by increasing access to rigorous, college-aligned coursework for alternative education students, strengthening student engagement through relevant and culturally responsive instruction, and addressing opportunity gaps. By integrating themes of identity, leadership, equity, and postsecondary systems, the course prepares students to become effective communicators, critical thinkers, and self-directed learners ready to succeed in college, career, and community leadership pathways

FISCAL IMPLICATIONS:

Implementation of Adv. English: Professional Writing for College, Career & Educational Leadership will require the following:

- 0.2 FTE for staffing
- Approximately $2,000 for supplemental material books
- Existing CTE grant funds and Baden High School site funds will support materials and equipment costs
- No anticipated negative impact to the District’s General Fund

POTENTIAL IMPACT:

Adv. English: Professional Writing for College, Career & Educational Leadership expands access to rigorous, interdisciplinary English coursework that is culturally responsive, career-connected, and aligned to the needs of alternative education students. The course is designed to strengthen advanced literacy, communication, and analytical writing skills while developing leadership capacity, self-awareness, and postsecondary readiness through engaging, real-world applications of reading, writing, and research.

Students engage with complex texts and apply their learning through analytical essays, research projects, reflective writing, presentations, and a capstone Student Educational Plan. Through integrated dual enrollment coursework (COUN 101/102) and structured exploration of identity, postsecondary systems, and career pathways, students build practical skills in academic writing, professional communication, and goal setting while supporting re-engagement, credit completion, and readiness for college, career, and leadership opportunities.

MONITORING PROGRESS AND EFFECTIVENESS:

Monitoring of the course's progress and effectiveness will include review and analysis of:

- Enrollment and course completion data
- Student performance on industry-aligned assessments and certifications
- Digital portfolios and project-based learning artifacts

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the following new course for implementation beginning in the 2026-2027 school year:

- Adv. English: Professional Writing for College, Career & Educational Leadership

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent, Teaching & Learning
Sabrina Yacoub, Director of Special Education & Pupil Personnel

DATE: June 25, 2026

RE: Approval of Contracts to fill vacant positions for 2026-27 school year

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ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

South San Francisco Unified School District contracts with outside agencies to fill vacant positions when qualified internal candidates cannot be secured in order to ensure that all required services identified within students' Individualized Education Programs (IEPs) are implemented while the District continues recruitment efforts for permanent staff. Contracted personnel are essential in maintaining compliance with IEP mandates and supporting the day-to-day operation of special education programs and services.

District staff are requesting Board approval to enter into contracts with the following agencies to provide staffing for vacant positions:

Agency	Position(s)	Not-to-Exceed Amount
Welldom (Nonpublic Agency)	• Augmentative and Alternative Communication (AAC) Specialist • District Bilingual Speech and Language Pathologist (SLP) Evaluator	$230,000
SPG Therapy & Education	• Speech and Language Pathologist (SLP)	$180,000
Total		**$410,000**

FISCAL IMPLICATIONS:

The total cost of these contracts shall not exceed $410,000. The cost associated to fill these vacant positions will be paid out by special education costs (MGT: 245).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve contracts with Welldom NPA and SPG Therapy & Education to provide personnel necessary to implement Individualized Education Program (IEP) services and support special education programs during the 2026–2027 school year, in a total amount not to exceed $410,000.

'Agreement No. Special Education 26-27 - Welldom SLPx1

South San Francisco Unified School District
Professional Services Agreement

Contractor Name and Contact Information ("Contractor"):

Name of Company: Welldom
Name of Primary Contact Person: Vaishali Bauskar
Address: 39270 Paseo Padre Pkwy #207 Fremont, CA 94538
Telephone Number: 510-358-6198
Email address: info@welldomrehab.com

Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:

South San Francisco Unified School District (SSFUSD)
Special Education Department
398 B Street
South San Francisco, CA 94080

SSFUSD is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in **financial, economic, accounting, engineering, legal or administrative matters**, if those persons are specially trained and experienced and competent to perform the special services required. It is agreed between the South San Francisco Unified School District ("SSFUSD"), and Contractor as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform professional services for the SSFUSD in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A, attached hereto. Contractor warrants that it is specially trained and experienced and competent to perform the special services required by the SSFUSD.

2. **Contract Term.** The term of this Agreement shall be from [July 1, 2026], to [June 30, 2027], unless terminated earlier pursuant to Section 10.

3. **Payments.** In consideration of the professional services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the SSFUSD shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the SSFUSD makes any advance payments, the Contractor agrees to refund any amounts in excess of the amount owed by the SSFUSD at the time of contract termination. The SSFUSD reserves the right to withhold payment if the SSFUSD determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed as indicated in Exhibit A. Payment for Work shall be made for all undisputed amounts in monthly installment payments within **forty-five (45) days** after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

4. **Relationship of the Parties.** Contractor agrees and understands that the professional services performed under this Agreement are performed as an Independent Contractor and not as an employee of the SSFUSD and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of SSFUSD employees. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

5. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

A. **Minimum Scope and Limit of Insurance**. Coverage shall be at least as broad as:

i. **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

ii. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.

iii. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.

iv. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Contractor's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

i. **Errors & Omissions (E&O)/Malpractice (Professional Liability)** coverage, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by endorsement or separate policy with the following limits:

1. $2,000,000 per occurrence
2. $2,000,000 general aggregate

B. **Other Insurance Provisions**

i. **Additional Insured Status** - SSFUSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

ii. **Primary Coverage** - For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the SSFUSD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the SSFUSD, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

iii. **Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the SSFUSD.

iv. **Waiver of Subrogation** - Contractor hereby grants to SSFUSD a waiver of any right to subrogation which any insurer of said Contractor may acquire against the SSFUSD by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SSFUSD has received a waiver of subrogation endorsement from the insurer.

v. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the SSFUSD. The SSFUSD may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall

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provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SSFUSD.

vi. **Acceptability of Insurers** - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the SSFUSD.

vii. **Claims Made Policies** - If any of the required policies provide claims-made coverage:

a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

viii. **Verification of Coverage** - Contractor shall furnish the SSFUSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SSFUSD before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The SSFUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

ix. **Special Risks or Circumstances** - SSFUSD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

6. **Indemnification.** Contractor shall indemnify and hold harmless SSFUSD, its officers, agents, and employees from all claims, suits or actions of every name, kind, or description brought for or on account of injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants. The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify SSFUSD, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

   The indemnification and hold harmless set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify SSFUSD, its officers, agents and employees from and defend or settle any claim or action brought against SSFUSD to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and other damages which may be incurred by SSFUSD, its officers, agents and employees for any such claim or action or settlement thereof.

7. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the SSFUSD. All financial, statistical, personal, technical, and other data and information relating to the SSFUSD's operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the SSFUSD requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any data or information which is or becomes publicly available, is already rightfully in Contractor's possession, is independently developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

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8. **Live Screen Criminal Background Check Requirements:** Contractor, at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125.1 and 45125.2 or SSFUSD policy, will ensure that all required criminal background checks are timely conducted. If required by EC section 45125.1, Contractor must provide for the completion of a Fingerprint Certification form, in the SSFUSD's required format, prior to any of the Contractor's employees, or those of any other subcontractors, who are anticipated to come into contact with SSFUSD's students. Contractor further acknowledges that other fingerprinting requirements may apply, as set forth in Education Code section 45125 et seq., and that Contractor will comply with any such requirements. Contractor further acknowledges and agrees that no Contractor or subcontractor employees, agents or representatives shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Contractor is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the SSFUSD to prepare and submit that individual's fingerprints to the Department of Justice.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the SSFUSD, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the SSFUSD the option to terminate this Agreement without notice.

10. **Termination of Agreement.** The SSFUSD may, at any time after execution of this Agreement, terminate this Agreement, in whole or in part, for the convenience of the SSFUSD by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the SSFUSD and shall be promptly delivered to the SSFUSD. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The SSFUSD may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after SSFUSD learns of said unavailability of funding.

11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the SSFUSD makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the SSFUSD, the State of California, other regulatory agencies, and/or Federal grantor agencies.

13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.

14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent or his/her designee. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is

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inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail.

15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the County of San Mateo or in the United States District Court for the Northern District of California.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor:

_____ _____

[INSERT NAME AND TITLE] Date

For the SSFUSD:

_____ _____

Ted O, Assistant Superintendent of Business Services Date

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Exhibit A

Agreement between the South San Francisco Unified School District and [Welldom]

Please submit all Exhibit Components through this form:
https://forms.gle/WncLaoBNjhn95LD48

1. Staff Clearance, Credentialing and Compliance Requirements (required before start date)

For All On-Campus or Student-Facing Personnel, Including Interpreters, Educators, and Related Service Providers

As a condition of this contract, the Contractor agrees to ensure that all personnel assigned to work with South San Francisco Unified School District ("District") meet the following compliance requirements **prior to beginning services**, and that documentation is submitted according to the instructions below.

1. Mandated HR Training Requirements

All assigned staff must complete the following trainings, either through the Contractor or directly with the District:

- Mandated Reporter Training (AB 1432)
- Sexual Harassment Prevention Training (AB 1825/SB 1343)
- Environmental Health & Safety / Injury Prevention

2. Tuberculosis (TB) Clearance

In accordance with **California Education Code § 49406**, all staff who may come into proximity with students on a school campus must have current TB clearance.

- TB screening must be dated within the past 4 years.

3. DOJ Fingerprint Clearance

Pursuant to **California Education Code § 45125.1**, all non-district personnel who may have contact with students are required to undergo fingerprint background clearance through the Department of Justice (DOJ), unless they are under direct, continuous supervision by a District employee.

- As the District does not provide immediate supervision during interpreted events or contracted services, **DOJ fingerprint clearance is required** for all in-person personnel.

Note: Virtual Interpretation Services (Interpreters Only)

This exception applies **only to interpreters** providing virtual services during meetings (e.g., IEPs) **in the presence of a District employee** (e.g., case manager, administrator). In such cases:

- **DOJ fingerprint clearance is still required**
- **TB clearance is not required**
- This option is **only encouraged for interpreter services** and is **not permitted** for any other roles, including tutors, therapists, or instructional staff
- This applies solely to interpretation provided **virtually** via video or teleconference, where the interpreter is **never alone with students**

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***Important:** Any services—whether in-person or virtual—that involve **direct or unsupervised interaction with students** (e.g., instruction, therapy, tutoring) **require full DOJ fingerprint clearance** in accordance with California Education Code § 45125.1.*

Documentation Requirements for Items 1–3 – Please select one:

Staff will submit proof of HR training, TB, and DOJ clearance directly to this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Staff have completed these requirements through the Contractor, and a signed affidavit attesting to compliance will be submitted to this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Not applicable - Employee does not have contact with students or provides services on campus

The District reserves the right to request verification of individual records at any time.

4. Technology Use Compliance

All contracted staff accessing District technology or web-based resources must sign and submit the **Staff Internet Safety Policy and Acceptable Use Agreement** *(see Exhibit B)* prior to their start date. This is required for the creation of email accounts and access to District systems.

5. Credentialing and Authorization Requirements (For Educational Staff and Related Service Providers)

All educational staff and related service providers must hold valid, California-recognized credentials, permits, or licenses appropriate for their assigned roles. Documentation must be submitted to verify the following:

- Valid California **teaching credential, service credential, license, or permit** aligned with the staff member's assignment
- **English Learner (EL/CLAD) Authorization** for all instructional personnel
- For special education teachers:
    - Mild/Moderate credential holders must have **Autism Authorization**
- For related service providers (e.g., speech-language pathologists, occupational therapists, physical therapists, counselors, psychologists):
    - Current and valid **California licensure or credential** appropriate to the discipline
    - Required authorizations or national certifications, as applicable to the position
- Any applicable **supplementary authorizations**, added authorizations, or permits required by the role or service area

Documentation Requirements for Items 5 and 6 – Please select one:

Required documentation (Acceptable Use Agreement and credentialing/licensure records) is **attached to this contract** or submitted with it via this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Required documentation **will be submitted prior to the first day of service through this link: https://forms.gle/jMcrZJKH7wzx9GcD6**

Not applicable - Employee does not have contact with students, does not require access to district technology nor provides services on campus

The District reserves the right to request verification of individual records at any time.

6. Transportation Driver Requirements

The Contractor affirms that all drivers providing transportation for students with IEPs under this agreement:

- Hold a valid California driver's license and are at least 18 years old

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- Passed DOJ fingerprint background checks
- Completed a TB risk assessment and any indicated testing
- Are designated mandated reporters
- Maintain satisfactory driving records
- Are enrolled in the DMV pull-notice system
- Complete required drug/alcohol testing and medical exams
- Undergo annual training (first aid, pre-trip check, transport compliance)
- Operate vehicles that are regularly inspected and equipped with essential safety items (first aid kit, fire extinguisher)

Legal & Compliance Check – SB 88 Implementation

- SB 88 (2023) mandates these requirements for pupil transportation by non-school-bus carriers ocde.us+7codes.findlaw.com+7go.boarddocs.com+7codes.findlaw.com+2scusd.edu+2go.boarddocs.com+2trackbill.comcde.ca.gov
- TB risk assessments and DOJ checks are mandated for any contracted transportation personnel, not just on-campus staff sandiegocounty.gov+4codes.findlaw.com+4ctca.org+4
- Vehicle safety and driver continuing education ensure student safety and legal compliance

Documentation Requirements for Item 7 – Please select one:

Evidence of completion for each staff will be submitted directly to the following link: https://forms.gle/jMcrZJKH7wzx9GcD6

Staff have completed these requirements through the Contractor, and a signed affidavit attesting to compliance will be submitted via the following link: https://forms.gle/jMcrZJKH7wzx9GcD6

Not applicable - Employee does not provide transportation services

Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).

Contractor Acknowledgment

By signing this agreement, the Contractor acknowledges and accepts responsibility for full compliance with the requirements listed above. Failure to meet any requirement may result in suspension of services, withholding of payment, or termination of contract at the discretion of the District.

2. Working Hours & Compensation Guidelines

Standard Work Hours and Calendars

- All teaching staff (including general education teachers, education specialists, speech-language pathologists, and other certificated instructional providers) are scheduled to work 7 hours per day, including an unpaid 30-minute lunch, for a total of 186 days per year. They follow the teacher work calendar, which includes mandatory District-designated professional development days.
- School psychologists, occupational therapists (OTs), physical therapists (PTs), and Board Certified Behavior Analysts (BCBAs) are scheduled to work 8 hours per day, including an unpaid 30-minute lunch, for a total of 195 days per year. These roles follow a specialist calendar that includes additional contract days for service delivery and compliance responsibilities.
- Paraeducators, Licensed Vocational Nurses (LVNs) & American Sign Language (ASL) Student Interpreters are scheduled to work 6 hours per day, including an unpaid 30-minute lunch, and follow the student instructional calendar.
    - LVNs may follow an alternative schedule if approved in writing by the District.

**Official work calendars for all positions can be found on the District website: www.ssfusd.org/apps/pages/hrcalendars*

- Transportation providers agree to transport students in a manner that ensures timely arrival before the start of the instructional day and timely departure at the end of the instructional day. Providers shall notify the school site and parent/guardian of any delays, schedule changes, or substitute drivers.

Additional Work Hours and Compensation

- Any time worked beyond the regular daily assignment (6, 7, or 8 hours depending on role) for events such as IEP meetings, staff meetings, or required trainings must be pre-approved and will be compensated at the employee's hourly rate.
- All additional hours must be documented on their timecard, with the purpose of the time noted, and must be approved and signed by the site principal or District administrator.

3. Description of Professional Services to be Performed by Contractor

In consideration of the payments set forth in Section 2 (Amount and Method of Payment), Contractor shall provide the following services:

- **Describe Service:**_____
    - 2 full time equivalent Speech & Language Pathologists at daily rate during for each regular school day schedule and at a hourly rate for ESY service days and any Part C to Part B evaluations due between June 1 - July 31 (up to 5 hours/day based on IEP services for ESY and up to 5 hours for each Part C to Part B evaluation)
        - Name: Felipe Ausensi Munoz for the District Bilingual Spanish Assessor (SLP)
            - Rate of $1112 per day for up to 8 hours; $149 for any hours over per day or during ESY
- **See cost sheets below**

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Welldom

Rate Sheet 2026-2027

Services	Assessment Only Rate	Welldom Hourly Rate When a contract is signed per student (based on the IEP minutes alone), a separate ISA for each student is needed.	Per Day Rate (7-8 hours / day) When a contract is signed days / week, a minimum 1 day / week contract term is required.
PT	2100	198	1192
PTA	n/a	131	864
OT	1800	158	1080
COTA	n/a	115	864
SLP	2000	145	1080
SLP - Bilingual	2200	149	1112
SLP - AAC	2200	150	1112
SLPA	n/a	115	864
SLPA Bilingual	n/a	115	864
AT	2200	150	1112
APE	1000	130	944
APEA	n/a	115	n/a
Psych	2500	179	1304
SPED Teacher	1200	n/a	1040
Orientation Mobility / Vision	2500	175	1184
DHH	2100	175	n/a

A minimum one-hour contract term is required; visits of 30 minutes will be billed at the full hourly rate.

- For all services provided, service logs must be submitted as an attachment with invoices.
    - Service logs must include students whose services were provided as well as the following information:
        - Date, Time, Duration
        - Whether it was group or individual, as well as location of services
        - If student was absent or did not attend, documentation should be included
    - For any transportation services provided to students with IEPs, Contractor agrees to provide the following with each monthly invoice, trip-level documentation sufficient for District-required reporting of service logs:
        - Student initials or unique ID
        - Driver name or ID
        - Date of service, including
            - Pickup and drop-off times
            - Type of vehicle used
            - Mileage incurred per trip
            - Whether the trip was one-way or round trip
        - *Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).*

This documentation must be submitted in a format agreed upon by the District and may be used to support internal reporting and program accountability.

4. Amount & Method of Payment

In consideration of the services provided by the Contractor pursuant to Section 1 (Description of Professional Services to be Performed by Contractor), and subject to the terms of this Agreement, South San Francisco Unified School District (SSFUSD) shall compensate the Contractor according to the following schedule and terms:

- The Contractor shall submit a monthly invoice that itemizes the services rendered by each assigned provider.
    - Invoices must include assignment details and a signed timecard for each individual providing services.
    - For all other service types, such as paraeducators, licensed vocational nurses (LVNs), and interpretation/translation services, an itemized breakdown by service type is sufficient.
    - For interpretation and translation services, each invoice must clearly indicate:
        - For translated documents: The content that was translated, including the number of pages and any associated additional costs
        - For interpretation services: The specific IEP meeting(s) attended and the duration of attendance for each
        - If American Sign Language (ASL) or language modeling services: the invoice must also include assignment details and a signed timecard.
- Total compensation for services shall not exceed **$230,000.**

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Exhibit B

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700
www.ssfusd.org
Dr. Shawnterra Moore, Superintendent

1. The South San Francisco Unified School District (SSFUSD or The District) strongly believes in the value of technology and recognizes its potential to support and enhance its educational and business uses. The purpose of the SSFUSD's technology is to promote effective and efficient use of time and resources to carry out the District's business and educational mission. By using SSFUSD technology, each employee/volunteer agrees to abide by the Employee/Volunteer Internet Safety Policy & Acceptable Use Agreement for Technology. If an employee does not agree to abide by these policies, he or she will not be permitted to use district technology.
2. Access is a privilege - not a right. Employees/volunteers are individually responsible for their use of the District's technology resources, and general District rules and policies for appropriate workplace behavior apply. Employees/volunteers may not engage in inappropriate behavior when using the District's tech resources. Examples of inappropriate behavior are:
    a. Using tech resources without appropriate permission or access
    b. Intentionally damaging, degrading or wasting any tech resource
    c. Using tech resources to harass, insult or attack others
    d. Altering or using another user's account, password, folders, files, etc., without the other user's express permission
    e. Copying material from the Internet or SSFUSD's computer system and knowingly misrepresenting it as your or another's own work or violating copyright laws
    f. Using tech resources to create, find, share or download offensive, obscene language and/or images, child pornography or any other visual depictions that are harmful to minors
    g. Disclosing someone else's home address, phone number or other personal information without his or her consent
    h. Knowingly participating in any way in the transmission of computer viruses or the spread of other harmful computer programs
    i. Modifying or altering SSFUSD's computer systems without appropriate permission or access (e.g., downloading or installing software on the computer system or attaching peripheral hardware such as disk drives, printers, etc.)
    j. Hacking, e.g., gaining or attempting to gain unauthorized access to computer systems, unauthorized viewing, copying, downloading, locking or otherwise altering SSFUSD's computer systems or information
    k. Using SSFUSD computer systems for personal financial gain, *political purposes or in a manner otherwise inconsistent with the District's pedagogy, mission and goals* Commercial use (or personal financial gain) is only permissible if sanctioned by the Superintendent and School Board
    l. Using SSFUSD's tech resources for any illegal purpose
    m. Accessing student information when you do not have a legitimate educational interest in the information, as determined by the District; Sharing student information with

school officials who do not have a legitimate educational interest in the information, as determined by the District or sharing student information with non school officials; or otherwise Using or Altering student information without going through the proper processes provided for by law

n. Spamming, e.g., sending unsolicited email to large groups of District employees/volunteers that does not serve District business
o. Allowing students to access inappropriate materials or failing to take action when students are not using tech resources in accordance with the District's Internet Safety Policies & Acceptable Use Agreements for Technology
p. Not reporting any misuse of SSFUSD's tech resources to the District's administration and/or the Technology Department

3. The District reserves the right to access employee/volunteer work, files, folders, accounts, passwords, etc., and other information kept or transmitted on SSFUSD's computer and network systems; and to modify and/or delete those items in the interests of security, maintenance or other legitimate District purposes. The District reserves the right to monitor its technology resources in order to maintain system integrity and prevent abuses. Employees/volunteers have no right or expectation of privacy in any information transmitted through the District's tech resources.
4. The District makes no warranties of any kind, whether expressed or implied, for the electronic resources it is providing or about the information transmitted. SSFUSD will not be responsible for any loss of information while using its technology resources or for any damage to items transmitted through the tech resources that violate these rules.
   Other than those expressly provided for by the District, employees/volunteers may not use any passwords or security devices without the consent of the Technology Department, site administrator and/or school tech personnel. Employees/volunteers must inform the Technology Department, site administrator and/or school tech personnel in writing of any passwords or security devices they wish to use and, if approved, provide the Technology Department with all information necessary to gain access to the tech resources and the secured/protected information. The District reserves the right to remove any such password or security device at its sole discretion.
   SSFUSD assumes no liability for any claims, damages, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to an employee's/volunteer's use of the Internet or the information transmitted through the District's tech resources.
5. Pursuant to the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) and other laws, SSFUSD uses a software program and hardware appliance to filter inappropriate material found on the Internet. It is not foolproof, and when working with students, all employees/volunteers are responsible for guiding them toward appropriate resources.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700
www.ssfusd.org
Dr. Shawnterra Moore, Superintendent

6. Violation of these rules is unacceptable and may result in a loss of access and privileges to technology resources, as well as disciplinary action, such as suspension or dismissal, and/or legal action.

I have read and understand SSFUSD's Staff Internet Safety Policy & Acceptable Use Agreement for Technology. By signing this document, I acknowledge and agree to follow the policy and District rules when using technology resources and helping students use technology resources. I understand that I may be liable for any violations of these rules and be subject to potential disciplinary or legal action for violating the above terms and conditions as well as loss of access and user privileges. I understand that I have no expectation of privacy in information transmitted through the District's technology resources.

_____ **Print Name**

_____ **Job Title**

_____ **Location**

_____ **Email Address**

Gender for Infinite Campus account (only options available)		
☐ **Female**	☐ **Male**	☐ **Non-binary**

_____ **Signature**

_____ **Date**

EID#:

To be completed by Human Resources

Status: ☐ New ☐ Volunteer ☐ Contractor ☐ Student Teacher

*Contractors/Volunteers must have department/site administrator signature to authorize account setup. The department/site is responsible for storing the ORIGINAL COPY of the AUP on file for this person.

Sign Print

Department / Site Administrator Signature

All users who have a signed AUP on file will receive a username & password for their location(s) to access SSFUSD computers. Please check if this person also needs:

☐ Email ☐ Google Apps ☐ Zoom ☐ SIS access

Exhibit C

AFFIDAVIT OF COMPLIANCE

South San Francisco Unified School District
For All Contracted Personnel Assigned to School Sites or Student-Facing Roles

Contractor Name: _____ **Date:** _____

Pursuant to the terms of our agreement with South San Francisco Unified School District ("District"), the undersigned, as an authorized representative of the Contractor named above, hereby certifies the following:

Staff Compliance Certification

The Contractor affirms that **all staff assigned to perform services** under this agreement have met the following requirements **prior to the first day of service**:

1. Mandated HR Training Requirements

All assigned staff have completed:

- Mandated Reporter Training (AB 1432)
- Sexual Harassment Prevention Training (AB 1825/SB 1343)
- Environmental Health & Safety / Injury Prevention training

2. Tuberculosis (TB) Clearance

All assigned staff who may come into proximity with students on a school campus have been screened and cleared for tuberculosis in accordance with California Education Code § 49406.

* For interpreters providing virtual services in the presence of a District employee, TB clearance is not required.

3. DOJ Fingerprint Clearance

All assigned staff who may have contact with students have received DOJ fingerprint background clearance in accordance with California Education Code § 45125.1.

* DOJ clearance is still required for interpreters providing virtual services.

4. Technology Use Compliance

All staff accessing District technology or web-based resources have signed and submitted the District's **Staff Internet Safety Policy and Acceptable Use Agreement**.

5. Credentialing and Authorization Requirements (For Educational Staff and Related Service Providers)

All instructional staff and related service providers:

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- Hold valid California credentials, permits, or licenses appropriate to their assignment
- Hold English Learner Authorization (if applicable)
- Hold Autism Authorization (if assigned under a Mild/Moderate credential)
- Hold any required supplementary authorizations, certificates, or licenses necessary for their discipline

6. Transportation Driver Requirements (If Applicable)

All drivers transporting students with IEPs under this agreement:

- Hold a valid California driver's license and are at least 18 years old
- Passed DOJ fingerprint background checks
- Completed a TB risk assessment and any required testing
- Are designated mandated reporters
- Maintain satisfactory driving records
- Are enrolled in the DMV pull-notice system
- Complete required drug/alcohol testing and medical exams
- Undergo annual training (first aid, pre-trip check, transport compliance)
- Operate vehicles that are regularly inspected and equipped with essential safety items (first aid kit, fire extinguisher)

Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).

Record Retention & Availability

The Contractor agrees to retain all supporting documentation for the duration of the contract and to provide such documentation to the District within three (3) business days upon request.

Notification of Non-Compliance

The Contractor agrees to notify the District **immediately** if any assigned staff member becomes non-compliant or is removed from assignment due to clearance, training, or credentialing issues.

Executed under penalty of perjury under the laws of the State of California.

Signed on this day: _____, *20*___ **City/County: _____**

Authorized Signature: _____

Printed Name: _____Title: _____

Company Name: _____Phone/Email:_____

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'Agreement No. __Special Education 26-27 - SPG SLPx1_____

South San Francisco Unified School District
Professional Services Agreement

Contractor Name and Contact Information ("Contractor"):

Name of Company: SPG Therapy & Education, PC
Name of Primary Contact Person: Jennifer Peragine
Address: 2021 Ygnacio Valley Rd., Suite C103,
Walnut Creek, CA 94598
Telephone Number: (925) 945-1474
Email address: jennifer.peragine@spgtherapy.com

Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:

South San Francisco Unified School District (SSFUSD)
Special Education Department
398 B Street
South San Francisco, CA 94080

SSFUSD is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in **financial, economic, accounting, engineering, legal or administrative matters**, if those persons are specially trained and experienced and competent to perform the special services required. It is agreed between the South San Francisco Unified School District ("SSFUSD"), and Contractor as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform professional services for the SSFUSD in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A, attached hereto. Contractor warrants that it is specially trained and experienced and competent to perform the special services required by the SSFUSD.

2. **Contract Term.** The term of this Agreement shall be from [July 1, 2026], to [June 30, 2027], unless terminated earlier pursuant to Section 10.

3. **Payments.** In consideration of the professional services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the SSFUSD shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the SSFUSD makes any advance payments, the Contractor agrees to refund any amounts in excess of the amount owed by the SSFUSD at the time of contract termination. The SSFUSD reserves the right to withhold payment if the SSFUSD determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed as indicated in Exhibit A. Payment for Work shall be made for all undisputed amounts in monthly installment payments within **forty-five (45) days** after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

4. **Relationship of the Parties.** Contractor agrees and understands that the professional services performed under this Agreement are performed as an Independent Contractor and not as an employee of the SSFUSD and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of SSFUSD employees. Contractor shall assume full responsibility for

payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

5. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

A. **Minimum Scope and Limit of Insurance**. Coverage shall be at least as broad as:

i. **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

ii. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.

iii. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.

iv. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Contractor's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

i. **Errors & Omissions (E&O)/Malpractice (Professional Liability)** coverage, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by endorsement or separate policy with the following limits:

1. $2,000,000 per occurrence
2. $2,000,000 general aggregate

B. **Other Insurance Provisions**

i. **Additional Insured Status** - SSFUSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

ii. **Primary Coverage** - For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the SSFUSD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the SSFUSD, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

iii. **Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the SSFUSD.

iv. **Waiver of Subrogation** - Contractor hereby grants to SSFUSD a waiver of any right to subrogation which any insurer of said Contractor may acquire against the SSFUSD by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SSFUSD has received a waiver of subrogation endorsement from the insurer.

v. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the SSFUSD. The SSFUSD may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses

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and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SSFUSD.

vi. **Acceptability of Insurers** - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the SSFUSD.

vii. **Claims Made Policies** - If any of the required policies provide claims-made coverage:

a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

viii. **Verification of Coverage** - Contractor shall furnish the SSFUSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SSFUSD before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The SSFUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

ix. **Special Risks or Circumstances** - SSFUSD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

6. **Indemnification.** Contractor shall indemnify and hold harmless SSFUSD, its officers, agents, and employees from all claims, suits or actions of every name, kind, or description brought for or on account of injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants. The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify SSFUSD, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

   The indemnification and hold harmless set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify SSFUSD, its officers, agents and employees from and defend or settle any claim or action brought against SSFUSD to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and other damages which may be incurred by SSFUSD, its officers, agents and employees for any such claim or action or settlement thereof.

7. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the SSFUSD. All financial, statistical, personal, technical, and other data and information relating to the SSFUSD's operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the SSFUSD requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any data or information which is or becomes publicly available, is already rightfully in Contractor's possession, is independently developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

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8. **Live Screen Criminal Background Check Requirements:** Contractor, at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125.1 and 45125.2 or SSFUSD policy, will ensure that all required criminal background checks are timely conducted. If required by EC section 45125.1, Contractor must provide for the completion of a Fingerprint Certification form, in the SSFUSD's required format, prior to any of the Contractor's employees, or those of any other subcontractors, who are anticipated to come into contact with SSFUSD's students. Contractor further acknowledges that other fingerprinting requirements may apply, as set forth in Education Code section 45125 et seq., and that Contractor will comply with any such requirements. Contractor further acknowledges and agrees that no Contractor or subcontractor employees, agents or representatives shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Contractor is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the SSFUSD to prepare and submit that individual's fingerprints to the Department of Justice.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the SSFUSD, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the SSFUSD the option to terminate this Agreement without notice.

10. **Termination of Agreement.** The SSFUSD may, at any time after execution of this Agreement, terminate this Agreement, in whole or in part, for the convenience of the SSFUSD by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the SSFUSD and shall be promptly delivered to the SSFUSD. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The SSFUSD may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after SSFUSD learns of said unavailability of funding.

11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the SSFUSD makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the SSFUSD, the State of California, other regulatory agencies, and/or Federal grantor agencies.

13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.

14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent or his/her designee. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is

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inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail.

15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the County of San Mateo or in the United States District Court for the Northern District of California.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor:

_____ _____

[INSERT NAME AND TITLE] Date

For the SSFUSD:

_____ _____

Ted O, Assistant Superintendent of Business Services Date

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Exhibit A

Agreement between the South San Francisco Unified School District and [SPG]

Please submit all Exhibit Components through this form:
https://forms.gle/WncLaoBNjhn95LD48

1. Staff Clearance, Credentialing and Compliance Requirements (required before start date)

For All On-Campus or Student-Facing Personnel, Including Interpreters, Educators, and Related Service Providers

As a condition of this contract, the Contractor agrees to ensure that all personnel assigned to work with South San Francisco Unified School District ("District") meet the following compliance requirements **prior to beginning services**, and that documentation is submitted according to the instructions below.

1. Mandated HR Training Requirements

All assigned staff must complete the following trainings, either through the Contractor or directly with the District:

- Mandated Reporter Training (AB 1432)
- Sexual Harassment Prevention Training (AB 1825/SB 1343)
- Environmental Health & Safety / Injury Prevention

2. Tuberculosis (TB) Clearance

In accordance with **California Education Code § 49406**, all staff who may come into proximity with students on a school campus must have current TB clearance.

- TB screening must be dated within the past 4 years.

3. DOJ Fingerprint Clearance

Pursuant to **California Education Code § 45125.1**, all non-district personnel who may have contact with students are required to undergo fingerprint background clearance through the Department of Justice (DOJ), unless they are under direct, continuous supervision by a District employee.

- As the District does not provide immediate supervision during interpreted events or contracted services, **DOJ fingerprint clearance is required** for all in-person personnel.

Note: Virtual Interpretation Services (Interpreters Only)

This exception applies **only to interpreters** providing virtual services during meetings (e.g., IEPs) **in the presence of a District employee** (e.g., case manager, administrator). In such cases:

- **DOJ fingerprint clearance is still required**
- **TB clearance is not required**
- This option is **only encouraged for interpreter services** and is **not permitted** for any other roles, including tutors, therapists, or instructional staff
- This applies solely to interpretation provided **virtually** via video or teleconference, where the interpreter is **never alone with students**

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***Important:** Any services—whether in-person or virtual—that involve **direct or unsupervised interaction with students** (e.g., instruction, therapy, tutoring) **require full DOJ fingerprint clearance** in accordance with California Education Code § 45125.1.*

Documentation Requirements for Items 1–3 – Please select one:

Staff will submit proof of HR training, TB, and DOJ clearance directly to this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Staff have completed these requirements through the Contractor, and a signed affidavit attesting to compliance will be submitted to this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Not applicable - Employee does not have contact with students or provides services on campus

The District reserves the right to request verification of individual records at any time.

4. Technology Use Compliance

All contracted staff accessing District technology or web-based resources must sign and submit the **Staff Internet Safety Policy and Acceptable Use Agreement** *(see Exhibit B)* prior to their start date. This is required for the creation of email accounts and access to District systems.

5. Credentialing and Authorization Requirements (For Educational Staff and Related Service Providers)

All educational staff and related service providers must hold valid, California-recognized credentials, permits, or licenses appropriate for their assigned roles. Documentation must be submitted to verify the following:

- Valid California **teaching credential, service credential, license, or permit** aligned with the staff member's assignment
- **English Learner (EL/CLAD) Authorization** for all instructional personnel
- For special education teachers:
    - Mild/Moderate credential holders must have **Autism Authorization**
- For related service providers (e.g., speech-language pathologists, occupational therapists, physical therapists, counselors, psychologists):
    - Current and valid **California licensure or credential** appropriate to the discipline
    - Required authorizations or national certifications, as applicable to the position
- Any applicable **supplementary authorizations**, added authorizations, or permits required by the role or service area

Documentation Requirements for Items 5 and 6 – Please select one:

Required documentation (Acceptable Use Agreement and credentialing/licensure records) is **attached to this contract** or submitted with it via this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Required documentation **will be submitted prior to the first day of service through this link: https://forms.gle/jMcrZJKH7wzx9GcD6**

Not applicable - Employee does not have contact with students, does not require access to district technology nor provides services on campus

The District reserves the right to request verification of individual records at any time.

6. Transportation Driver Requirements

The Contractor affirms that all drivers providing transportation for students with IEPs under this agreement:

- Hold a valid California driver's license and are at least 18 years old

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- Passed DOJ fingerprint background checks
- Completed a TB risk assessment and any indicated testing
- Are designated mandated reporters
- Maintain satisfactory driving records
- Are enrolled in the DMV pull-notice system
- Complete required drug/alcohol testing and medical exams
- Undergo annual training (first aid, pre-trip check, transport compliance)
- Operate vehicles that are regularly inspected and equipped with essential safety items (first aid kit, fire extinguisher)

Legal & Compliance Check – SB 88 Implementation

- SB 88 (2023) mandates these requirements for pupil transportation by non-school-bus carriers ocde.us+7codes.findlaw.com+7go.boarddocs.com+7codes.findlaw.com+2scusd.edu+2go.boarddocs.com+2trackbill.comcde.ca.gov
- TB risk assessments and DOJ checks are mandated for any contracted transportation personnel, not just on-campus staff sandiegocounty.gov+4codes.findlaw.com+4ctca.org+4
- Vehicle safety and driver continuing education ensure student safety and legal compliance

Documentation Requirements for Item 7 – Please select one:

Evidence of completion for each staff will be submitted directly to the following link: https://forms.gle/jMcrZJKH7wzx9GcD6

Staff have completed these requirements through the Contractor, and a signed affidavit attesting to compliance will be submitted via the following link: https://forms.gle/jMcrZJKH7wzx9GcD6

Not applicable - Employee does not provide transportation services

Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).

Contractor Acknowledgment

By signing this agreement, the Contractor acknowledges and accepts responsibility for full compliance with the requirements listed above. Failure to meet any requirement may result in suspension of services, withholding of payment, or termination of contract at the discretion of the District.

2. Working Hours & Compensation Guidelines

Standard Work Hours and Calendars

- All teaching staff (including general education teachers, education specialists, speech-language pathologists, and other certificated instructional providers) are scheduled to work 7 hours per day, including an unpaid 30-minute lunch, for a total of 186 days per year. They follow the teacher work calendar, which includes mandatory District-designated professional development days.
- School psychologists, occupational therapists (OTs), physical therapists (PTs), and Board Certified Behavior Analysts (BCBAs) are scheduled to work 8 hours per day, including an unpaid 30-minute lunch, for a total of 195 days per year. These roles follow a specialist calendar that includes additional contract days for service delivery and compliance responsibilities.
- Paraeducators, Licensed Vocational Nurses (LVNs) & American Sign Language (ASL) Student Interpreters are scheduled to work 6 hours per day, including an unpaid 30-minute lunch, and follow the student instructional calendar.
    - LVNs may follow an alternative schedule if approved in writing by the District.

**Official work calendars for all positions can be found on the District website: www.ssfusd.org/apps/pages/hrcalendars*

- Transportation providers agree to transport students in a manner that ensures timely arrival before the start of the instructional day and timely departure at the end of the instructional day. Providers shall notify the school site and parent/guardian of any delays, schedule changes, or substitute drivers.

Additional Work Hours and Compensation

- Any time worked beyond the regular daily assignment (6, 7, or 8 hours depending on role) for events such as IEP meetings, staff meetings, or required trainings must be pre-approved and will be compensated at the employee's hourly rate.
- All additional hours must be documented on their timecard, with the purpose of the time noted, and must be approved and signed by the site principal or District administrator.

3. Description of Professional Services to be Performed by Contractor

In consideration of the payments set forth in Section 2 (Amount and Method of Payment), Contractor shall provide the following services:

- Describe Service:**Speech and Language Pathologist**
  - at rate of:
    - **Monday - Friday at daily rate of $941.16 per day**
    - **SPG will provide supervision (included in base daily rate) for SLP if they are still in their clinical fellowship year**
- **See cost sheets below**

SPG THERAPY & EDUCATION

District	South SFUSD
School Year	2026-2027
Last Updated	June 2026

SPG Specialized Therapy Services

Service	Bill Rate	Rate Type	Bill Rate	Rate Type
Speech Language Pathologist (SLP)	$117.65	Hourly (8-Hour Day)	$941.16	Daily
Speech Language Pathologist (SLP) - Specialty*	$133.03	Hourly (8-Hour Day)	$1,064.25	Daily
Speech Language Pathologist Assistant (SLPA)	$94.99	Hourly (8-Hour Day)	$759.95	Daily
Speech Language Pathologist Assistant (SLPA) - Specialty*	$99.81	Hourly (8-Hour Day)	$798.45	Daily
Remote Speech Language Pathologist (SLP)	$117.65	Hourly (8-Hour Day)	$941.16	Daily
Remote Speech Language Pathologist (SLP) - Specialty*	$133.03	Hourly (8-Hour Day)	$1,064.25	Daily
Physical Therapy (PT)	$118.90	Hourly (8-Hour Day)	$951.23	Daily
Occupational Therapy (OT)	$118.90	Hourly (8-Hour Day)	$951.23	Daily
School Psychologist	$158.57	Hourly (8-Hour Day)	$1,268.52	Daily
School Psychologist - Bilingual	$173.95	Hourly (8-Hour Day)	$1,391.61	Daily
School Psychologist - Hybrid	$158.57	Hourly (8-Hour Day)	$1,268.52	Daily
Mental Health - CG and PCT Services	$120.97	Hourly (8-Hour Day)	$967.78	Daily
Mental Health - CG and PCT Services - Bilingual	$134.93	Hourly (8-Hour Day)	$1,079.44	Daily
Independent Educational Evaluations (IEE)	$190.48	Hourly		
Education Specialist	$127.45	Hourly (8-Hour Day)	$1,019.57	Daily
Education Specialist - Bilingual	$142.55	Hourly (8-Hour Day)	$1,140.39	Daily

With the exception of the IEE hourly rate above are reflective of an 8-hour workday.

**Specialty services include: Bilingual, AAC, AT, D/HH*

Bundled SPG Service Offerings

Service	Bill Rate	Rate Type	Bill Rate	Rate Type
Remote SLP + On-Site Facilitator	$143.22	Hourly (8-Hour Day)	$1,146	Daily

- For all services provided, service logs must be submitted as an attachment with invoices.
  - Service logs must include students whose services were provided as well as the following information:
    - Date, Time, Duration
    - Whether it was group or individual, as well as location of services
    - If student was absent or did not attend, documentation should be included

- For any transportation services provided to students with IEPs, Contractor agrees to provide the following with each monthly invoice, trip-level documentation sufficient for District-required reporting of service logs:
  - Student initials or unique ID
  - Driver name or ID
  - Date of service, including
    - Pickup and drop-off times
    - Type of vehicle used
    - Mileage incurred per trip
    - Whether the trip was one-way or round trip
  - *Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).*

This documentation must be submitted in a format agreed upon by the District and may be used to support internal reporting and program accountability.

4. Amount & Method of Payment

In consideration of the services provided by the Contractor pursuant to Section 1 (Description of Professional Services to be Performed by Contractor), and subject to the terms of this Agreement, South San Francisco Unified School District (SSFUSD) shall compensate the Contractor according to the following schedule and terms:

- The Contractor shall submit a monthly invoice that itemizes the services rendered by each assigned provider.
  - Invoices must include assignment details and a signed timecard for each individual providing services.
  - For all other service types, such as paraeducators, licensed vocational nurses (LVNs), and interpretation/translation services, an itemized breakdown by service type is sufficient.
  - For interpretation and translation services, each invoice must clearly indicate:
    - For translated documents: The content that was translated, including the number of pages and any associated additional costs
    - For interpretation services: The specific IEP meeting(s) attended and the duration of attendance for each
    - If American Sign Language (ASL) or language modeling services: the invoice must also include assignment details and a signed timecard.
- Total compensation for services shall not exceed **$180,000.**

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SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

SCHOOL YEAR CALENDAR 2026 - 2027

BOARD ADOPTION: APR 23, 2026

	M	T	W	R	F
JULY 2026			1	2	3
	6	7	8	9	10
	13	14	15	16	17
0 days	20	21	22	23	24
	27	28	29	30	31
	3	4	5	6	7
AUG 2026	10	11	12	[13]	14
	17	18	19	20	21
13 days	24	25	26	27	28
	31				
		1	2	3	4
SEPT 2026	7	8	9	10	11
	14	15	16	17	18
21 days	21	22	23	24	25
	28	29	30		
				1	2
OCT 2026	5	6	7	8	9
	12	13	14	15	16
21 days	19	20	21	22	23
	26	27	28	29	30
	2	3	4	5	6
NOV 2026	9	10	11	12	13
	16	17	18	19	20
17 days	23	24	25	26	27
	30				
		1	2	3	4
DEC 2026	7	8	9	10	11
	14	15	16	17	18
14 days	21	22	23	24	25
	28	29	30	31	
					1
JAN 2027	4	5	6	7	8
	11	12	13	14	15
17 days	18	19	20	21	22
	25	26	27	28	29
	1	2	3	4	5
FEB 2027	8	9	10	11	12
	15	16	17	18	19
18 days	22	23	24	25	26
	1	2	3	4	5
MAR 2027	8	9	10	11	12
	15	16	17	18	19
20 days	22	23	24	25	26
	29	30	31		
				1	2
APR 2027	5	6	7	8	9
	12	13	14	15	16
20 days	19	20	21	22	23
	26	27	28	29	30
	3	4	5	6	7
MAY 2027	10	11	12	13	14
	17	18	19	20	21
19 days	24	25	26	[27]	28
	31				
		1	2	3	4
JUNE 2027	7	8	9	10	11
	14	15	16	17	18
0 days	21	22	23	24	25
	28	29	30		

KEY

[ ]	First and Last Day of Instruction
	Holiday (Schools & District Closed)
	Holiday (Schools Closed)
	Staff Development Day (No Students)
	Teacher Workday (No Students)
	Minimum Day

Calendar Details

July 3: Independence Day Obs. (Schools & District Closed)

Aug 10 - 11: Staff Development Day (No Students)
Aug 12: Teacher Workday (No Students)
Aug 13: First Day of Instruction

Sept 7: Labor Day (Schools & District Closed)
Sept 28 - 30: Grades TK - 5 PTC Week (Minimum Day)

Oct 1 - 2: Grades TK - 5 PTC Week (Minimum Day)
Oct 12: Indigenous Peoples' Day (Schools & District Closed)
Oct 19 - 23: Grades 6 - 8 PTC Week (Minimum Day)

Nov 11: Veterans Day (Schools & District Closed)
Nov 25: Fall Break (Schools Closed)
Nov 26 - 27: Fall Break (Schools & District Closed)

Dec 17 - 18: Minimum Day
Dec 21 - 23: Winter Break (Schools Closed)
Dec 24 - 31: Winter Break (Schools & District Closed)

Jan 1: Winter Break (Schools & District Closed)
Jan 4: Staff Development Day (No Students)
Jan 5: Teacher Workday (No Students)
Jan 18: Martin Luther King Day (Schools & District Closed)

Feb 5: Lunar New Year (Schools Closed)
Feb 15: Presidents' Day (Schools & District Closed)

Mar 8 - 12: Grades TK - 5 PTC Week (Minimum Day)
Mar 29 - 31: Spring Break (Schools Closed)

Apr 1 - 2: Spring Break (Schools Closed)

May 26 - 27: Minimum Day
May 27: Last Day of Instruction
May 28: Teacher Workday (No Students)
May 31: Memorial Day (Schools & District Closed)

June 18: Juneteenth Obs. (Schools & District Closed)

Instructional Days

86	Fall 2026 Instructional Days
94	Spring 2027 Instructional Days
180	2026 - 2027 Instructional Days

Bell Schedule

Elementary School			
Regular (MTRF)	8:20 AM - 1:20 PM	(TK-K)	300 min.
	8:20 AM - 2:40 PM	(Gr. 1-5)	380 min.
Early Release (W)	8:20 AM - 1:20 PM	(TK-K)	300 min.
	8:20 AM - 1:40 PM	(Gr. 1-5)	320 min.
Minimum Day	8:20 AM - 12:55 PM		275 min.
Middle School			
Regular (MTRF)	8:40 AM - 3:15 PM		395 min.
Early Release (W)	8:40 AM - 1:50 PM		310 min.
Minimum Day	8:40 AM - 12:54 PM		254 min.
High School			
Regular (MTRF)	8:30 AM - 3:20 PM		410 min.
Early Release (W)	8:30 AM - 2:17 PM		347 min.
Minimum Day	8:30 AM - 12:50 PM		260 min.

Grade Reporting Periods

Elementary School

Term	Dates	Days	Grades
Trimester 1	Aug 13 - Nov 6	60 days	Nov 20
PTC Week	Sept 28 - Oct 2		
Trimester 2	Nov 9 - Feb 19	56 days	Mar 8
PTC Week	Mar 8 - 12		
Trimester 3	Feb 22 - May 27	64 days	May 27

Middle & High School

Term	Dates	Days	Grades
Semester 1	Aug 13 - Dec 18	86 days	Jan 11
Quarter 1 Progress	Aug 13 - Sept 11		Sept 21
Quarter 1	Aug 13 - Oct 9	41 days	Oct 19
PTC Week (Gr. 6-8)	Oct 19 - 23		
Quarter 2 Progress	Oct 13 - Nov 13		Nov 23
Quarter 2	Oct 13 - Dec 18	45 days	Jan 11
Semester 2	Jan 6 - May 27	94 days	June 7
Quarter 3 Progress	Jan 6 - Feb 4		Feb 16
Quarter 3	Jan 6 - Mar 12	45 days	Mar 22
Quarter 4 Progress	Mar 15 - Apr 23		May 3
Quarter 4	Mar 15 - May 27	49 days	June 7

Continuation High School

Term	Dates	Days	Grades
Term 1	Aug 13 - Sept 25	31 days	Oct 5
Term 2	Sept 28 - Nov 6	29 days	Nov 16
Term 3	Nov 9 - Dec 18	26 days	Jan 11
Term 4	Jan 6 - Feb 19	30 days	Mar 1
Term 5	Feb 22 - Apr 9	30 days	Apr 19
Term 6	Apr 12 - May 27	34 days	June 7

Major Religious & Community Holidays

In the spirit of our C.A.R.E. core values, SSFUSD is committed to nurturing inclusivity and belonging through acknowledging major religious and community holidays of cultural significance for the diverse members of our SSFUSD community.

Sept 11 - 13: Rosh Hashanah (Jewish)
Sept 20 - 21: Yom Kippur (Jewish)
Oct 11: White Sunday (Samoan)
Nov 1 - 2: Día de los Muertos
Nov 8: Diwali (Hindu)
Dec 4 - 12: Hanukkah (Jewish)
Dec 8: Bodhi Day (Buddhist)
Dec 25: Christmas Day (Christian)
Dec 26 - Jan 1: Kwanzaa (African American)
Jan 7: Orthodox Christmas (Orthodox Christian)
Jan 14: Orthodox New Year (Orthodox Christian)
Jan 15: Makar Sankranti/Pongal/Tirmoori (Hindu)
Jan 19: Orthodox Epiphany (Orthodox Christian)
Feb 7 - Mar 8: Ramadan (Muslim)
Mar 9 - 10: Eid al-Fitr (Muslim)
Mar 26: Good Friday (Christian)
Mar 28: Easter (Christian)
Apr 21 - 29: Passover (Jewish)
May 2: Orthodox Easter (Orthodox Christian)
May 20: Vesak (Buddhist)
May 16 - 17: Eid al-Adha (Muslim)

Exhibit B

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700
www.ssfusd.org
Dr. Shawnterra Moore, Superintendent

1. The South San Francisco Unified School District (SSFUSD or The District) strongly believes in the value of technology and recognizes its potential to support and enhance its educational and business uses. The purpose of the SSFUSD's technology is to promote effective and efficient use of time and resources to carry out the District's business and educational mission. By using SSFUSD technology, each employee/volunteer agrees to abide by the Employee/Volunteer Internet Safety Policy & Acceptable Use Agreement for Technology. If an employee does not agree to abide by these policies, he or she will not be permitted to use district technology.
2. Access is a privilege - not a right. Employees/volunteers are individually responsible for their use of the District's technology resources, and general District rules and policies for appropriate workplace behavior apply. Employees/volunteers may not engage in inappropriate behavior when using the District's tech resources. Examples of inappropriate behavior are:
    a. Using tech resources without appropriate permission or access
    b. Intentionally damaging, degrading or wasting any tech resource
    c. Using tech resources to harass, insult or attack others
    d. Altering or using another user's account, password, folders, files, etc., without the other user's express permission
    e. Copying material from the Internet or SSFUSD's computer system and knowingly misrepresenting it as your or another's own work or violating copyright laws
    f. Using tech resources to create, find, share or download offensive, obscene language and/or images, child pornography or any other visual depictions that are harmful to minors
    g. Disclosing someone else's home address, phone number or other personal information without his or her consent
    h. Knowingly participating in any way in the transmission of computer viruses or the spread of other harmful computer programs
    i. Modifying or altering SSFUSD's computer systems without appropriate permission or access (e.g., downloading or installing software on the computer system or attaching peripheral hardware such as disk drives, printers, etc.)
    j. Hacking, e.g., gaining or attempting to gain unauthorized access to computer systems, unauthorized viewing, copying, downloading, locking or otherwise altering SSFUSD's computer systems or information
    k. Using SSFUSD computer systems for personal financial gain, *political purposes or in a manner otherwise inconsistent with the District's pedagogy, mission and goals* Commercial use (or personal financial gain) is only permissible if sanctioned by the Superintendent and School Board
    l. Using SSFUSD's tech resources for any illegal purpose
    m. Accessing student information when you do not have a legitimate educational interest in the information, as determined by the District; Sharing student information with

school officials who do not have a legitimate educational interest in the information, as determined by the District or sharing student information with non school officials; or otherwise Using or Altering student information without going through the proper processes provided for by law

n. Spamming, e.g., sending unsolicited email to large groups of District employees/volunteers that does not serve District business
o. Allowing students to access inappropriate materials or failing to take action when students are not using tech resources in accordance with the District's Internet Safety Policies & Acceptable Use Agreements for Technology
p. Not reporting any misuse of SSFUSD's tech resources to the District's administration and/or the Technology Department

3. The District reserves the right to access employee/volunteer work, files, folders, accounts, passwords, etc., and other information kept or transmitted on SSFUSD's computer and network systems; and to modify and/or delete those items in the interests of security, maintenance or other legitimate District purposes. The District reserves the right to monitor its technology resources in order to maintain system integrity and prevent abuses. Employees/volunteers have no right or expectation of privacy in any information transmitted through the District's tech resources.
4. The District makes no warranties of any kind, whether expressed or implied, for the electronic resources it is providing or about the information transmitted. SSFUSD will not be responsible for any loss of information while using its technology resources or for any damage to items transmitted through the tech resources that violate these rules.
   Other than those expressly provided for by the District, employees/volunteers may not use any passwords or security devices without the consent of the Technology Department, site administrator and/or school tech personnel. Employees/volunteers must inform the Technology Department, site administrator and/or school tech personnel in writing of any passwords or security devices they wish to use and, if approved, provide the Technology Department with all information necessary to gain access to the tech resources and the secured/protected information. The District reserves the right to remove any such password or security device at its sole discretion.
   SSFUSD assumes no liability for any claims, damages, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to an employee's/volunteer's use of the Internet or the information transmitted through the District's tech resources.
5. Pursuant to the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) and other laws, SSFUSD uses a software program and hardware appliance to filter inappropriate material found on the Internet. It is not foolproof, and when working with students, all employees/volunteers are responsible for guiding them toward appropriate resources.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700
www.ssfusd.org
Dr. Shawnterra Moore, Superintendent

6. Violation of these rules is unacceptable and may result in a loss of access and privileges to technology resources, as well as disciplinary action, such as suspension or dismissal, and/or legal action.

I have read and understand SSFUSD's Staff Internet Safety Policy & Acceptable Use Agreement for Technology. By signing this document, I acknowledge and agree to follow the policy and District rules when using technology resources and helping students use technology resources. I understand that I may be liable for any violations of these rules and be subject to potential disciplinary or legal action for violating the above terms and conditions as well as loss of access and user privileges. I understand that I have no expectation of privacy in information transmitted through the District's technology resources.

_____ **Print Name**

_____ **Job Title**

_____ **Location**

_____ **Email Address**

Gender for Infinite Campus account (only options available)		
☐ **Female**	☐ **Male**	☐ **Non-binary**

_____ **Signature**

_____ **Date**

EID#:

To be completed by Human Resources

Status: ☐ New ☐ Volunteer ☐ Contractor ☐ Student Teacher

*Contractors/Volunteers must have department/site administrator signature to authorize account setup. The department/site is responsible for storing the ORIGINAL COPY of the AUP on file for this person.

Sign Print

Department / Site Administrator Signature

All users who have a signed AUP on file will receive a username & password for their location(s) to access SSFUSD computers. Please check if this person also needs:

☐ Email ☐ Google Apps ☐ Zoom ☐ SIS access

Exhibit C

AFFIDAVIT OF COMPLIANCE

South San Francisco Unified School District

For All Contracted Personnel Assigned to School Sites or Student-Facing Roles

Contractor Name: _____ **Date:** _____

Pursuant to the terms of our agreement with South San Francisco Unified School District ("District"), the undersigned, as an authorized representative of the Contractor named above, hereby certifies the following:

Staff Compliance Certification

The Contractor affirms that **all staff assigned to perform services** under this agreement have met the following requirements **prior to the first day of service**:

1. Mandated HR Training Requirements

All assigned staff have completed:

- Mandated Reporter Training (AB 1432)
- Sexual Harassment Prevention Training (AB 1825/SB 1343)
- Environmental Health & Safety / Injury Prevention training

2. Tuberculosis (TB) Clearance

All assigned staff who may come into proximity with students on a school campus have been screened and cleared for tuberculosis in accordance with California Education Code § 49406.

* For interpreters providing virtual services in the presence of a District employee, TB clearance is not required.

3. DOJ Fingerprint Clearance

All assigned staff who may have contact with students have received DOJ fingerprint background clearance in accordance with California Education Code § 45125.1.

* DOJ clearance is still required for interpreters providing virtual services.

4. Technology Use Compliance

All staff accessing District technology or web-based resources have signed and submitted the District's **Staff Internet Safety Policy and Acceptable Use Agreement**.

5. Credentialing and Authorization Requirements (For Educational Staff and Related Service Providers)

All instructional staff and related service providers:

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- Hold valid California credentials, permits, or licenses appropriate to their assignment
- Hold English Learner Authorization (if applicable)
- Hold Autism Authorization (if assigned under a Mild/Moderate credential)
- Hold any required supplementary authorizations, certificates, or licenses necessary for their discipline

6. Transportation Driver Requirements (If Applicable)

All drivers transporting students with IEPs under this agreement:

- Hold a valid California driver's license and are at least 18 years old
- Passed DOJ fingerprint background checks
- Completed a TB risk assessment and any required testing
- Are designated mandated reporters
- Maintain satisfactory driving records
- Are enrolled in the DMV pull-notice system
- Complete required drug/alcohol testing and medical exams
- Undergo annual training (first aid, pre-trip check, transport compliance)
- Operate vehicles that are regularly inspected and equipped with essential safety items (first aid kit, fire extinguisher)

Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).

Record Retention & Availability

The Contractor agrees to retain all supporting documentation for the duration of the contract and to provide such documentation to the District within three (3) business days upon request.

Notification of Non-Compliance

The Contractor agrees to notify the District **immediately** if any assigned staff member becomes non-compliant or is removed from assignment due to clearance, training, or credentialing issues.

Executed under penalty of perjury under the laws of the State of California.

Signed on this day: _____, *20*____ City/County: _____

Authorized Signature: _____

Printed Name: _____Title: _____

Company Name: _____Phone/Email:_____

DRAFT

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent, Teaching & Learning
Sabrina Yacoub, Director of Special Education & Pupil Personnel

DATE: June 25, 2026

RE: Approval to Continue Contracts with Non-Public Agencies (NPA) for Special Education Mental Health Services for the 2026–2027 school year

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ALIGNMENT WITH STRATEGIC PLAN:

☒ Goal 1: Exceptional Instruction
☒ Goal 2: Engaged Students
☒ Goal 3: Purposeful Partnerships
☐ Goal 4: Empowered Educators
☐ Goal 5: Equity-Centered Systems
☐ N/A: Not Applicable

BACKGROUND:

South San Francisco Unified School District contracts with qualified agencies to ensure the provision of mental health services for students with Individualized Education Programs (IEPs), in accordance with each student's identified needs. This memo seeks Board approval of contracts for the 2026–2027 school year to support the delivery of these mandated services:

Organization	Description of Services Provided / Agreement	Expected Amount
Beacon NPA	Beacon agrees to staff SSFUSD as follows: • **4.25 FTE mental health clinicians** assigned to serve approximately 40 SSFUSD students receiving ongoing mental health services across the district • **FTE mental health clinician(s)** to support the middle school therapeutic classroom at Alta Loma Middle School • **0.25 FTE Coordinator** to supervise contracted clinicians per contract	$620,000
Dooley Corp	• Wrap Behavioral Support Services (Engagement Counselors)	$200,000
	Total	**$820,000**

Please see attached Professional Services Agreement (PSA) with Beacon and Dooley for details of contracts

FISCAL IMPLICATIONS:

$820,000 - Resource Code 6500 & 3327 will be utilized to cover the cost of these PSAs.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the renewal of contracts with Beacon and Dooley Corporation to provide services pursuant to Individualized Education Programs (IEPs) in a total amount not to exceed $820,000, and authorize the Assistant Superintendent of Business Services to execute Professional Services Agreements (PSAs) with each organization.

'Agreement No. Special Education 26-27 - Beacon NPA

South San Francisco Unified School District
Professional Services Agreement

Contractor Name and Contact Information ("Contractor"):

Name of Company: Beacon School
Name of Primary Contact Person: Ethan Robinson
Address: 5670 Camden Ave. San Jose CA 95124
Telephone Number: 408-836–9745
Email address: ethanr@beaconschool.com

Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:

South San Francisco Unified School District (SSFUSD)
Special Education Department
398 B Street
South San Francisco, CA 94080

SSFUSD is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in **financial, economic, accounting, engineering, legal or administrative matters**, if those persons are specially trained and experienced and competent to perform the special services required. It is agreed between the South San Francisco Unified School District ("SSFUSD"), and Contractor as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform professional services for the SSFUSD in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A, attached hereto. Contractor warrants that it is specially trained and experienced and competent to perform the special services required by the SSFUSD.

2. **Contract Term.** The term of this Agreement shall be from [July 1, 2026], to [June 30, 2027], unless terminated earlier pursuant to Section 10.

3. **Payments.** In consideration of the professional services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the SSFUSD shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the SSFUSD makes any advance payments, the Contractor agrees to refund any amounts in excess of the amount owed by the SSFUSD at the time of contract termination. The SSFUSD reserves the right to withhold payment if the SSFUSD determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed as indicated in Exhibit A. Payment for Work shall be made for all undisputed amounts in monthly installment payments within **forty-five (45) days** after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

4. **Relationship of the Parties.** Contractor agrees and understands that the professional services performed under this Agreement are performed as an Independent Contractor and not as an employee of the SSFUSD and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of SSFUSD employees. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

5. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

A. **Minimum Scope and Limit of Insurance**. Coverage shall be at least as broad as:

i. **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

ii. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.

iii. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.

iv. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Contractor's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

i. **Errors & Omissions (E&O)/Malpractice (Professional Liability)** coverage, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by endorsement or separate policy with the following limits:

1. $2,000,000 per occurrence
2. $2,000,000 general aggregate

B. **Other Insurance Provisions**

i. **Additional Insured Status** - SSFUSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

ii. **Primary Coverage** - For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the SSFUSD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the SSFUSD, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

iii. **Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the SSFUSD.

iv. **Waiver of Subrogation** - Contractor hereby grants to SSFUSD a waiver of any right to subrogation which any insurer of said Contractor may acquire against the SSFUSD by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SSFUSD has received a waiver of subrogation endorsement from the insurer.

v. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the SSFUSD. The SSFUSD may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall

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provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SSFUSD.

vi. **Acceptability of Insurers** - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the SSFUSD.

vii. **Claims Made Policies** - If any of the required policies provide claims-made coverage:

a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

viii. **Verification of Coverage** - Contractor shall furnish the SSFUSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SSFUSD before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The SSFUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

ix. **Special Risks or Circumstances** - SSFUSD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

6. **Indemnification.** Contractor shall indemnify and hold harmless SSFUSD, its officers, agents, and employees from all claims, suits or actions of every name, kind, or description brought for or on account of injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants. The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify SSFUSD, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

   The indemnification and hold harmless set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify SSFUSD, its officers, agents and employees from and defend or settle any claim or action brought against SSFUSD to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and other damages which may be incurred by SSFUSD, its officers, agents and employees for any such claim or action or settlement thereof.

7. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the SSFUSD. All financial, statistical, personal, technical, and other data and information relating to the SSFUSD's operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the SSFUSD requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any data or information which is or becomes publicly available, is already rightfully in Contractor's possession, is independently developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

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8. **Live Screen Criminal Background Check Requirements:** Contractor, at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125.1 and 45125.2 or SSFUSD policy, will ensure that all required criminal background checks are timely conducted. If required by EC section 45125.1, Contractor must provide for the completion of a Fingerprint Certification form, in the SSFUSD's required format, prior to any of the Contractor's employees, or those of any other subcontractors, who are anticipated to come into contact with SSFUSD's students. Contractor further acknowledges that other fingerprinting requirements may apply, as set forth in Education Code section 45125 et seq., and that Contractor will comply with any such requirements. Contractor further acknowledges and agrees that no Contractor or subcontractor employees, agents or representatives shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Contractor is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the SSFUSD to prepare and submit that individual's fingerprints to the Department of Justice.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the SSFUSD, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the SSFUSD the option to terminate this Agreement without notice.

10. **Termination of Agreement.** The SSFUSD may, at any time after execution of this Agreement, terminate this Agreement, in whole or in part, for the convenience of the SSFUSD by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the SSFUSD and shall be promptly delivered to the SSFUSD. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The SSFUSD may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after SSFUSD learns of said unavailability of funding.

11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the SSFUSD makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the SSFUSD, the State of California, other regulatory agencies, and/or Federal grantor agencies.

13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.

14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent or his/her designee. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is

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inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail.

15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the County of San Mateo or in the United States District Court for the Northern District of California.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor:

_____ _____

[INSERT NAME AND TITLE] Date

For the SSFUSD:

_____ _____

Ted O, Assistant Superintendent of Business Services Date

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Exhibit A

Agreement between the South San Francisco Unified School District and [Beacon School]

Please submit all Exhibit Components through this form:
https://forms.gle/WncLaoBNjhn95LD48

1. Staff Clearance, Credentialing and Compliance Requirements (required before start date)

For All On-Campus or Student-Facing Personnel, Including Interpreters, Educators, and Related Service Providers

As a condition of this contract, the Contractor agrees to ensure that all personnel assigned to work with South San Francisco Unified School District ("District") meet the following compliance requirements **prior to beginning services**, and that documentation is submitted according to the instructions below.

1. Mandated HR Training Requirements

All assigned staff must complete the following trainings, either through the Contractor or directly with the District:

- Mandated Reporter Training (AB 1432)
- Sexual Harassment Prevention Training (AB 1825/SB 1343)
- Environmental Health & Safety / Injury Prevention

2. Tuberculosis (TB) Clearance

In accordance with **California Education Code § 49406**, all staff who may come into proximity with students on a school campus must have current TB clearance.

- TB screening must be dated within the past 4 years.

3. DOJ Fingerprint Clearance

Pursuant to **California Education Code § 45125.1**, all non-district personnel who may have contact with students are required to undergo fingerprint background clearance through the Department of Justice (DOJ), unless they are under direct, continuous supervision by a District employee.

- As the District does not provide immediate supervision during interpreted events or contracted services, **DOJ fingerprint clearance is required** for all in-person personnel.

Note: Virtual Interpretation Services (Interpreters Only)

This exception applies **only to interpreters** providing virtual services during meetings (e.g., IEPs) **in the presence of a District employee** (e.g., case manager, administrator). In such cases:

- **DOJ fingerprint clearance is still required**
- **TB clearance is not required**
- This option is **only encouraged for interpreter services** and is **not permitted** for any other roles, including tutors, therapists, or instructional staff
- This applies solely to interpretation provided **virtually** via video or teleconference, where the interpreter is **never alone with students**

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***Important:** Any services—whether in-person or virtual—that involve **direct or unsupervised interaction with students** (e.g., instruction, therapy, tutoring) **require full DOJ fingerprint clearance** in accordance with California Education Code § 45125.1.*

Documentation Requirements for Items 1–3 – Please select one:

Staff will submit proof of HR training, TB, and DOJ clearance directly to this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Staff have completed these requirements through the Contractor, and a signed affidavit attesting to compliance will be submitted to this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Not applicable - Employee does not have contact with students or provides services on campus

The District reserves the right to request verification of individual records at any time.

4. Technology Use Compliance

All contracted staff accessing District technology or web-based resources must sign and submit the **Staff Internet Safety Policy and Acceptable Use Agreement** *(see Exhibit B)* prior to their start date. This is required for the creation of email accounts and access to District systems.

5. Credentialing and Authorization Requirements (For Educational Staff and Related Service Providers)

All educational staff and related service providers must hold valid, California-recognized credentials, permits, or licenses appropriate for their assigned roles. Documentation must be submitted to verify the following:

- Valid California **teaching credential, service credential, license, or permit** aligned with the staff member's assignment
- **English Learner (EL/CLAD) Authorization** for all instructional personnel
- For special education teachers:
    - Mild/Moderate credential holders must have **Autism Authorization**
- For related service providers (e.g., speech-language pathologists, occupational therapists, physical therapists, counselors, psychologists):
    - Current and valid **California licensure or credential** appropriate to the discipline
    - Required authorizations or national certifications, as applicable to the position
- Any applicable **supplementary authorizations**, added authorizations, or permits required by the role or service area

Documentation Requirements for Items 5 and 6 – Please select one:

Required documentation (Acceptable Use Agreement and credentialing/licensure records) is **attached to this contract** or submitted with it via this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Required documentation **will be submitted prior to the first day of service through this link: https://forms.gle/jMcrZJKH7wzx9GcD6**

Not applicable - Employee does not have contact with students, does not require access to district technology nor provides services on campus

The District reserves the right to request verification of individual records at any time.

6. Transportation Driver Requirements

The Contractor affirms that all drivers providing transportation for students with IEPs under this agreement:

- Hold a valid California driver's license and are at least 18 years old

- Passed DOJ fingerprint background checks
- Completed a TB risk assessment and any indicated testing
- Are designated mandated reporters
- Maintain satisfactory driving records
- Are enrolled in the DMV pull-notice system
- Complete required drug/alcohol testing and medical exams
- Undergo annual training (first aid, pre-trip check, transport compliance)
- Operate vehicles that are regularly inspected and equipped with essential safety items (first aid kit, fire extinguisher)

Legal & Compliance Check – SB 88 Implementation

- SB 88 (2023) mandates these requirements for pupil transportation by non-school-bus carriers ocde.us+7codes.findlaw.com+7go.boarddocs.com+7codes.findlaw.com+2scusd.edu+2go.boarddocs.com+2trackbill.comcde.ca.gov
- TB risk assessments and DOJ checks are mandated for any contracted transportation personnel, not just on-campus staff sandiegocounty.gov+4codes.findlaw.com+4ctca.org+4
- Vehicle safety and driver continuing education ensure student safety and legal compliance

Documentation Requirements for Item 7 – Please select one:

Evidence of completion for each staff will be submitted directly to the following link: https://forms.gle/jMcrZJKH7wzx9GcD6

Staff have completed these requirements through the Contractor, and a signed affidavit attesting to compliance will be submitted via the following link: https://forms.gle/jMcrZJKH7wzx9GcD6

Not applicable - Employee does not provide transportation services

Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).

Contractor Acknowledgment

By signing this agreement, the Contractor acknowledges and accepts responsibility for full compliance with the requirements listed above. Failure to meet any requirement may result in suspension of services, withholding of payment, or termination of contract at the discretion of the District.

2. Working Hours & Compensation Guidelines

Standard Work Hours and Calendars

- All teaching staff (including general education teachers, education specialists, speech-language pathologists, and other certificated instructional providers) are scheduled to work 7 hours per day, including an unpaid 30-minute lunch, for a total of 186 days per year. They follow the teacher work calendar, which includes mandatory District-designated professional development days.
- School psychologists, occupational therapists (OTs), physical therapists (PTs), and Board Certified Behavior Analysts (BCBAs) are scheduled to work 8 hours per day, including an unpaid 30-minute lunch, for a total of 195 days per year. These roles follow a specialist calendar that includes additional contract days for service delivery and compliance responsibilities.
- Paraeducators, Licensed Vocational Nurses (LVNs) & American Sign Language (ASL) Student Interpreters are scheduled to work 6 hours per day, including an unpaid 30-minute lunch, and follow the student instructional calendar.
    - LVNs may follow an alternative schedule if approved in writing by the District.

**Official work calendars for all positions can be found on the District website: www.ssfusd.org/apps/pages/hrcalendars*

- Transportation providers agree to transport students in a manner that ensures timely arrival before the start of the instructional day and timely departure at the end of the instructional day. Providers shall notify the school site and parent/guardian of any delays, schedule changes, or substitute drivers.

Additional Work Hours and Compensation

- Any time worked beyond the regular daily assignment (6, 7, or 8 hours depending on role) for events such as IEP meetings, staff meetings, or required trainings must be pre-approved and will be compensated at the employee's hourly rate.
- All additional hours must be documented on their timecard, with the purpose of the time noted, and must be approved and signed by the site principal or District administrator.

3. Description of Professional Services to be Performed by Contractor

In consideration of the payments set forth in Section 2 (Amount and Method of Payment), Contractor shall provide the following services:

- **Describe Service:_____**
  - **1 therapist (for MS therapeutic class)**
  - **4.25 therapists (for additional mental health support across school sites that require tier 3 mental health supports - Tier 1 and 2 provided by school psychologists)**
  - **.25 Coordinator**
- **at rate of:**
  - **Cost:**
    - **$115,545.45 per therapist, based on a 186 school year calendar (including any IEP or department meetings that extend past those times) , plus 22 Extended School year days at 5 hours per day.**
    - **Cost will be pro-rated for days when the therapist is not present or for partial positions (including if they are not all required for the 22 summer days), based on a daily rate of $542.**
  - **Duration of Service included in total cost**
    - **These amounts cover services provided during the regular school year and in alignment with internal mental health provider calendars (186 days), which includes attendance at district professional development days.**
    - **In addition, staff are to provide services during the Extended School Year (ESY) period, which consists of 20 instructional days with reduced daily hours.**
  - **Billing**
    - **Total cost of the program is six hundred twenty thousand dollars, ($620,000.00). The amount will be billed in eleven (11) installments of $56,364.00 beginning July 31.**
    - **In the event that any position is not staffed during a portion of the contracted period, the District will only be billed for the time the position was filled. The billing rate will be prorated based on the applicable annual amount, adjusted proportionally for the specific time period during which the position remained vacant.**
- For all services provided, service logs must be submitted as an attachment with invoices.
  - Service logs must include students whose services were provided as well as the following information:
    - Date, Time, Duration
    - Whether it was group or individual, as well as location of services
    - If student was absent or did not attend, documentation should be included
  - For any transportation services provided to students with IEPs, Contractor agrees to provide the following with each monthly invoice, trip-level documentation sufficient for District-required reporting of service logs:
    - Student initials or unique ID
    - Driver name or ID
    - Date of service, including
      - Pickup and drop-off times
      - Type of vehicle used
      - Mileage incurred per trip
      - Whether the trip was one-way or round trip
    - *Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).*

This documentation must be submitted in a format agreed upon by the District and may be used to support internal reporting and program accountability.

4. Amount & Method of Payment

In consideration of the services provided by the Contractor pursuant to Section 1 (Description of Professional Services to be Performed by Contractor), and subject to the terms of this Agreement, South San Francisco Unified School District (SSFUSD) shall compensate the Contractor according to the following schedule and terms:

- The Contractor shall submit a monthly invoice that itemizes the services rendered by each assigned provider.
    - Invoices must include assignment details and a signed timecard for each individual providing services.
    - For all other service types, such as paraeducators, licensed vocational nurses (LVNs), and interpretation/translation services, an itemized breakdown by service type is sufficient.
    - For interpretation and translation services, each invoice must clearly indicate:
        - For translated documents: The content that was translated, including the number of pages and any associated additional costs
        - For interpretation services: The specific IEP meeting(s) attended and the duration of attendance for each
        - If American Sign Language (ASL) or language modeling services: the invoice must also include assignment details and a signed timecard.
- Total compensation for services shall not exceed **$620,000.**

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Exhibit B

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700
www.ssfusd.org
Dr. Shawnterra Moore, Superintendent

1. The South San Francisco Unified School District (SSFUSD or The District) strongly believes in the value of technology and recognizes its potential to support and enhance its educational and business uses. The purpose of the SSFUSD's technology is to promote effective and efficient use of time and resources to carry out the District's business and educational mission. By using SSFUSD technology, each employee/volunteer agrees to abide by the Employee/Volunteer Internet Safety Policy & Acceptable Use Agreement for Technology. If an employee does not agree to abide by these policies, he or she will not be permitted to use district technology.
2. Access is a privilege - not a right. Employees/volunteers are individually responsible for their use of the District's technology resources, and general District rules and policies for appropriate workplace behavior apply. Employees/volunteers may not engage in inappropriate behavior when using the District's tech resources. Examples of inappropriate behavior are:
    a. Using tech resources without appropriate permission or access
    b. Intentionally damaging, degrading or wasting any tech resource
    c. Using tech resources to harass, insult or attack others
    d. Altering or using another user's account, password, folders, files, etc., without the other user's express permission
    e. Copying material from the Internet or SSFUSD's computer system and knowingly misrepresenting it as your or another's own work or violating copyright laws
    f. Using tech resources to create, find, share or download offensive, obscene language and/or images, child pornography or any other visual depictions that are harmful to minors
    g. Disclosing someone else's home address, phone number or other personal information without his or her consent
    h. Knowingly participating in any way in the transmission of computer viruses or the spread of other harmful computer programs
    i. Modifying or altering SSFUSD's computer systems without appropriate permission or access (e.g., downloading or installing software on the computer system or attaching peripheral hardware such as disk drives, printers, etc.)
    j. Hacking, e.g., gaining or attempting to gain unauthorized access to computer systems, unauthorized viewing, copying, downloading, locking or otherwise altering SSFUSD's computer systems or information
    k. Using SSFUSD computer systems for personal financial gain, *political purposes or in a manner otherwise inconsistent with the District's pedagogy, mission and goals* Commercial use (or personal financial gain) is only permissible if sanctioned by the Superintendent and School Board
    l. Using SSFUSD's tech resources for any illegal purpose
    m. Accessing student information when you do not have a legitimate educational interest in the information, as determined by the District; Sharing student information with

school officials who do not have a legitimate educational interest in the information, as determined by the District or sharing student information with non school officials; or otherwise Using or Altering student information without going through the proper processes provided for by law

n. Spamming, e.g., sending unsolicited email to large groups of District employees/volunteers that does not serve District business
o. Allowing students to access inappropriate materials or failing to take action when students are not using tech resources in accordance with the District's Internet Safety Policies & Acceptable Use Agreements for Technology
p. Not reporting any misuse of SSFUSD's tech resources to the District's administration and/or the Technology Department

3. The District reserves the right to access employee/volunteer work, files, folders, accounts, passwords, etc., and other information kept or transmitted on SSFUSD's computer and network systems; and to modify and/or delete those items in the interests of security, maintenance or other legitimate District purposes. The District reserves the right to monitor its technology resources in order to maintain system integrity and prevent abuses. Employees/volunteers have no right or expectation of privacy in any information transmitted through the District's tech resources.
4. The District makes no warranties of any kind, whether expressed or implied, for the electronic resources it is providing or about the information transmitted. SSFUSD will not be responsible for any loss of information while using its technology resources or for any damage to items transmitted through the tech resources that violate these rules.
   Other than those expressly provided for by the District, employees/volunteers may not use any passwords or security devices without the consent of the Technology Department, site administrator and/or school tech personnel. Employees/volunteers must inform the Technology Department, site administrator and/or school tech personnel in writing of any passwords or security devices they wish to use and, if approved, provide the Technology Department with all information necessary to gain access to the tech resources and the secured/protected information. The District reserves the right to remove any such password or security device at its sole discretion.
   SSFUSD assumes no liability for any claims, damages, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to an employee's/volunteer's use of the Internet or the information transmitted through the District's tech resources.
5. Pursuant to the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) and other laws, SSFUSD uses a software program and hardware appliance to filter inappropriate material found on the Internet. It is not foolproof, and when working with students, all employees/volunteers are responsible for guiding them toward appropriate resources.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700
www.ssfusd.org
Dr. Shawnterra Moore, Superintendent

6. Violation of these rules is unacceptable and may result in a loss of access and privileges to technology resources, as well as disciplinary action, such as suspension or dismissal, and/or legal action.

I have read and understand SSFUSD's Staff Internet Safety Policy & Acceptable Use Agreement for Technology. By signing this document, I acknowledge and agree to follow the policy and District rules when using technology resources and helping students use technology resources. I understand that I may be liable for any violations of these rules and be subject to potential disciplinary or legal action for violating the above terms and conditions as well as loss of access and user privileges. I understand that I have no expectation of privacy in information transmitted through the District's technology resources.

_____ **Print Name**

_____ **Job Title**

_____ **Location**

_____ **Email Address**

Gender for Infinite Campus account (only options available)		
☐ **Female**	☐ **Male**	☐ **Non-binary**

_____ **Signature**

_____ **Date**

EID#:

To be completed by Human Resources

Status: ☐ New ☐ Volunteer ☐ Contractor ☐ Student Teacher

*Contractors/Volunteers must have department/site administrator signature to authorize account setup. The department/site is responsible for storing the ORIGINAL COPY of the AUP on file for this person.

Sign Print

Department / Site Administrator Signature

All users who have a signed AUP on file will receive a username & password for their location(s) to access SSFUSD computers. Please check if this person also needs:

☐ Email ☐ Google Apps ☐ Zoom ☐ SIS access

Exhibit C

AFFIDAVIT OF COMPLIANCE

South San Francisco Unified School District
For All Contracted Personnel Assigned to School Sites or Student-Facing Roles

Contractor Name: _____ **Date:** _____

Pursuant to the terms of our agreement with South San Francisco Unified School District ("District"), the undersigned, as an authorized representative of the Contractor named above, hereby certifies the following:

Staff Compliance Certification

The Contractor affirms that **all staff assigned to perform services** under this agreement have met the following requirements **prior to the first day of service**:

1. Mandated HR Training Requirements

All assigned staff have completed:

- Mandated Reporter Training (AB 1432)
- Sexual Harassment Prevention Training (AB 1825/SB 1343)
- Environmental Health & Safety / Injury Prevention training

2. Tuberculosis (TB) Clearance

All assigned staff who may come into proximity with students on a school campus have been screened and cleared for tuberculosis in accordance with California Education Code § 49406.

* For interpreters providing virtual services in the presence of a District employee, TB clearance is not required.

3. DOJ Fingerprint Clearance

All assigned staff who may have contact with students have received DOJ fingerprint background clearance in accordance with California Education Code § 45125.1.

* DOJ clearance is still required for interpreters providing virtual services.

4. Technology Use Compliance

All staff accessing District technology or web-based resources have signed and submitted the District's **Staff Internet Safety Policy and Acceptable Use Agreement**.

5. Credentialing and Authorization Requirements (For Educational Staff and Related Service Providers)

All instructional staff and related service providers:

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- Hold valid California credentials, permits, or licenses appropriate to their assignment
- Hold English Learner Authorization (if applicable)
- Hold Autism Authorization (if assigned under a Mild/Moderate credential)
- Hold any required supplementary authorizations, certificates, or licenses necessary for their discipline

6. Transportation Driver Requirements (If Applicable)

All drivers transporting students with IEPs under this agreement:

- Hold a valid California driver's license and are at least 18 years old
- Passed DOJ fingerprint background checks
- Completed a TB risk assessment and any required testing
- Are designated mandated reporters
- Maintain satisfactory driving records
- Are enrolled in the DMV pull-notice system
- Complete required drug/alcohol testing and medical exams
- Undergo annual training (first aid, pre-trip check, transport compliance)
- Operate vehicles that are regularly inspected and equipped with essential safety items (first aid kit, fire extinguisher)

Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).

Record Retention & Availability

The Contractor agrees to retain all supporting documentation for the duration of the contract and to provide such documentation to the District within three (3) business days upon request.

Notification of Non-Compliance

The Contractor agrees to notify the District **immediately** if any assigned staff member becomes non-compliant or is removed from assignment due to clearance, training, or credentialing issues.

Executed under penalty of perjury under the laws of the State of California.

Signed on this day: _____, *20*___ **City/County: _____**

Authorized Signature: _____

Printed Name: _____Title: _____

Company Name: _____Phone/Email:_____

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'Agreement No. Special Education 26-27 - Dooley

South San Francisco Unified School District
Professional Services Agreement

Contractor Name and Contact Information ("Contractor"):

Name of Company: Dooley Corporation
Name of Primary Contact Person: David Dooley
Address: 570 El Camino Real 150-112 Redwood City CA 94063
Telephone Number: 667-213-9792
Email address: david@dooleycorpcoaching.com

Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:

South San Francisco Unified School District (SSFUSD)
Special Education Department
398 B Street
South San Francisco, CA 94080

SSFUSD is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in **financial, economic, accounting, engineering, legal or administrative matters**, if those persons are specially trained and experienced and competent to perform the special services required. It is agreed between the South San Francisco Unified School District ("SSFUSD"), and Contractor as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform professional services for the SSFUSD in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A, attached hereto. Contractor warrants that it is specially trained and experienced and competent to perform the special services required by the SSFUSD.

2. **Contract Term.** The term of this Agreement shall be from [July 1, 2026], to [June 30, 2027], unless terminated earlier pursuant to Section 10.

3. **Payments.** In consideration of the professional services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the SSFUSD shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the SSFUSD makes any advance payments, the Contractor agrees to refund any amounts in excess of the amount owed by the SSFUSD at the time of contract termination. The SSFUSD reserves the right to withhold payment if the SSFUSD determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed as indicated in Exhibit A. Payment for Work shall be made for all undisputed amounts in monthly installment payments within **forty-five (45) days** after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

4. **Relationship of the Parties.** Contractor agrees and understands that the professional services performed under this Agreement are performed as an Independent Contractor and not as an employee of the SSFUSD and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of SSFUSD employees. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

5. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

A. **Minimum Scope and Limit of Insurance**. Coverage shall be at least as broad as:

i. **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

ii. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.

iii. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.

iv. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Contractor's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

i. **Errors & Omissions (E&O)/Malpractice (Professional Liability)** coverage, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by endorsement or separate policy with the following limits:

1. $2,000,000 per occurrence
2. $2,000,000 general aggregate

B. **Other Insurance Provisions**

i. **Additional Insured Status** - SSFUSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

ii. **Primary Coverage** - For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the SSFUSD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the SSFUSD, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

iii. **Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the SSFUSD.

iv. **Waiver of Subrogation** - Contractor hereby grants to SSFUSD a waiver of any right to subrogation which any insurer of said Contractor may acquire against the SSFUSD by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SSFUSD has received a waiver of subrogation endorsement from the insurer.

v. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the SSFUSD. The SSFUSD may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall

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provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SSFUSD.

vi. **Acceptability of Insurers** - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the SSFUSD.

vii. **Claims Made Policies** - If any of the required policies provide claims-made coverage:

a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

viii. **Verification of Coverage** - Contractor shall furnish the SSFUSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SSFUSD before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The SSFUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

ix. **Special Risks or Circumstances** - SSFUSD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

6. **Indemnification.** Contractor shall indemnify and hold harmless SSFUSD, its officers, agents, and employees from all claims, suits or actions of every name, kind, or description brought for or on account of injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants. The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify SSFUSD, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

   The indemnification and hold harmless set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify SSFUSD, its officers, agents and employees from and defend or settle any claim or action brought against SSFUSD to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and other damages which may be incurred by SSFUSD, its officers, agents and employees for any such claim or action or settlement thereof.

7. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the SSFUSD. All financial, statistical, personal, technical, and other data and information relating to the SSFUSD's operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the SSFUSD requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any data or information which is or becomes publicly available, is already rightfully in Contractor's possession, is independently developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

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8. **Live Screen Criminal Background Check Requirements:** Contractor, at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125.1 and 45125.2 or SSFUSD policy, will ensure that all required criminal background checks are timely conducted. If required by EC section 45125.1, Contractor must provide for the completion of a Fingerprint Certification form, in the SSFUSD's required format, prior to any of the Contractor's employees, or those of any other subcontractors, who are anticipated to come into contact with SSFUSD's students. Contractor further acknowledges that other fingerprinting requirements may apply, as set forth in Education Code section 45125 et seq., and that Contractor will comply with any such requirements. Contractor further acknowledges and agrees that no Contractor or subcontractor employees, agents or representatives shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Contractor is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the SSFUSD to prepare and submit that individual's fingerprints to the Department of Justice.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the SSFUSD, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the SSFUSD the option to terminate this Agreement without notice.

10. **Termination of Agreement.** The SSFUSD may, at any time after execution of this Agreement, terminate this Agreement, in whole or in part, for the convenience of the SSFUSD by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the SSFUSD and shall be promptly delivered to the SSFUSD. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The SSFUSD may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after SSFUSD learns of said unavailability of funding.

11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the SSFUSD makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the SSFUSD, the State of California, other regulatory agencies, and/or Federal grantor agencies.

13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.

14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent or his/her designee. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is

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inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail.

15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the County of San Mateo or in the United States District Court for the Northern District of California.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor:

_____ _____

[INSERT NAME AND TITLE] Date

For the SSFUSD:

_____ _____

Ted O, Assistant Superintendent of Business Services Date

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Exhibit A

Agreement between the South San Francisco Unified School District and [Dooley Corporation]

Please submit all Exhibit Components through this form:
https://forms.gle/WncLaoBNjhn95LD48

1. Staff Clearance, Credentialing and Compliance Requirements (required before start date)

For All On-Campus or Student-Facing Personnel, Including Interpreters, Educators, and Related Service Providers

As a condition of this contract, the Contractor agrees to ensure that all personnel assigned to work with South San Francisco Unified School District ("District") meet the following compliance requirements **prior to beginning services**, and that documentation is submitted according to the instructions below.

1. Mandated HR Training Requirements

All assigned staff must complete the following trainings, either through the Contractor or directly with the District:

- Mandated Reporter Training (AB 1432)
- Sexual Harassment Prevention Training (AB 1825/SB 1343)
- Environmental Health & Safety / Injury Prevention

2. Tuberculosis (TB) Clearance

In accordance with **California Education Code § 49406**, all staff who may come into proximity with students on a school campus must have current TB clearance.

- TB screening must be dated within the past 4 years.

3. DOJ Fingerprint Clearance

Pursuant to **California Education Code § 45125.1**, all non-district personnel who may have contact with students are required to undergo fingerprint background clearance through the Department of Justice (DOJ), unless they are under direct, continuous supervision by a District employee.

- As the District does not provide immediate supervision during interpreted events or contracted services, **DOJ fingerprint clearance is required** for all in-person personnel.

Note: Virtual Interpretation Services (Interpreters Only)

This exception applies **only to interpreters** providing virtual services during meetings (e.g., IEPs) **in the presence of a District employee** (e.g., case manager, administrator). In such cases:

- **DOJ fingerprint clearance is still required**
- **TB clearance is not required**
- This option is **only encouraged for interpreter services** and is **not permitted** for any other roles, including tutors, therapists, or instructional staff
- This applies solely to interpretation provided **virtually** via video or teleconference, where the interpreter is **never alone with students**

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***Important:** Any services—whether in-person or virtual—that involve **direct or unsupervised interaction with students** (e.g., instruction, therapy, tutoring) **require full DOJ fingerprint clearance** in accordance with California Education Code § 45125.1.*

Documentation Requirements for Items 1–3 – Please select one:

Staff will submit proof of HR training, TB, and DOJ clearance directly to this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Staff have completed these requirements through the Contractor, and a signed affidavit attesting to compliance will be submitted to this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Not applicable - Employee does not have contact with students or provides services on campus

The District reserves the right to request verification of individual records at any time.

4. Technology Use Compliance

All contracted staff accessing District technology or web-based resources must sign and submit the **Staff Internet Safety Policy and Acceptable Use Agreement** *(see Exhibit B)* prior to their start date. This is required for the creation of email accounts and access to District systems.

5. Credentialing and Authorization Requirements (For Educational Staff and Related Service Providers)

All educational staff and related service providers must hold valid, California-recognized credentials, permits, or licenses appropriate for their assigned roles. Documentation must be submitted to verify the following:

- Valid California **teaching credential, service credential, license, or permit** aligned with the staff member's assignment
- **English Learner (EL/CLAD) Authorization** for all instructional personnel
- For special education teachers:
    - Mild/Moderate credential holders must have **Autism Authorization**
- For related service providers (e.g., speech-language pathologists, occupational therapists, physical therapists, counselors, psychologists):
    - Current and valid **California licensure or credential** appropriate to the discipline
    - Required authorizations or national certifications, as applicable to the position
- Any applicable **supplementary authorizations**, added authorizations, or permits required by the role or service area

Documentation Requirements for Items 5 and 6 – Please select one:

Required documentation (Acceptable Use Agreement and credentialing/licensure records) is **attached to this contract** or submitted with it via this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Required documentation **will be submitted prior to the first day of service through this link: https://forms.gle/jMcrZJKH7wzx9GcD6**

Not applicable - Employee does not have contact with students, does not require access to district technology nor provides services on campus

The District reserves the right to request verification of individual records at any time.

6. Transportation Driver Requirements

The Contractor affirms that all drivers providing transportation for students with IEPs under this agreement:

- Hold a valid California driver's license and are at least 18 years old

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- Passed DOJ fingerprint background checks
- Completed a TB risk assessment and any indicated testing
- Are designated mandated reporters
- Maintain satisfactory driving records
- Are enrolled in the DMV pull-notice system
- Complete required drug/alcohol testing and medical exams
- Undergo annual training (first aid, pre-trip check, transport compliance)
- Operate vehicles that are regularly inspected and equipped with essential safety items (first aid kit, fire extinguisher)

Legal & Compliance Check – SB 88 Implementation

- SB 88 (2023) mandates these requirements for pupil transportation by non-school-bus carriers ocde.us+7codes.findlaw.com+7go.boarddocs.com+7codes.findlaw.com+2scusd.edu+2go.boarddocs.com+2trackbill.comcde.ca.gov
- TB risk assessments and DOJ checks are mandated for any contracted transportation personnel, not just on-campus staff sandiegocounty.gov+4codes.findlaw.com+4ctca.org+4
- Vehicle safety and driver continuing education ensure student safety and legal compliance

Documentation Requirements for Item 7 – Please select one:

Evidence of completion for each staff will be submitted directly to the following link: https://forms.gle/jMcrZJKH7wzx9GcD6

Staff have completed these requirements through the Contractor, and a signed affidavit attesting to compliance will be submitted via the following link: https://forms.gle/jMcrZJKH7wzx9GcD6

Not applicable - Employee does not provide transportation services

Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).

Contractor Acknowledgment

By signing this agreement, the Contractor acknowledges and accepts responsibility for full compliance with the requirements listed above. Failure to meet any requirement may result in suspension of services, withholding of payment, or termination of contract at the discretion of the District.

2. Working Hours & Compensation Guidelines

Standard Work Hours and Calendars

- All teaching staff (including general education teachers, education specialists, speech-language pathologists, and other certificated instructional providers) are scheduled to work 7 hours per day, including an unpaid 30-minute lunch, for a total of 186 days per year. They follow the teacher work calendar, which includes mandatory District-designated professional development days.
- School psychologists, occupational therapists (OTs), physical therapists (PTs), and Board Certified Behavior Analysts (BCBAs) are scheduled to work 8 hours per day, including an unpaid 30-minute lunch, for a total of 195 days per year. These roles follow a specialist calendar that includes additional contract days for service delivery and compliance responsibilities.
- Paraeducators, Licensed Vocational Nurses (LVNs) & American Sign Language (ASL) Student Interpreters are scheduled to work 6 hours per day, including an unpaid 30-minute lunch, and follow the student instructional calendar.
    - LVNs may follow an alternative schedule if approved in writing by the District.

**Official work calendars for all positions can be found on the District website: www.ssfusd.org/apps/pages/hrcalendars*

- Transportation providers agree to transport students in a manner that ensures timely arrival before the start of the instructional day and timely departure at the end of the instructional day. Providers shall notify the school site and parent/guardian of any delays, schedule changes, or substitute drivers.

Additional Work Hours and Compensation

- Any time worked beyond the regular daily assignment (6, 7, or 8 hours depending on role) for events such as IEP meetings, staff meetings, or required trainings must be pre-approved and will be compensated at the employee's hourly rate.
- All additional hours must be documented on their timecard, with the purpose of the time noted, and must be approved and signed by the site principal or District administrator.

3. Description of Professional Services to be Performed by Contractor

In consideration of the payments set forth in Section 2 (Amount and Method of Payment), Contractor shall provide the following services:

- **Describe Service:___(see below)**

Scope of Work – Dooley Corp Coaching

Dooley Corp Coaching shall provide **school-based mentoring and wraparound support services** to South San Francisco Unified School District (SSFUSD) on a **per-referral basis**, in alignment with the needs of students identified through the IEP process.

1. **Referral Process:**
   Services under this agreement will be initiated only upon **formal referral by the District's Special Education Department**. Referrals will be made when a student, despite having school-based mental health supports, is determined by the IEP team to require more intensive, wraparound-style services to support educational access, engagement, and social-emotional development.
2. **Service Assignment and Delivery:**
   Upon referral, Dooley Corp Coaching will assign a qualified provider (mentor/coach) to the student. This provider will:
   - Collaborate with the IEP team and attend relevant student support meetings
   - Develop individualized mentoring strategies
   - Provide consistent, relationship-based, **in-school mentoring and wraparound support**
   - Coordinate with families, site teams, and community service providers to reinforce engagement and success across settings

3. Dooley Coach Services are grounded in a **team-based planning process** designed for students with complex needs and their families. The aim is to improve outcomes so that the student can meaningfully engage in school, participate actively in family and community life, and work toward their personal goals and aspirations.
   Specifically, the process includes:
   - Formation of a team of individuals relevant to the student's well-being, including family members, school staff, service providers, community members, and natural supports
   - Collaborative development and implementation of an **individualized plan of care** that is education-centered, strength-based, and culturally responsive
   - Regular team meetings to monitor the plan's effectiveness and make necessary adjustments
   - A focus on re-engagement with the school setting, skill development for students and families, and sustained success beyond the formal wraparound process

4. **Service Model:**
   The services provided will follow the model described at https://www.dooleycorpcoaching.com/school-based-mentoring, and include:

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- Weekly mentoring sessions tailored to the student's needs
- Strategies to promote emotional regulation, executive functioning, and positive school engagement
- Support for school-home communication and collaborative problem-solving
- Integration with existing school and community resources
- Services are provided at 6 hours a week for 3 months at a time. Team meets every 3 months to determine the effectiveness of intervention and if it should continue or not. This is a short term service and should not extend past 1 school year unless the IEP team requires as such.

- For all services provided, service logs must be submitted as an attachment with invoices.
  - Service logs must include students whose services were provided as well as the following information:
    - Date, Time, Duration
    - Whether it was group or individual, as well as location of services
    - If student was absent or did not attend, documentation should be included
  - For any transportation services provided to students with IEPs, Contractor agrees to provide the following with each monthly invoice, trip-level documentation sufficient for District-required reporting of service logs:
    - Student initials or unique ID
    - Driver name or ID
    - Date of service, including
      - Pickup and drop-off times
      - Type of vehicle used
      - Mileage incurred per trip
      - Whether the trip was one-way or round trip
    - *Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).*

This documentation must be submitted in a format agreed upon by the District and may be used to support internal reporting and program accountability.

4. Amount & Method of Payment

In consideration of the services provided by the Contractor pursuant to Section 1 (Description of Professional Services to be Performed by Contractor), and subject to the terms of this Agreement, South San Francisco Unified School District (SSFUSD) shall compensate the Contractor according to the following schedule and terms:

- The Contractor shall submit a monthly invoice that itemizes the services rendered by each assigned provider.
  - **Hourly rate is $138/hour, depending on experience**
  - Invoices must include assignment details and a signed timecard for each individual providing services.
  - For all other service types, such as paraeducators, licensed vocational nurses (LVNs), and interpretation/translation services, an itemized breakdown by service type is sufficient.
  - For interpretation and translation services, each invoice must clearly indicate:
    - For translated documents: The content that was translated, including the number of pages and any associated additional costs
    - For interpretation services: The specific IEP meeting(s) attended and the duration of attendance for each
    - If American Sign Language (ASL) or language modeling services: the invoice must also include assignment details and a signed timecard.
- Total compensation for services shall not exceed **$200,000.**

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Exhibit B

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700
www.ssfusd.org
Dr. Shawnterra Moore, Superintendent

1. The South San Francisco Unified School District (SSFUSD or The District) strongly believes in the value of technology and recognizes its potential to support and enhance its educational and business uses. The purpose of the SSFUSD's technology is to promote effective and efficient use of time and resources to carry out the District's business and educational mission. By using SSFUSD technology, each employee/volunteer agrees to abide by the Employee/Volunteer Internet Safety Policy & Acceptable Use Agreement for Technology. If an employee does not agree to abide by these policies, he or she will not be permitted to use district technology.
2. Access is a privilege - not a right. Employees/volunteers are individually responsible for their use of the District's technology resources, and general District rules and policies for appropriate workplace behavior apply. Employees/volunteers may not engage in inappropriate behavior when using the District's tech resources. Examples of inappropriate behavior are:
    a. Using tech resources without appropriate permission or access
    b. Intentionally damaging, degrading or wasting any tech resource
    c. Using tech resources to harass, insult or attack others
    d. Altering or using another user's account, password, folders, files, etc., without the other user's express permission
    e. Copying material from the Internet or SSFUSD's computer system and knowingly misrepresenting it as your or another's own work or violating copyright laws
    f. Using tech resources to create, find, share or download offensive, obscene language and/or images, child pornography or any other visual depictions that are harmful to minors
    g. Disclosing someone else's home address, phone number or other personal information without his or her consent
    h. Knowingly participating in any way in the transmission of computer viruses or the spread of other harmful computer programs
    i. Modifying or altering SSFUSD's computer systems without appropriate permission or access (e.g., downloading or installing software on the computer system or attaching peripheral hardware such as disk drives, printers, etc.)
    j. Hacking, e.g., gaining or attempting to gain unauthorized access to computer systems, unauthorized viewing, copying, downloading, locking or otherwise altering SSFUSD's computer systems or information
    k. Using SSFUSD computer systems for personal financial gain, *political purposes or in a manner otherwise inconsistent with the District's pedagogy, mission and goals* Commercial use (or personal financial gain) is only permissible if sanctioned by the Superintendent and School Board
    l. Using SSFUSD's tech resources for any illegal purpose
    m. Accessing student information when you do not have a legitimate educational interest in the information, as determined by the District; Sharing student information with

school officials who do not have a legitimate educational interest in the information, as determined by the District or sharing student information with non school officials; or otherwise Using or Altering student information without going through the proper processes provided for by law

n. Spamming, e.g., sending unsolicited email to large groups of District employees/volunteers that does not serve District business
o. Allowing students to access inappropriate materials or failing to take action when students are not using tech resources in accordance with the District's Internet Safety Policies & Acceptable Use Agreements for Technology
p. Not reporting any misuse of SSFUSD's tech resources to the District's administration and/or the Technology Department

3. The District reserves the right to access employee/volunteer work, files, folders, accounts, passwords, etc., and other information kept or transmitted on SSFUSD's computer and network systems; and to modify and/or delete those items in the interests of security, maintenance or other legitimate District purposes. The District reserves the right to monitor its technology resources in order to maintain system integrity and prevent abuses. Employees/volunteers have no right or expectation of privacy in any information transmitted through the District's tech resources.
4. The District makes no warranties of any kind, whether expressed or implied, for the electronic resources it is providing or about the information transmitted. SSFUSD will not be responsible for any loss of information while using its technology resources or for any damage to items transmitted through the tech resources that violate these rules.
   Other than those expressly provided for by the District, employees/volunteers may not use any passwords or security devices without the consent of the Technology Department, site administrator and/or school tech personnel. Employees/volunteers must inform the Technology Department, site administrator and/or school tech personnel in writing of any passwords or security devices they wish to use and, if approved, provide the Technology Department with all information necessary to gain access to the tech resources and the secured/protected information. The District reserves the right to remove any such password or security device at its sole discretion.
   SSFUSD assumes no liability for any claims, damages, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to an employee's/volunteer's use of the Internet or the information transmitted through the District's tech resources.
5. Pursuant to the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) and other laws, SSFUSD uses a software program and hardware appliance to filter inappropriate material found on the Internet. It is not foolproof, and when working with students, all employees/volunteers are responsible for guiding them toward appropriate resources.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700
www.ssfusd.org
Dr. Shawnterra Moore, Superintendent

6. Violation of these rules is unacceptable and may result in a loss of access and privileges to technology resources, as well as disciplinary action, such as suspension or dismissal, and/or legal action.

I have read and understand SSFUSD's Staff Internet Safety Policy & Acceptable Use Agreement for Technology. By signing this document, I acknowledge and agree to follow the policy and District rules when using technology resources and helping students use technology resources. I understand that I may be liable for any violations of these rules and be subject to potential disciplinary or legal action for violating the above terms and conditions as well as loss of access and user privileges. I understand that I have no expectation of privacy in information transmitted through the District's technology resources.

_____ **Print Name**

_____ **Job Title**

_____ **Location**

_____ **Email Address**

Gender for Infinite Campus account (only options available)		
☐ Female	☐ Male	☐ Non-binary

_____ **Signature**

_____ **Date**

EID#:

To be completed by Human Resources

Status: ☐ New ☐ Volunteer ☐ Contractor ☐ Student Teacher

*Contractors/Volunteers must have department/site administrator signature to authorize account setup. The department/site is responsible for storing the ORIGINAL COPY of the AUP on file for this person.

Sign Print

Department / Site Administrator Signature

All users who have a signed AUP on file will receive a username & password for their location(s) to access SSFUSD computers. Please check if this person also needs:

☐ Email ☐ Google Apps ☐ Zoom ☐ SIS access

Exhibit C

AFFIDAVIT OF COMPLIANCE

South San Francisco Unified School District
For All Contracted Personnel Assigned to School Sites or Student-Facing Roles

Contractor Name: _____ **Date:** _____

Pursuant to the terms of our agreement with South San Francisco Unified School District ("District"), the undersigned, as an authorized representative of the Contractor named above, hereby certifies the following:

Staff Compliance Certification

The Contractor affirms that **all staff assigned to perform services** under this agreement have met the following requirements **prior to the first day of service**:

1. Mandated HR Training Requirements

All assigned staff have completed:

- Mandated Reporter Training (AB 1432)
- Sexual Harassment Prevention Training (AB 1825/SB 1343)
- Environmental Health & Safety / Injury Prevention training

2. Tuberculosis (TB) Clearance

All assigned staff who may come into proximity with students on a school campus have been screened and cleared for tuberculosis in accordance with California Education Code § 49406.

* For interpreters providing virtual services in the presence of a District employee, TB clearance is not required.

3. DOJ Fingerprint Clearance

All assigned staff who may have contact with students have received DOJ fingerprint background clearance in accordance with California Education Code § 45125.1.

* DOJ clearance is still required for interpreters providing virtual services.

4. Technology Use Compliance

All staff accessing District technology or web-based resources have signed and submitted the District's **Staff Internet Safety Policy and Acceptable Use Agreement**.

5. Credentialing and Authorization Requirements (For Educational Staff and Related Service Providers)

All instructional staff and related service providers:

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- Hold valid California credentials, permits, or licenses appropriate to their assignment
- Hold English Learner Authorization (if applicable)
- Hold Autism Authorization (if assigned under a Mild/Moderate credential)
- Hold any required supplementary authorizations, certificates, or licenses necessary for their discipline

6. Transportation Driver Requirements (If Applicable)

All drivers transporting students with IEPs under this agreement:

- Hold a valid California driver's license and are at least 18 years old
- Passed DOJ fingerprint background checks
- Completed a TB risk assessment and any required testing
- Are designated mandated reporters
- Maintain satisfactory driving records
- Are enrolled in the DMV pull-notice system
- Complete required drug/alcohol testing and medical exams
- Undergo annual training (first aid, pre-trip check, transport compliance)
- Operate vehicles that are regularly inspected and equipped with essential safety items (first aid kit, fire extinguisher)

Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).

Record Retention & Availability

The Contractor agrees to retain all supporting documentation for the duration of the contract and to provide such documentation to the District within three (3) business days upon request.

Notification of Non-Compliance

The Contractor agrees to notify the District **immediately** if any assigned staff member becomes non-compliant or is removed from assignment due to clearance, training, or credentialing issues.

Executed under penalty of perjury under the laws of the State of California.

Signed on this day: _____, *20*___ **City/County: _____**

Authorized Signature: _____

Printed Name: _____Title: _____

Company Name: _____Phone/Email:_____

DRAFT

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent, Teaching & Learning

DATE: June 25, 2026

RE: Approval of Agreement with UnboundEd for TK-12 ELA/ELD Curriculum Adoption Support

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ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☒ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☒ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

As part of the District's commitment to providing all students access to high-quality, standards-aligned instructional materials, the Teaching and Learning Department is launching a TK-12 English Language Arts/English Language Development (ELA/ELD) curriculum adoption process during the 2026-2027 school year.

To support this work, the Teaching and Learning Department is requesting a partnership with UnboundEd, an organization familiar to SSFUSD through its ongoing support of our mathematics implementation efforts. UnboundEd will provide expertise and facilitation throughout the adoption process, helping the District establish a shared instructional vision, engage stakeholders in evaluating materials, and guide the adoption committee through a structured consensus-building process aligned with district priorities.

Through a combination of in-person and virtual support, UnboundEd will partner with the District Adoption Leadership Team and Adoption Committee to develop a shared instructional vision, establish district-specific review criteria, facilitate the review of instructional materials, and guide the committee through a structured consensus-building process. Their role will help ensure that the adoption process is rigorous, transparent, inclusive of stakeholder voice, and aligned to district priorities.

In addition to supporting the evaluation of materials, UnboundEd will facilitate key decision-making milestones throughout the process, including committee learning, materials review,

pilot preparation, and final consensus recommendations. This work will build district capacity and support the selection of high-quality instructional materials aligned with the California ELA/ELD Framework, California Common Core State Standards, and the District's commitment to equitable outcomes for all students.

FISCAL IMPLICATIONS:

The total cost of the agreement is $54,000.

Funding to support this cost will be provided through the District's TK-12 ELA/ELD Curriculum Adoption Budget.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve an agreement with UnboundEd to provide TK-12 ELA/ELD curriculum adoption support services during the 2026-2027 school year in the amount of $54,000.

South San Francisco Unified School District Curriculum Adoption Support

Proposal of Work 2026-2027

Timeline:

Start Date: July 2026 **End Date:** April/May 2027

Our Belief

UnboundEd believes that every student deserves access to grade-level, engaging, affirming and meaningful learning—regardless of background, language, or zip code. When districts intentionally select strong materials and build the professional learning and leadership systems to support their implementation, they reduce variability in instruction and expand access to meaningful learning for all students.

Proposal of Work

The UnboundEd Adoption Team provides curriculum adoption support aligned with the 5 phases of the curriculum adoption process. This support is delivered in both virtual and in-person sessions. Our team builds the capacity of the District Adoption Leadership team to lead a process aligned with research-based best practices and their local context.

This proposal describes support provided to South San Francisco Unified School District for direct delivery for an ELA/ELD TK-12 Adoption process that is focused on supporting the Adoption Leadership Team as well as facilitating the adoption committee's review of materials.

ELA Adoption Support

Service	Deliverables	Participants	Format
Partnership Planning	• Bi-monthly Driver/Sponsor check-in	Sponsor/Driver	Virtual meetings twice a month
Adoption Committee PL	• Facilitate the adoption committee's kick-off and professional learning	District Adoption Committee	1 in-person session
Adoption Process	• District Instructional Vision	District Adoption Leadership Team	1 in-person session

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South San Francisco Unified School
District Curriculum Adoption Support
Proposal of Work 2026-2027

Kick Off & Phase I	• Communication plan • Completed needs assessment • Identified guardrails and priorities		
Phase II & III	• District-specific review tool • Winnowing process support	District Adoption Leadership Team	2, 2-hour virtual sessions
Materials Review Days	• District Adoption Committee facilitation of the review tool on short list of programs	District Adoption Leadership Team & District Adoption Committee	2 in-person sessions
Phase IV	• Prepare for pilot	District Adoption Leadership Team	1 2-hour virtual session
Final Consensus	• Consensus Day facilitator	District Adoption Committee	1 in-person session
Phase V	• Plan for launch	District Adoption Leadership Team	1 2-hour virtual session
Flex Day			1 in-person session
		Total	**$54,000**

**all travel expenses covered by UnboundEd*

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SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent, Teaching & Learning

DATE: June 25, 2026

RE: Local Control Accountability Plan for 2026-27

ALIGNMENT WITH STRATEGIC PLAN:

☒**Goal 1:** Exceptional Instruction
☒**Goal 2:** Engaged Students
☒**Goal 3:** Purposeful Partnerships
☒**Goal 4:** Empowered Educators
☒**Goal 5:** Equity-Centered Systems
☐**N/A:** Not Applicable

BACKGROUND:

The LCAP is used by school districts to provide information to all stakeholders regarding the Local Education Agency (LEA) actions, services and expenditures in order to support student outcomes and support overall achievement. At the June 11 Board of Trustees meeting, SSFUSD staff provided a brief overview of how the LCAP goals, actions and services were developed for 2026-27 and a public hearing was conducted. After receiving feedback from the San Mateo County Office of Education, slight modifications were made to the SSFUSD LCAP for the 2026-27 school year.

FISCAL IMPLICATIONS:

In the 2025-26 school year, SSFUSD will spend its estimated $8,274,140.00 LCFF Supplemental funds on actions and services principally directed toward unduplicated student groups, by offering a variety of programs and support for English learners, low-income students, and foster youth. The funds will be expended in both districtwide initiatives and site allocations beyond the LCFF Base to support academic, behavioral, and social emotional needs of unduplicated pupils.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the 2026-27 Local Control Accountability Plan.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent, Teaching & Learning

DATE: June 25, 2026

RE: Local Performance Indicators Self-Reflection for 2025-26

ALIGNMENT WITH STRATEGIC PLAN:

☒**Goal 1:** Exceptional Instruction
☒**Goal 2:** Engaged Students
☒**Goal 3:** Purposeful Partnerships
☒**Goal 4:** Empowered Educators
☒**Goal 5:** Equity-Centered Systems
☐**N/A:** Not Applicable

BACKGROUND:

Local performance indicators are part of the Local Control Accountability Plan (LCAP) process, wherein districts annually self-assess their progress based on any of the eight State priorities. The priorities included in the 2026 Local Indicator Self-Reflection are:

- LCFF Priority 1: Basic Services (Conditions of Learning)
- LCFF Priority 2: Implementation of State Standards (Conditions of Learning)
- LCFF Priority 3: Parent Involvement (Engagement)
- LCFF Priority 6: School Climate (Engagement)
- LCFF Priority 7: Course Access (Conditions of Learning)

Upon approval from the Board of Trustees, SSFUSD will be able to transfer this information into the State database and this information will be reported as part of the California Dashboard results that will be released to the public in October 2026.

FISCAL IMPLICATIONS:

Not applicable

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the 2026-27 Local Performance indicators Self-Reflection.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent, Teaching & Learning

DATE: June 25, 2026

RE: Skyline Middle College Program for 2026-27

ALIGNMENT WITH STRATEGIC PLAN:

☒**Goal 1:** Exceptional Instruction
☒**Goal 2:** Engaged Students
☒**Goal 3:** Purposeful Partnerships
☐**Goal 4:** Empowered Educators
☒**Goal 5:** Equity-Centered Systems
☐**N/A:** Not Applicable

BACKGROUND:

The South San Francisco Unified School District has maintained a strong partnership with the Skyline Middle College program to support students in earning both high school and transferable college credits tuition-free. This allows them to graduate high school while also getting a head start on their college degree or career training. Funding has been allocated to support up to 70 eligible 11th and 12th-grade students to enroll in the program. SSFUSD plans to continue this valuable partnership for the 2026-27 school year.

FISCAL IMPLICATIONS:

SSFUSD will allocate $7,466.00 per student enrolled in the Skyline Middle College Program, with funding sourced from the General Fund, as budgeted in the 2026-27 LCAP (LCAP G-5.2/A-D (MGMT:167). The total program cost will be determined based on actual student enrollment and adjusted accordingly. The San Mateo County Community College District will fund all costs not covered by SSFUSD's funding provided.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the MOU with the San Mateo County Community College District for the Middle College program at Skyline College for the 2026-27 school year.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AGREEMENT WITH SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT FOR MIDDLE COLLEGE AT SKYLINE COLLEGE 2026-27

This Agreement is entered into this **1st day of July 2026,** by and between the San Mateo County Community College District, a political subdivision of the State of California, having its principal business address at 3401 CSM Drive, San Mateo, CA 94402 (hereinafter called 'SMCCCD") and South San Francisco Unified School District, a unified school district formed and existing under the laws of the State of California, having its business address at 398 B Street, South San Francisco, CA 94080 (hereinafter called "SSFUSD").

GOVERNANCE

1. **GOVERNANCE.** The Middle College at Skyline College (MCSC) will be jointly administered by SMCCCD and SSFUSD. It will be established as an alternative program of choice between the SSFUSD and the State Superintendent of Public Instruction (SSPI) and subject to district, state, and federal policies and requirements.

2. **EDUCATION CODE AND WAIVERS.** SSFUSD will seek, apply for, and obtain all necessary waivers from the SSPI, if any, to fully support a middle college operating as an alternative program of choice within SSFUSD.

3. **EDUCATION ADVISORY COMMITTEE AND LIAISON.** The MCSC Education Advisory Committee (hereinafter called "EAC") will provide support and guidance for the Middle College. The EAC will consist of the Superintendent of SSFUSD or his/her designee(s); Skyline College Vice President of Instruction or his/her designee(s); and the SMCCCD MCSC Director (hereinafter called "MCSC Director"). The EAC will review instructional and programmatic activities (including for consistency with section 11300 of the California Education Code), identify problems, issues and challenges that arise, and make recommendations for the program in order to ensure student success.

   a. The SSFUSD designee will report to the SSFUSD and has the fiduciary responsibility to comply with the California Department of Education regulations, i.e., state reporting, high school transcripts, IEPs, student safety, curriculum, and graduation; and comply with all SSPI requirements (e.g., waivers); and provide assistance in referring potential students and promoting MCSC.

   b. The MCSC Director will report to the Skyline College Vice-President of Instruction and has the responsibility of administering and managing the daily operations necessary to implement and maintain the middle college on the Skyline College campus, as well as, exercise responsibility over program operations, including

faculty and staff hiring and supervision, student selection, curriculum alignment, scheduling of courses, academic standards, and student attendance.

c. The MCSC Director and the Director of Educational Services will collaborate to assure successful implementation of the program operations, i.e., faculty and staff hiring and supervision, student selection, curriculum alignment, scheduling of courses, academic standards, and student attendance. They will monitor student progress, satisfy data reporting requirements and other program-appropriate issues or concerns.

FUNDING

4. SSFUSD will fund each student enrolled in MCSC at $7,690 per student. The total program cost is dependent on student enrollment and will be adjusted accordingly. SMCCCD will fund all MCSC costs not covered by SSFUSD's funding provided for in this section 4 or from other sources. The total program cost is dependent on student enrollment and will be adjusted accordingly.

   a. Students are admitted to MCSC program for the fall and spring semester. Should a SSFUSD student not complete a full semester, the SSFUSD will pay half of the annual cost per student. Should a SSFUSD student complete one semester, but not a second semester, the SSFUSD will pay the full annual cost per student. Please refer attached Appendix A for a detailed depiction of cost-completion matrix.

5. **REMUNERATION FOR SERVICES.**

   SMCCCD will invoice in December 2026 and May 2027, the bills are due in January 2027 and June 2027.

   a. SSFUSD, upon receipt of a detailed invoice, should process payment to the following:

SMCCCD: San Mateo County Community College District,
Accounts Receivable Office
3401 CSM Drive, San Mateo, CA 94402

TERM, TERMINATION AND TIME OF PERFORMANCE

6. **TERM OF CONTRACT.** This Agreement shall commence on July 1, 2026 and terminate on June 30, 2027. Notwithstanding the foregoing, if any applicable law limits the permissible length of the term of this Agreement, then the term of this Agreement shall not extend beyond the length permitted by law.

7. **TERMINATION OF CONTRACT.** SMCCCD may terminate for cause this Agreement, by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented to the SSFUSD within 60 days of the end of the current term so as not to interrupt student learning.

   SSFUSD may terminate for cause this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented to the SMCCCD within 60 days of the end of the current term so as not to interrupt student learning.

STAFFING

8. SMCCCD agrees to provide, through its established employment policies and procedures, the following staff to perform the following services:

   a. The Director will oversee daily operations and provide supervision of all aspects of the Middle College at Skyline College including serving as an effective liaison between Skyline College and the SSFUSD.

   b. The MCSC staff will monitor the progress of Middle College students in college and high school equivalent classes, will develop and implement high school equivalent curriculum in collaboration with SSFUSD Curriculum and Instructional staff that includes common core standards for English Language Arts and Literacy in History, Socials Studies, Science, and Technical Subjects including career and self-development courses, as well as monitor student and performance in all elements of MCSC.

   c. In addition to the director and adjunct faculty members, SMCCCD will provide a 1.0 Full Time Equivalent (FTE) office assistant to support the Middle College Director, faculty and the day-to-day operation of the program.

   d. SMCCCD will also provide a 2.0 FTE retention specialists whose duties include but are not limited to outreach and retention of students.

   e. The personnel provided hereunder shall be employed, assigned, directed and evaluated by the SMCCCD in accordance with the SMCCCD Collective Bargaining Agreements, and shall not be considered employees of the SSFUSD. SMCCCD shall pay all salary and provide all benefits to which the personnel provided are entitled in the normal course of their employment with SMCCCD.

FACILITIES AND SERVICES

9. **PREMISES.** Subject to the terms and conditions set forth in this Agreement and during the term of the Agreement, SMCCCD will provide MCSC with space at Skyline College for classrooms, as well as staff and office space for all MCSC events.

   Further, SMCCCD will provide MCSC with office supplies and outreach materials, as well as access to copy machines for instructional purposes.

10. **DISCLOSURES.** SSFUSD shall affirmatively make the following written disclosures to any potential enrollee in the Middle College Program, in a manner reasonably designed to inform all potential MCSC students and their parents/guardians of the following:

    a. MCSC is an alternative program of choice offered by the SSFUSD to its students. A maximum of 35 seats per grade level attending SSFUSD high schools will be reserved on an annual basis. SSFUSD may have additional seats as they are available in the 11th and/or 12th grade cohorts.

    b. MCSC Faculty are acting in the capacity of employees and agents of SMCCCD, and are not pursuing any employment activity for or on behalf of SSFUSD. Such faculty are not agents of SSFUSD.

    c. The MCSC Faculty shall be employed, assigned, directed, and evaluated by SMCCCD in accordance with the SMCCCD's Collective Bargaining Agreement. SMCCCD shall pay all salaries and provide all benefits to which the MCSC Faculty are entitled in the normal course of their employment with the SMCCCD.

    d. Students are dual enrolled in Skyline College courses. Complaints regarding instructor conduct, grading or other complaints or claims arising from Middle College students' concurrent enrollment in a Skyline College course must be directed to and resolved by Skyline College in accordance with policies, rules and regulations established by the SMCCCD.

    e. Parents/guardians will document their acknowledgement that their student must abide by the SMCCCD/Skyline College policies agreed to in signed documents for the MCSC program.

    f. Middle College Program Students are required to adhere to all standards of conduct and rules and regulations established both by SSFUSD and SMCCCD in their respective student hand books.

    g. Students will provide their own transportation to Skyline College in order to attend courses and other programs or Skyline College sponsored events.

ATTENDANCE AND OTHER DATA SHARING

11. **ATTENDANCE.** MCSC shall take and track attendance and high school class requirements, including grade information in the manner designated by SSFUSD that is consistent with the waivers, if any; being requested from the SSPI by SSFUSD.

12. **STUDENT MANAGEMENT SYSTEM.** Through a mutually determined process SSFUSD will provide MCSC staff access to SSFUSD student management and learning management systems.

CURRICULUM, INSTRUCTION, BOOKS & SUPPLIES

13. **CURRICULUM.** The goal of the partnership is to offer a seamless transition between high school to post-secondary education that promotes: (1) academic preparation for applying in the 12th grade to four-year colleges/universities; and/or (2) academic preparation for transferring from Skyline College to four-year colleges/universities; and/or (3) academic preparation for an Associate degree and/or (4) academic preparation for career technical education certificate. The following pathways are as follows:

    a. **A-G College Entrance Requirements**
    This is a sequence of high school courses that high school students must complete (with a grade of C or better) to be minimally eligible for admission to the University of California (UC) and California State University (CSU). Dual enrollment courses are included.

    b. **CSU General Education – Breadth Certification**
    This includes COLLEGE courses which have been approved to meet one of the General Education (GE) Breadth requirements (i.e., Areas A through E) for the California State University (CSU) system. Many are approved as A – G college entrance requirements. The specific courses offered during any particular semester will vary.

    c. **Intersegmental General Education Transfer Curriculum (IGETC)**
    This includes COLLEGE courses which have been approved to meet the lower-division general education requirements at any CSU or University of California (UC) campus. Many are approved as A – G college entrance requirements. The specific courses offered during any particular semester will vary.

    d. **Associate Degree & Career Technical Education Certificate**
    This includes COLLEGE courses which have been approved to meet associate degree and/or career technical education certificate general education

requirements.

14. **INSTRUCTION.** Instruction under this agreement will be provide for an enrollment of up to 35 students in the 11th and 35 students in the 12th grades. All courses will be conducted on the Skyline College campus.

    a. Students will receive 180 minutes of daily instruction by California secondary teaching credential instructors.

    b. The instructional calendar will be based on 180 school days.

    c. Students will participate in assigned high school equivalent classes, work with tutors and counselors, and receive intensive support services in order to facilitate their success. Students will take high school courses to earn their high school diploma and accrue college units toward either a Career Technical Education certificate and/or associate degree, and/or transfer to four-year college/university.

    d. Skyline College will provide all students with the academic support services needed to complete their courses successfully, which will include, but not be limited to academic coaching, tutoring, counseling/social services support. There is no cost for students to attend MCSC up to 15.0 college units.

    e. SMCCCD will award college credit for all courses successfully completed in accordance with official SMCCCD policies and procedures. Students be enrolled in approved concurrently enrolled courses to receive both high school and college credit for the courses.

    f. SSFUSD will accept courses for high school credit by the beginning of the subsequent semester.

    g. SMCCCD will assign faculty to deliver, monitor and evaluate the instruction of courses in order to assure the quality and uniformity of instruction in accordance with the standards established by the SSPI, SMCCCD, and the SSFUSD. SMCCCD faculty will have at least a master's degree and meet the other requirements necessary for instructors employed by a community college and meet the SSFUSD teacher requirements.

    h. A student's withdrawal prior to completion of a course offered as part of this AGREEMENT shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.

15. **BOOKS, SUPPLEMENTAL MATERIALS, SERVICES & FEES.** All high school textbooks and

supplemental materials required for the mandatory high school classes will be provided by SSFUSD.

a. Tuition fees shall not be assessed to students taking 15.0 or fewer units. Students taking more than 15.0 units will be responsible for the total cost of community college tuition, fees and textbooks.

b. SMCCCD shall have no obligation to provide students with school supplies such as course materials, lab equipment, pens, paper, and book bags.

c. Students will receive $250 credit each semester to purchase and/or rent textbooks, students are responsible for any amount more than $250.

d. Students shall not be assessed a health services fee, but will have access to SMCCCD health services.

e. SMCCCD will provide the same resources and services to MCSC students that are available to all Skyline College students including counselling, library and Learning Center resources.

GENERAL PROVISIONS

16. **SAFETY.** If any MCSC student should experience an accident or sudden illness while on the Skyline College campus, the response to such incidents will be based upon applicable SMCCCD regulations, guidelines, and procedures.

17. **EMERGENCY.** In emergency situations, MCSC students will follow emergency procedures as directed by SMCCCD emergency personnel.

    a. All students are required to have a Student Emergency/Medical Information Card on file in MCSC office. Student Emergency/Medical Information Cards must be updated every school year, and the MCSC should be notified of any changes of information on the student emergency/medical information cards.

    b. Students will remain on campus under the supervision of school staff during the regular school day or until it is determined safe to allow the students to go home. If students must be released prior to the end of the school day, the MCSC staff will automatically call the emergency contact and leave a message.

    c. Students who are 18 years of age or older may legally leave the premises, but will be encouraged to stay until contact with a parent/guardian can be made. For accountability/tracking purposes, the student must communicate his/her intended

destination (e.g., home, grandparents' house, neighbor's house) for MCSC Staff to use to inform any adult who may come looking for them.

18. **ATTENDANCE AND DATA SHARING.** SMCCCD and SSFUSD shall have equal access to students' data, including fiscal data. MCSC shall take and track attendance and high school class requirements, including grade information in the manner designated by the SSFUSD. An annual audit of the MCSC program will be submitted by SSFUSD to the SSPI.

    a. Permanent records of student attendance, grades and achievement will be maintained by SSFUSD for SSFUSD students who enroll in a course(s) offered as part of this AGREEMENT. Permanent records of student enrollment, grades and achievement for COLLEGE courses shall be maintained by COLLEGE.

    b. Each party shall maintain records pertaining to this AGREEMENT as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

    c. To ensure the continued confidentiality and security of data processed, stored, or transmitted under this Agreement, the parties shall establish a system of safeguards that will at minimum include the following:

        i. Procedures and systems that ensure all records, including records containing personally identifiable information, are kept in secured facilities and access to such records is limited to only those personnel who are authorized to have data access under this Agreement.

        ii. Procedures and systems that shall require the use of secured passwords to access computer databases used to process, store, or transmit data provided under this Agreement.

        iii. Procedures and systems, such as good practices for assigning passwords, shall be developed and implemented to maintain the integrity of the systems used to secure computer databases used to process, store, or transmit data provided under this Agreement.

        iv. Procedures and systems that ensure that all confidential data processed, stored, and/or transmitted under the provisions of this Agreement shall be maintained in a secure manner that prevents the interception, diversion, or other unauthorized access to said data.

v. The procedures and systems developed and implemented to process, store, or transmit data provided under this Agreement shall ensure that any and all disclosures of confidential student data comply with all provisions of FERPA and California law relating to the privacy rights of students, such as but not limited to, the Information Practices Act and the California Public Records Act insofar as such laws are applicable to the parties to this Agreement.

19. **ENROLLMENT/ELIGIBILITY.** Participation at MCSC is through application, interview and selection only. Admitted students are considered concurrently enrolled college students (as defined by state law related to community college), with all the benefits and responsibilities of all other Skyline College student.

    a. SMCCCD will provide the necessary admission and registration forms and procedures and both SMCCCD and SSFUSD will jointly ensure that each applicant accepted has met all the enrollment requirements.

    b. SSFUSD and SMCCCD understand and agree that successful admission and registration requires that each participating student has completed the SMCCCD dual enrollment application process.

    c. The MCSC Director has been designated by San Mateo Union High School District to sign the College Connection Course Request Form (concurrent enrollment form) to assist students in the registration process. Each semester the MCSC Director will provide the respective high school principals and Assistant Superintendent of Educational Services a list of students that were approved for concurrent enrollment.

20. **RELATIONSHIP OF THE PARTIES.** It is understood that this is an Agreement by and between independent contractors and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture of association, or any other relationship whatsoever other than that of independent contractor. Except as SMCCCD may specify in writing, SSFUSD shall have no authority, expressed or implied, to act on behalf of SMCCCD in any capacity whatsoever. SSFUSD shall have no authority, expressed or implied, pursuant to this Agreement to bind SMCCCD to any obligation whatsoever. Except as SSFUSD may specify in writing, SMCCCD shall have no authority, expressed or implied, to act on behalf of SSFUSD in any capacity whatsoever. SMCCCD shall have no authority, expressed or implied pursuant to this Agreement to bind SSFUSD to any obligation whatsoever. SSFUSD and the SMCCCD will each be solely responsible for and will bear all of their own respective costs and expenses; at no time will either be responsible for any costs or expenses incurred by the other party.

21. **TRADEMARKS.** For the term of this Agreement and subject to its terms and conditions, each party agrees to get prior approval by the other party for use of that party's name, logos, and trademarks for the purposes of advertisement.

22. **SEPARATE EMPLOYERS.** This agreement does not permit or authorize either party to enter into, directly or indirectly, a joint employer relationship vis-a-vis the other's employees. SMCCCD will determine the hiring, termination or other terms and conditions of employment of its own employees. SSFUSD and the SMCCCD will not be joint employers nor co-employers of any employee of either or both Parties. SSFUSD shall not be employer or joint employer of any instructors hired by SMCCCD to teach its coursework, and such instructors shall not be agents of the SSFUSD. Notwithstanding any other provision herein, the SMCCCD shall defend and indemnify SSFUSD against any claim by a SMCCCD employee, which is based in whole or in part on the argument that while working for the SMCCCD, the instructor was also an employee or agent of SSFUSD.

23. **NON-DISCRIMINATION AND EQUAL OPPORTUNITY UNDER LAW.** Each Party agrees that in a manner consistent with applicable law, each will administer their activities provided for in this Agreement in full compliance with all laws and regulations governing their respective activities. The Parties also agree to comply with all other applicable federal, state, county, and local laws, ordinance, regulations, and codes in the performance of all of their obligations to each other under this Agreement. The Parties agree that actions taken or not taken, in compliance with the rules, guidelines or opinions of regulatory, licensing and accrediting bodies, boards and governing associations, shall not constitute a violation of the Agreement.

24. **FAIR EMPLOYMENT PRACTICES/EQUAL OPPORTUNITY ACTS.** SSFUSD is an equal opportunity employer. By entering into this Agreement, SMCCCD certifies that he/she is in compliance with the Equal Employment Opportunity Requirement of Executive Order 1 1246, Title VII of the Civil Rights Act of 1973, the California Fair Employment Practices Act and any other Federal or State laws and regulations related to Equal Employment Opportunity. SMCCCD personnel policies shall be made available to SSFUSD upon request.

25. **NOTICES.** Any notice required to be given or delivered to the other shall be in writing and addressed to the parties at the addresses provided below parties at the addresses provided below

College District
San Mateo County Community College District
Office of the Executive Vice Chancellor of Administrative Services

340I CSM Drive
San Mateo, CA 94402

SSFUSD
South San Francisco Unified School District
Keith Irish
Assistant Superintendent for Educational Services & Categorical Programs
398 B Street,
South San Francisco, CA 94080

26. **MODIFICATION AND WAIVER.** No modification, amendment or waiver of any provision of this Agreement shall be effective unless in writing and signed by the party to be charged. No failure or delay by either party in exercising any right, power, or remedy under this Agreement shall operate as a waiver of any such right, power or remedy.

27. **FORCE MAJEURE.** Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not be limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.

28. **SUCCESSORS AND ASSIGNS.** Neither party may assign, transfer or delegate all or any part of its rights or obligations under this Agreement to any party, including subsidiaries, parent corporations, successors, or unrelated third parties without the other party's written consent, which either party may, in its sole discretion, withhold as it determines appropriate. Any unauthorized assignment, transfer, or delegation of all or any part of its rights or obligations under this Agreement shall constitute a material breach of this Agreement and shall be cause for immediate termination, subject to the other party's sole discretion.

29. **SEVERABILITY.** Should any part of this Agreement be declared through a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or to carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the unexercised portion, can be interpreted reasonably to give effect to the intentions of the parties.

30. **COUNTERPARTS.** This Agreement may be executed in any number of counterpart, each of which shall be deemed an original, but all such counterparts, together shall constitute one and the same instrument.

31. **LIABILITY AND INSURANCE.** SSFUSD shall be responsible for all damages to persons or

properties that occur as a result of SSFUSD's or SSFUSD's employees fault or negligence in connection with the performance of this Agreement. SMCCCD shall be responsible for all damages to persons or properties that occur as a result of SMCCCD's or SMCCCD's employees' fault or negligence in connection with the performance of this Agreement.

SSFUSD and SMCCCD shall each take out and maintain during the life of this Agreement such liability insurance as shall protect them while performing work covered by this Agreement from any and all claims for damages and all operations under this Agreement, whether such operations be by either of the agencies or by any Subcontractor or by anyone directly or indirectly employed by either of them.

30.1 **Required Coverage.** SSFUSD and SMCCCD shall each procure and maintain liability coverage which shall not be less than the following amounts (unless agreed in writing by the Executive Vice Chancellor's office or the SSFUSD Superintendent, as the case may be.

Comprehensive General Liability and Property Damage insurance including:

a. Bodily Injury Liability insurance which provides for injuries including accidental death, per any one occurrence in an amount not less than $1,000,000 per occurrence and $2,000,000 annual aggregate; and Property Damage insurance in an amount not less than $I,000,000 per occurrence.

b. Business Automobile Liability insurance in an amount not Jess than $1,000,000 including coverage for owned, non-owned and hired vehicles; and

c. Umbrella liability in an amount not less than $3,000,000 per occurrence and annual aggregate.

30.2 **Required Rating.** Insurance carriers must have a Best rating of A(-) I 0 or better.

30.3 **Endorsements and Certificates of Insurance.** San Mateo County Community College District, its Officers, Agents and Employees must be named by endorsement on SSFUSD's Comprehensive General Liability and Property Damage Policies as co-insured or additional insured. South San Francisco Unified School District, its Officers, Agents, and Employees must be named by endorsement on SMCCCD's Comprehensive General Liability and Property Damage Policies as co-insured or additional insureds.

Certificates of Insurance and endorsements for coverages required herein shall be filed with SSFUSD's Superintendent and the SMCCCD's Executive Vice

Chancellor prior to the commencement of work under this Agreement. The certificates shall provide that if the policy or policies be canceled by the insurance company or by SSFUSD or SMCCCD, as the case may be, during the terms of this Agreement, thirty (30) days written notice prior to the effective date of such cancellation will be given to SSFUSD's Superintendent or SMCCCD's Executive Vice Chancellor as the case may be. The certificates shall also show the information that the San Mateo County Community College District is named on SSFUSD's Comprehensive General Liability and Property Damage policies as co-insured or additional insured and that the SSFUSD is named on SMCCCD's Comprehensive General Liability and Property Damage policies as co-insured or additional insured. With respect to insurance procured by the SSFUSD, certificates shall clearly state that "'The San Mateo County Community College District, its Officers, Agents and Employees are named as additional insured per attached endorsement" and that such insurance policy shall be primary to any insurance or self-insurance maintained by the District. With respect to insurance procured by the SMCCCD, certificates shall clearly state that "The South San Francisco Unified School District, its Officers, Agents and Employees are named as additional insured per attached endorsement' and that such insurance policy shall be primary to any insurance or self-insurance maintained by SSFUSD.

32. **WORKERS' COMPENSATION INSURANCE.** SSFUSD and SMCCCD shall each have in effect, during the full term of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage. In signing this Agreement, both parties certify awareness of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and certifies compliance with such provisions before commencing the performance of this work of the Agreement as set forth in California Labor Code section 1861.

Each Party Initials (if applicable)

☐

I am aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for Workers Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of any work required under this Agreement with employees.

Each Party Initials (if applicable)

☐

I have no employees and, therefore, will not submit a Certificate of Workers' Compensation.

33. **MUTUAL HOLD HARMLESS**

a. SMCCCD shall indemnify, hold harmless and defend the SSFUSD trustees, officers, employees and agents from and against every claim, demand and/or liability which may be made by reason of the negligent act(s) or omission(s) of SMCCCD and/or its employees or agents in their performance of this Agreement. Any right to indemnification shall not apply to acts of willful negligence or illegal actions.

b. SSFUSD shall indemnify, hold harmless and defend SMCCCD and its trustees, officers, employees and agents from and against every claim, demand and/or liability which may be made by reason of the negligent act(s) or omission(s) of SSFUSD and/or its employees or agents in their performance of this Agreement. Any right to indemnification shall not apply to acts of willful negligence or illegal actions.

c. In the event of the concurrent negligence of SSFUSD and/or its officers and/or employees and SMCCCD and/or its officers and/or employees, the liability for any and all claims for injuries which arise out of the performance of this contract shall be apportioned under California's theory of comparative negligence as presently established or as may hereafter be modified.

34. **DISPUTE RESOLUTION.** Should any dispute arise out of this Agreement, the parties agree to meet in mediation and attempt to reach a resolution with the assistance of a mutually agreed upon mediator. The mediation process shall provide for the selection, within fifteen (15) days of either party notifying the other of the existence of a dispute, by both parties of a disinterested third person as mediator and shall be concluded within forty-five (45) days from the commencement of the mediation unless a time requirement is extended by stipulation of both parties.

If a mediated settlement is reached, neither party shall be the prevailing party for the purposes of the mediated settlement. Each party agrees to bear an equal portion of the expenses of the mediator.

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.

35. **AMENDMENTS.** This Agreement may be amended only by a written instrument signed

by both SMCCCD and SSFUSD which writing shall state expressly that it is intended by the parties to amend the terms and conditions of this Agreement.

36. **GOVERNING LAW AND VENUE.** This Agreement, including all exhibits attached hereto and incorporated herein by reference, shall be construed in and governed by the laws of the State of California. The parties consent to the exclusive jurisdiction and venue of the Superior Court of San Mateo County, California.

37. **ENTIRE AGREEMENT.** This Agreement, including all exhibits attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties and obligations of each party. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are of no force or effect. In the event of a conflict between the terms and conditions set forth herein and those in the exhibits attached hereto, the terms and conditions set forth herein shall prevail.

38. **REQUIRED POLICIES AND PROCEDURES.** SMCCCD shall have in place during the life of this Agreement such written rules, policies and procedures, including discrimination and harassment complaint procedures, as are required by applicable law.

39. **CAPTIONS.** Any captions to or headings of the articles, sections, subsections, paragraphs, or subparagraphs of this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used for the interpretation or determination of validity of this Agreement or any provision hereof.

40. **FAILURE TO PERFORM.** If, at any time, in the opinion of SSFUSD, SMCCCD fails to render services of proper quality or has failed to perform, keep, and observe any of the terms or conditions herein contained on the part of SMCCCD to be performed, kept, and observed, SSFUSD may give SMCCCD written notice to correct such conditions or cure such default; and if any such condition or default shall continue for ten (10) days after said written notice, then, and in that event, this Agreement shall cease and expire. Thereupon SSFUSD or its duly authorized representative may employ other parties or carry this Agreement to completion as SSFUSD may deem proper.

41. **EXECUTION.** By their signatures below, each of the following represents that they have authority to execute this Agreement and to bind the party on whose behalf their execution is made.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

By: _____
Richard Storti
Executive Vice Chancellor
Date: _____
Federal Tax Payer Identification Number: 94-3084147

SAN MATEO UNION HIGH SCHOOL DISTRICT

By: _____
Ted O
Assistant Superintendent, Business
Date: _____
Federal Tax Payer Identification Number (EIN): 94-3083861

Appendix A

Case	Description	Total Charge to HS
1	*Student completes two terms*	$7,690
2	*Student enrolls in Fall term and does not complete.*	$3,845
3	*Student completes only Fall term, does not enroll Spring*	$3,845
4	*Students completes only Fall, withdraw Spring **after** drop period*	$7,690
5	*Student completes only Fall, withdraw **during** drop period*	$3,845
6	*Student enrolls in Spring only and completes Spring only*	$3,845
7	*Student enrolls in Spring only and does not complete Spring only*	$3,845
8	*Student completes Fall, withdraws from Spring during valid drop period, 'replaced' by a Spring only enrollee. (combination of cases 5 plus 6 or 7.)*	$ 7,690

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent, Teaching & Learning
Roxanna Villaseñor, Director of School Leadership

DATE: June 25, 2026

RE: Approval of Legarza Sports 2026/27 Service Agreement

ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☒ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☒ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

SSFUSD is recommending the continuation of our partnership with Legarza Sports to provide Physical Education (PE) instruction across all elementary school sites for the 2026–27 school year. All elementary sites will receive support from Legarza Sports, ensuring students in grades K–5 access high-quality, standards-aligned PE instruction. This partnership also provides grade level teams with dedicated collaboration time—approximately 50 minutes per week for kindergarten and 100 minutes per week for grades 1–5—to support instructional planning and data-driven decision-making.

Under this agreement, Legarza will provide 34 weeks of PE instruction during the school year, with classes scheduled Monday through Friday between 8:00 AM and 2:55 PM, following mutually developed school-level PE schedules. Legarza will staff each site with one Site Lead and three trained instructors and ensure all instructors receive a minimum 40-minute lunch break.

Lesson plans are aligned to California State PE Standards, developed under the oversight of a credentialed teacher, and regularly reviewed and updated in collaboration with SSFUSD staff.

FISCAL IMPLICATIONS:

The total cost of the 2026–27 Legarza Sports service agreement is $826,622.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the 2026–27 service agreement with Legarza Sports to provide Physical Education instruction at all SSFUSD elementary school sites in the amount of $826,622.

AGREEMENT FOR SERVICE BETWEEN SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND LEGARZA SPORTS

This agreement is made as of May 29, 2026 between the South San Francisco Unified School District and Legarza Sports.

Whereas, the School desires to obtain services for the administration of the Legarza Physical Education Program for grades K-5.

Whereas, Legarza serves as a youth sports education organization in San Mateo County; and

Whereas, Legarza desires to provide Physical Education services to schools within the South San Francisco Unified School District, California; and

Whereas, Legarza has developed a learning curriculum containing information which is identified as follows: (hereinafter "Legarza Lesson Plans"). Now, therefore, the parties agree as follows:

1. SERVICES

Legarza agrees to provide professional services to SSFUSD in accordance with the terms and conditions of this agreement.

2. SCOPE OF SERVICES

Legarza agrees to provide SSFUSD the Legarza PE Program with the following services:

- Physical Education as scheduled in accordance with the School academic calendar to occur between August 20, 2026 and May 27, 2027.
- Physical Education Classes will be provided throughout the school week in accordance with PE schedules that are mutually formed and agreed upon between Legarza Sports and SSFUSD Administration.
- Physical Education Classes will be taught within school hours between 8:00am-2:55pm.
- Legarza will teach for 34 weeks of PE when school is in session and use 11 non-service days throughout the year, during which PE services will not be provided. These dates will be November 23rd - 24th, 2026; February 16th - 19th, 2027; and April 5th - 9th, 2027.
- Legarza will conduct 3 staff development days throughout the year during which PE services will not be provided. These dates are October 1, 2026; January 29, 2027; and May 7, 2027.
- The District will provide Legarza instructors with at least 30 minutes of scheduled break time for lunch and at least a 10 minute break daily.
- Legarza will provide a total of nineteen (19) trained instructors and Site Leads to support PE programming across SSFUSD school sites.
- Legarza staffing structure shall include four (4) standard PE teams consisting of one (1) Site Lead and three (3) instructors assigned across partnered school sites four days a week, as well as one (1) additional PE team consisting of one (1) Site Lead and two (2) instructors assigned to a single school site operating two days per week.
- For contractual staffing purposes, a standard PE team staffed with a minimum of three (3) total personnel on site, including the Site Lead, shall be considered fully staffed and in compliance with this Agreement. The additional two-day PE team staffed with a minimum of two (2) total personnel on site, including the Site Lead, shall also be considered fully staffed and in compliance with this Agreement.
- SSFUSD and Legarza will work together to form schedules that release no more than 100 students to staff during a single class period.

- Legarza shall maintain an internal rotating substitute coverage structure in which one team each day operates on a designated substitute and coverage support schedule. These staff members are assigned to provide contingency coverage for instructor absences, illness, approved leave, training needs, and staffing support across SSFUSD and other regional Legarza program locations as needed to maintain consistent contractual staffing levels.
- In the event of an instructor absence, Legarza will first utilize the assigned Site Lead at that location to provide substitute coverage before assigning additional substitute personnel. If additional coverage is required, Legarza will assign substitute personnel as operationally appropriate.
- SSFUSD acknowledges that substitute coverage personnel and designated substitute support days are operationally necessary to maintain consistent program execution and contractual staffing obligations across all assigned sites.
- Legarza developed Lesson Plans that are based on the California State Standards and overseen by a credentialed teacher.
- Lesson plans will be periodically evaluated and modified based on SSFUSD needs.
- Supervision of instructors' work and formal evaluation procedures.
- Design and implementation of program evaluations for teacher and principal feedback.
- Meetings with principals and SSFUSD personnel as required.
- Administrative oversight from Legarza Program Director, Regional Manager and School Principals.
- In the event school operations transition to remote instruction or modified campus operations, Legarza will perform the same amount of PE through virtual or mutually agreed alternative instructional formats for the same cost throughout the duration of such modified operations.
- SSFUSD will provide a secured storage area for PE equipment at each site.

3. INSURANCE
Legarza carries comprehensive general liability insurance to cover public liability for services provided under this contract as well as applicable workman's compensation insurance. SSFUSD is responsible to provide a safe environment for classes and is considered liable as such. Legarza will provide proof of sexual abuse/molestation insurance and comprehensive general liability insurance and will identify SSFUSD as an additional insured prior to the start of services.

4. **WORKERS' COMPENSATION**
Legarza shall have in effect during the entire term of this Agreement workers' compensation and employer liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, (a) that it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) that it will comply with such provisions before commencing the performance of work under this Agreement.

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

6. **INDEMNIFICATION**
Legarza Sports agrees to indemnify, defend, and hold harmless SSFUSD, its employees, and agents to the extent caused by negligent acts, errors, acts or omissions of the indemnifying party, or willful misconduct

arising due to the performance of this agreement. SSFUSD agrees to indemnify, defend, and hold harmless Legarza, its employees, and agents from any and all claims, damages, and liability in any way occasioned by or arising due to the performance of this Agreement.

7. DISPUTE RESOLUTION
Should any dispute arise out of this Agreement, the Parties should meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. The costs of the mediator, if any, shall be paid mutually. 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 making a good faith attempt to reach a mediated resolution.

8. HIRING LEGARZA EMPLOYEES
SSFUSD acknowledges that Legarza has spent considerable time and money in training its instructors to provide services under this agreement. If SSFUSD , directly or indirectly, hires a Legarza instructor within one year of that instructor working for Legarza, SSFUSD will pay a fee of $25,000 to Legarza, plus 10% of that instructor's annualized salary last in effect for the instructor.

9. FINGERPRINTING AND BACKGROUND CHECKS
As required by the California State Education Code. Legarza instructors will be required to undergo fingerprinting and background checks. Legarza will provide SSFUSD written verification that all instructors have filed fingerprints and have passed the State and DOJ background checks no later than August 15, 2026 for work during the 2026-27 academic school year.

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

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

12. LICENSES AND PERMITS:
It shall be the Legarza'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.

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

14. RELATIONSHIP OF THE PARTIES:
Legarza agrees and understands that the work/services performed under this Agreement are performed as an Independent Contractor and not as an employee of (School district) and that Legarza acquires none of the rights, privileges, powers or advantages of (School district) employees.

15. 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.

16. 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.

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

18. FORCE MAJEURE
Neither party shall be liable for any delay, interruption, or failure to perform under this Agreement resulting from acts beyond the reasonable control of that party, including but not limited to natural disasters, fire, flood, earthquake, severe weather, pandemic, epidemic, government order, school closure, labor dispute, power outage, unsafe air quality, interruption of transportation, or other emergency circumstances ("Force Majeure Event").

In the event of a Force Majeure Event, the affected party shall notify the other party as soon as reasonably possible. The Parties shall work together in good faith to modify schedules, provide alternative methods of service where feasible, or temporarily suspend services until normal operations can resume.

If a Force Majeure Event continues for an extended period such that services cannot reasonably continue, either party may terminate this Agreement upon written notice without penalty, provided payment shall remain due for services rendered prior to the interruption.

19. TERMINATION
Either party may terminate this Agreement with thirty (30) days written notice to the other party. SSFUSD shall remain responsible for payment for all services satisfactorily rendered through the effective date of termination.

Either party may terminate this Agreement immediately for cause in the event of a material breach of this Agreement, unlawful conduct, unsafe conditions, or failure to comply with applicable state or federal laws or school district requirements.

In the event of termination, both parties agree to cooperate in good faith to ensure an orderly transition of services.

20. COMPENSATION
Legarza agrees to perform all services of this agreement for a sum not to exceed $826,622.00 for 34 weeks of PE instruction. The Legarza PE Program will include all costs, administrative overhead, and liability insurance.

Legarza shall submit a total of four (4) invoices as detailed below:

Legarza PE Program	Amount Due	Payment Due Date
Invoice #1	$206,655.50	8/15/2026
Invoice #2	$206,655.50	11/01/2026
Invoice #3	$206,655.50	1/01/2027
Invoice #4	$206,655.50	4/01/2027
TOTAL	$826,622.00	

In witness thereof, the parties hereto have executed this Agreement by their duly authorized officers:

SSFUSD School District Representative
By Signature of the Administrator

_____ _____
SSFUSD School District Date

Legarza
By Signature of Regional Director, North

India C. Akers 5/29/2026
India Akers Date
Legarza - Regional Program Director, North

Legarza
By Signature of Director of Personnel & Finance

_____ 5/29/2026
Michelle Coler Date
Legarza - Director of Personnel & Finance

Legarza Sports
1027 Bransten Road
San Carlos, CA 94070
Ph # (415) 334-3333
Fax # (650) 596-0133

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent, Teaching & Learning
Roxanna Villaseñor, Director of School Leadership

DATE: June 25, 2026

RE: Approval of Newsletter Service Agreement with 3 Kings Services LLC

ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☒ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☒ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

Over the past year, principals have expressed a desire for more streamlined and centralized district communication. Currently, information is shared through multiple channels, including emails, memoranda, calendars, Google sites, and department-specific communications. While intended to support schools, this approach can result in duplication, missed information, and increased administrative burden.

To address this, district leaders have developed a centralized Principal Resource and Communication Hub that would serve as a single source of information for school leaders. Benefits include improved clarity, consistency, communication alignment, institutional memory, compliance documentation, and reduced time spent searching for information.

The proposed system would include a weekly communication cycle, centralized access to resources and deadlines, annual planning calendars, contributor training, and established communication protocols.

This proposal supports the District's commitment to organizational effectiveness, transparency, and principal support by improving coordination across departments and allowing site leaders to focus more time on teaching, learning, and student outcomes

FISCAL IMPLICATIONS:

The annual cost is estimated at $30,750 ($750 per week for 41 weeks - reflecting breaks due to summer and extended school-year breaks) and funded by MGMT 219.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with 3 Kings Services LLC for the implementation and maintenance of a centralized principal communication and resource management system beginning July 1, 2026 and an amount not to exceed $30,750 annually.

3 King Services, LLC Agreement

This agreement, made and entered into effective the 1st day of June, 2026 by and between **3 King Services, LLC**, whose mailing address is 3994 S Sable Way, Aurora, CO 80014, hereinafter referred to as the "Contractor", and **South San Francisco Unified School District**, whose mailing address is 398 B Street, South San Francisco, CA 94080, hereinafter referred to as "District".

WITNESSETH:

In consideration of the mutual covenants and obligations herein expressed, it is agreed by and between the parties hereto as follows:

1. Scope of Services: The Contractor agrees to provide goods and/or services as set forth in Exhibit A hereto which is incorporated herein by this reference. In the event of any inconsistency between the provisions of this Agreement and the Scope of Services set forth in Exhibit A, the provisions contained within this Agreement shall control.

2. Effective Date and Duration: This Contract shall become effective on June 1, 2026 or the date this Contract is fully executed and approved as required by applicable law. The obligations to be performed pursuant to this Agreement shall be initiated no later than June 1, 2026. The initial agreement term shall be continual until terminated by mutual agreement between the District and Contractor.

3. Cancellation: Either party may terminate this Agreement at any time for a material breach with 10 business days written notice being provided to cure an alleged breach. After this Agreement has been in effect for six months, either party may terminate this agreement upon 30 days written notice to the other party for any or no reason. In the event of termination any commissions owed shall be promptly paid; provided however, that under no circumstances will any damages be paid solely as a result of the termination of this contract.

4. Compensation:

    a) In consideration of the obligations to be performed pursuant to this Agreement, the District agrees to pay Contractor Seven Hundred Fifty Dollars ($750.00) per week.
    b) If additional work is necessary, as determined by the District, the District shall pay the Contractor for additional work according to the unit prices set forth in Exhibit A. If the additional work is not covered by Exhibit A the parties shall, prior to the work being done, agree in writing as to (a) the nature, scope and timeline of the additional work; and (b) the price for the additional work.
    c) The Contractor shall submit invoices monthly for services performed and expenses incurred during the prior month. Payment will be made to

the Contractor within thirty (30) days of the District's receipt of the approved invoices.

5. Independent Contractor: The obligations to be performed by Contractor are those of an independent contractor and nothing herein contained shall constitute or designate the Contractor or any of its employees as agents of the school district or any of its Board members or any of its employees.

6. Law, Venue and Arbitration: This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado without regard to conflicts of laws principles. Any legal proceeding of any nature whatsoever brought by either party against the other to enforce any right or obligation under this Agreement, or arising out of any matter pertaining to this Agreement, shall be submitted for trial before the Courts of the State of Colorado, or the United States District Court for the District of Colorado or, if neither of such courts shall have jurisdiction, then before any court sitting in Arapahoe County, Colorado having subject matter jurisdiction. The parties consent and submit to the jurisdiction of any such court and agree to accept service of process as provided by law. In addition, at the option of either party, any dispute related to this Agreement may be submitted for expedited arbitration under the auspices of, and in accordance with the then-current procedures of, the American Arbitration Association. Such Arbitration shall take place at an appropriate facility at a time and place to be reasonably agreed upon by the Parties.

12. Ownership of Work Product: All documents such as reports, plans, drawings and contract specifications, information, and other materials prepared or furnished by Contractor (or Contractor's independent professional associates, subcontractors, and consultants) and paid for pursuant to this Agreement are instruments of public information and property of the District. All internal documents which support the public information such as field data, field notes, laboratory test data, calculations, estimates and other documents prepared by Contractor as instruments of service shall be provided to the District. The District understands such documents are not intended or represented to be suitable for reuse by the District or others for purposes outside the specific scope and conditions of the Scope of Services. The District may retain ownership of and may reuse such documents without written verification of Contractor.

13. Miscellaneous Provisions:

    - **Entire Understanding**: This Agreement represents the entire understanding between the parties hereto with respect to the subject matter

hereof. This Agreement supersedes all previous representations, understandings or agreements, oral or written, between the parties with respect to the subject matter hereof and cannot be modified except by written instrument signed by both parties hereto.

- **Savings Clause**: If any provision of this Agreement shall be deemed or declared unenforceable, invalid or void, the same shall not impair any of the other provisions contained herein which shall continue to be enforceable in accordance with their respective terms, except that this clause shall not deprive any party of any remedy afforded under this Agreement.
- **Counterparts**: This agreement may be executed in several counterparts, each of which may be deemed an original, but all of which together shall be deemed one instrument. Facsimile signatures shall be deemed to be the same as original signatures.

14. Any notices or other communication hereunder shall be in writing, shall be sent via registered or certified mail addressed to the following, and shall be deemed given when received:

For Contractor: South San Franciso Unified School District
ATTN: Dr. Nia Campbell
398 B Street
South San Franciso, CA 94080

For Entity: 3 King Services, LLC
Sylvia Eldredge
3994 S Sable Way
Aurora, CO 80014

Any party hereto may change its address for purposes of this paragraph by written notice given in the manner provided above.

This Agreement is made this 1st day of June 2026.

District:

_____

By: _____

Name: _____

Title: _____

Date: _____

3 King Services LLC

By: Sylvia Eldredge

Name: Sylvia Eldredge

Title: Partner

Date: 5.25.26

Exhibit A:

1. Objective

The objective of this project is to design, develop, and maintain a Google Site to function as a digital weekly newsletter. The newsletter will be used to share news, updates, events, and other relevant information with the intended audience.

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2. Scope of Services

A. Website Creation (Initial Setup)

3 King Services, LLC shall:

- Design and launch a Google Site utilizing the District's Google domain.

B. Weekly Newsletter Updates

3 King Services, LLC shall:

- Update the Google Site once per week with new content provided by SSFUSD Cabinet and Staff
- Ensure timely posting on a pre-agreed schedule (e.g., every Friday by 12 PM)
- Format and proofread content to ensure clarity and consistency
- Archive each week's newsletter in an organized, accessible manner
- Optimize site structure and performance as needed
- Provide analytics as requested

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3. Client Responsibilities

SSFUSD Cabinet and Staff shall:

- Provide the District's google domain to host the website
- Provide content for weekly updates due every Thursday by end of business
- Provide access credentials and permissions necessary for Google Site management
- Prioritize weekly connections on Tuesday afternoons between Mrs. Villasenor and/or Dr. Campbell & Sylvia Eldredge to review content and approvals
- Schedule digital delivery of newsletter each week on Monday at the predetermined time for a Wednesday morning delivery

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SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent, Teaching & Learning
Kathie Nguyen, Principal, Parkway Heights Middle School

DATE: June 25, 2026

RE: MOU for School Site Transformation in Partnership with Parkway Heights Middle School, SSFUSD and Partners in School Innovation

---

ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☒ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☒ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

Parkway Middle School has just finished the second year of partnership with PSI, working towards the district's promise of the Portrait of a Graduate to Learn, Navigate, Impact and Thrive. The work of the past two years has built real momentum, and this past year in particular marks a turning point as Parkway's staff works toward their vision to provide a positive and safe school community, where everyone is responsible for each and every students' success and where students are engaged and learning rigorous grade level standards and content.

The first two years of the partnership successfully achieved a foundational shift toward a sustainable instructional culture, driven by significant capacity building within the Principal and Instructional Leadership Team (ILT), who took critical ownership of instructional priorities like academic discourse and enabled a school-wide culture of observation and calibration. Simultaneously, dedicated to the priority of Belonging and Wellbeing, the Assistant Principal (Mr. Emejuru) developed a Positive Behavioral Interventions and Supports (PBIS) program in year two, forming a chartered committee with teachers, a counselor, and two student advisors to set goals based on district impact survey data.

In the coming academic year, SSFUSD is sharpening its instructional focus. Academic discourse, which served as an entry-point for improvement, will now be understood in its fuller context: not as an end in itself, but as one powerful strategy within a broader commitment to grade-level, standards-aligned instruction. The district's three instructional priorities for 2026 - 27 reflect this evolution:

- Academic Belonging: Every student feels they have a caring adult at school & thinks teachers believe in their ability to succeed
- Standards-Based Instruction: Every student can demonstrate mastery on grade-level content
- Data-driven PLCs: Educators analyze student data with peers to improve student outcomes

Support at Parkway will remain aligned to the district-wide priorities and sustain momentum through established relationships from the administration to the classroom. Building on the work of the past two years to create a strong foundation of internal ownership. The proposed annual work for 2026-2027 is designed to solidify systemic change and improve learning outcomes particularly for one of Parkway's vulnerable student populations, MLL students. Leadership coaching will focus on building collective ownership of instructional growth, expanding the influence of ILT members to become powerful PLC leads. This phase also includes supporting the PBIS committee in achieving the 2026-2027 annual goal of full PBIS Program Implementation.

FISCAL IMPLICATIONS:

Approval of this agreement will authorize continued partnership services with PSI (Partners in School Innovation) at Parkway Middle School during the 2026–2027 school year. The total cost of the agreement is **$31,000** from August 1, 2026 - December 31, 2026.

Funding will support leadership coaching, instructional leadership team development, professional learning community (PLC) capacity building, standards-based instructional improvement, and implementation support for Parkway Middle School's Positive Behavioral Interventions and Supports (PBIS) program. The work is designed to sustain and deepen the instructional and organizational improvements established during the first two years of the partnership while advancing the District's 2026–2027 instructional priorities of Academic Belonging, Standards-Based Instruction, and Data-Driven PLCs.

The expenditure will be funded through available **Site Discretionary fund 070.** The anticipated return on investment includes strengthened internal leadership capacity, increased sustainability of instructional improvement efforts, improved support for multilingual learners (MLLs), and progress toward full implementation of Parkway's PBIS program.

*** As an alternative funding source, the agreement may be funded through **Title I Management (Resource 301) funds, pending School Site Council (SSC) approval**.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the partnership services with PSI at Parkway Heights Middle School from August 2026 – December 2026 in the amount of $31,000.

partners IN SCHOOL INNOVATION

MEMORANDUM OF UNDERSTANDING (MOU)
for
August - December 2026 School Site Transformation
In partnership with
Parkway Heights Middle School in South San Francisco Unified School District and **Partners in School Innovation**

Section I: OUR UNDERSTANDING / INTRODUCTION

In the coming academic year, SSFUSD is sharpening its instructional focus. Academic discourse, which served as an entry-point for improvement, will now be understood in its fuller context: not as an end in itself, but as one powerful strategy within a broader commitment to grade-level, standards-aligned instruction. The district's three instructional priorities for 2026 - 27 reflect this evolution:

- **Academic Belonging**: Every student feels they have a caring adult at school & thinks teachers believe in their ability to succeed
- **Standards-Based Instruction**: Every student can demonstrate mastery on grade-level content
- **Data-driven PLCs**: Educators analyze student data with peers to improve student outcomes

Support at Parkway will remain aligned to the district-wide priorities and sustain momentum through established relationships from the administration to the classroom. Building on the work of the past two years to create a strong foundation of internal ownership. The proposed annual work for 2026-2027 is designed to solidify systemic change and improve learning outcomes particularly for one of Parkway's vulnerable student populations, MLL students. Leadership coaching will focus on building collective ownership of instructional growth, expanding the influence of ILT members to become powerful PLC leads. This phase also includes supporting the PBIS committee in achieving the 2026-2027 annual goal of full PBIS Program Implementation.

Section II: ANNUAL SUCCESS OBJECTIVES

- The ILT and PBIS Committee are driving cycles of improvement, in service of district-wide priorities, anchored in student work, with evidence of shifted adult practice visible in classrooms.
- Principal instructional leadership is visible, consistent, and grounded in district priorities
- PLC work reflects school priorities and demonstrates alignment to instructional priorities; teachers regularly analyze student data to inform next steps. (Phase 1 of PLC work)
- Leaders are utilizing multiple measures including adult practice data and student data to monitor a target improvement to understand which shifts in practice are leading to their desired outcome.
- Core systems are codified and in active use, sustainable beyond the partnership, anchored in the district's vision of instructional leadership.

Section III: ABOUT US / OUR QUALIFICATIONS

A. WHO WE ARE

Partners in School Innovation (Partners) works shoulder-to-shoulder with teachers and leaders to strengthen teaching, learning, and achievement in public schools and districts, so that every student, regardless of background, thrives. The organization's efforts are guided by a vision of public schools that work to eliminate the achievement gap and ensure that they are exciting places to teach, learn, and grow. We believe that by investing in the existing teachers and leaders in our partner schools and districts, they will gain the capacity to achieve outstanding results for their students. We work with schools and districts to provide customized, hands-on professional development and coaching that guides leaders and teachers to leverage continuous improvement methods to learn about and implement best practices that transform learning for their students. Founded in 1993, Partners actively seeks to disrupt patterns of inequity in education by developing systems and structures that work effectively to close persistent achievement gaps based on race, class, and culture.

B. OUR SHARED HISTORY PARTNERING TOGETHER

Parkway Middle School has just finished the second year of partnership with PSI, working towards the district's promise of the Portrait of a Graduate to Learn, Navigate, Impact and Thrive. The work of the past two years has built real momentum, and this past year in particular marks a turning point as Parkway's staff works toward their vision to provide a positive and safe school community, where everyone is responsible for each and every students' success and where students are engaged and learning rigorous grade level standards and content.

The first two years of the partnership successfully achieved a foundational shift toward a sustainable instructional culture, driven by significant capacity building within the Principal and Instructional Leadership Team (ILT), who took critical ownership of instructional priorities like academic discourse and enabled a school-wide culture of observation and calibration. Simultaneously, dedicated to the priority of Belonging and Wellbeing, the Assistant Principal (Mr. Emejuru) developed a Positive Behavioral Interventions and Supports (PBIS) program in year two, forming a chartered committee with teachers, a counselor, and two student advisors to set goals based on district impact survey data.

Section IV: SCOPE OF WORK AND TEAM

A. SCOPE OF WORK

Service	Description	Target Outcomes
Direct School Site Coaching	• Three hours monthly onsite visits for data gathering activities, ILT, PD, or PLC support, observation, and feedback • One hour weekly for instructional/PBIS leadership coaching focused on a targeted goal for improvement	Classroom level evidence of instructional shifts is documented and analyzed monthly to inform site strategy for improvement NWEA-MAP data and other data is disaggregated to monitor progress for Multilingual learners and connects adult practice shifts to student learning trends.

	• Support use of district data tools and visualizations to monitor improvement	ILT transitions from learning improvement routines to owning them as measured by self assessments and completion of team deliverables Principals regularly monitor the effectiveness of their PLCs and provide precise feedback
Project Management & Stakeholder Alignment	• Client leadership planning and alignment sessions • Supporting the completion of the contracting process and invoicing	Confidence that desired outcomes will be achieved Client requested scope shifts are identified and agreed upon Maximum value achieved utilizing the reserved Partners' staff capacity for this work

Pricing is for the reserved capacity of the Partners' team for the projects above. If delays in the identified scope occur due to circumstances within your organization, you agree to collaboratively identify alternative scope items to utilize the reserved capacity of our team.

B. **TEAM**

Our staff have been highly successful teachers, instructional coaches, or administrators in schools just like the ones we serve. We equip them to coach educators while building their capacity to rigorously engage in continuous improvement.

We will reserve the capacity of and staff a team of talented professionals to work with you day to day in delivery of the services.

Anticipated Staffing
Partners In School Innovation Staffing: • Project Sponsor, Amanda Bachelor • Sr Improvement Partner, Paula Espinoza • Program Support Team, Mercy Sanchez and Amanda Faulkner
Parkway Middle School Staffing: • Kathie Nguyen, Principal and her instructional leadership team • Brian Emejuru, Assistant Principal

The responsibilities of the Senior Improvement Partners are to deliver the core services in this proposal. The role of the Project Sponsor is to ensure the quality of the work. The role of the Program Support Team is to serve as an internal collaboration thought and support partner.

Section V: COMMITMENTS

Each of the partners in this MOU commits to the following:

A. School Commitments:

1. Meet with Partners staff to collaborate, monitor progress, and help solve challenges.
2. Provide access to process and outcome data aligned with the goals of the partnership. This may include student outcomes or other individual-level data (see Student Data Access Addendum, if required).
3. Provide materials and support for meetings and release days (including photocopies, office supplies, substitutes to facilitate teacher/leader participation in release days).
4. Make shifts in scope if needed, in collaboration with Partners project lead, to utilize the capacity of the team reserved for and committed to this work.

B. Partners In School Innovation Commitments:

1. Deliver the services described herein in the section titled "Scope of Work" to the satisfaction of the district and schools.
2. Provide additional support from the Partners Program Design and Support Team to provide high quality resources for the work and document the learning from the partnership.
3. Monitor the partnership and progress towards our goals by administering a client satisfaction survey and conducting a mid-year check-in.
4. Identify when scope items are at risk, and propose adjustments to scope to fully utilize the capacity of the team reserved for and committed to this work.

Section VI: FINANCES

The total cost for this Partnership is $31,000 from August 1, 2026 to December 31st, 2026.

Invoices for payment will be issued 30 days prior to Payment Due Date. Invoicing is for the reserved capacity of the Partners' team. If delays in the identified scope occur due to circumstances within your organization, you agree to collaboratively identify alternative scope items to utilize reserved capacity.

The Partnership will be paid as follows:

Payments Due Quarterly
Payment 1: $15,500 due September 1, 2026

Payment 2: $15,500 due December 1, 2026

*Client may pay the full agreement amount within 30 days of contract signing for a 3% discount, or a new total of $30,070.

Section VII: SIGNATURES

The signatures below signify each Participant understands and commitments to the terms of the Partnership as outlined above.

For **Parkway Heights Middle School, SSFUSD**	For **Partners in School Innovation:**
MOU will be sent via DocuSign for signature and date	*MOU will be sent via DocuSign for signature and date*
Signature:	**Signature:**
Name: Ted O	Name: Sanee Nashashini
Title: Assistant Superintendent, Business Services	Title: Chief of Innovation
Date:	Date:

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent, Teaching & Learning
Roxanna Villaseñor, Director of School Leadership

DATE: June 25, 2026

RE: Approval of MOU with Partners In Schools for Junipero Serra Elementary School

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ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

In the coming academic year, Junipero Serra Elementary School is continuing to sharpen its instructional focus. Academic discourse, which served as an entry-point for improvement, will now be understood in its fuller context: not as an end in itself, but as one powerful strategy within a broader commitment to grade-level, standards-aligned instruction. The district's three instructional priorities for 2026 - 27 reflect this evolution:

- **Belonging and Wellbeing:** the relational and cultural conditions that make rigorous learning possible

- **High-Quality, Grade-Level Instruction:** a commitment that every student is engaging with appropriately challenging, standards-aligned content, with academic discourse as one key vehicle for that work

- **High-Quality Curriculum Implementation:** deepening the district's investment in strong instructional materials across math and beyond, ensuring educators have the tools, routines, and collaborative structures to use them well

Support at Junipero Serra will remain aligned to these district-wide priorities, with a focus on hard-wiring improvement routines at the ILT level and building those leaders' capacity to facilitate highly effective Professional Learning Communities (PLCs). The partnership will also leverage NWEA-MAP assessment data to generate ongoing insights into instructional efficacy and student learning. Partners in School Innovation will continue to support instructional leadership through weekly coaching, data gathering and analysis, and just-in-time tools and frameworks.

FISCAL IMPLICATIONS:

The cost is $54,000 from August 1, 2026 to June 30, 2027.

RECOMMENDATION:

It is recommended that the Board of Trustees approve this MOU so we may continue to develop Junipero Serra Elementary School’s site leader and Instructional Leadership Team (ILT) capacity to facilitate highly effective Professional Learning Communities (PLCs) in the amount of $54,000.

MEMORANDUM OF UNDERSTANDING (MOU)
for
2026 - 2027 School Site Transformation
In partnership with
South San Francisco Unified School District and **Partners in School Innovation**

Section I: OUR UNDERSTANDING / INTRODUCTION

In the coming academic year, SSFUSD is sharpening its instructional focus. Academic discourse, which served as an entry-point for improvement, will now be understood in its fuller context: not as an end in itself, but as one powerful strategy within a broader commitment to grade-level, standards-aligned instruction. The district's three instructional priorities for 2026 - 27 reflect this evolution:

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- **Data-driven PLCs**: Educators analyze student data with peers to improve student outcomes

Support at Junipero Serra will remain aligned to these district-wide priorities, with a focus on hard-wiring improvement routines at the ILT level and building those leaders' capacity to facilitate highly effective Professional Learning Communities (PLCs). The partnership will also leverage NWEA-MAP assessment data to generate ongoing insights into instructional efficacy and student learning. Partners in School Innovation will continue to support instructional leadership through weekly coaching, data gathering and analysis, and just-in-time tools and frameworks.

Section II: SUCCESS OBJECTIVES

- The ILT is driving cycles of improvement, in service of district-wide priorities, anchored in student work, with evidence of shifted adult practice visible in classrooms.
- Principal instructional leadership is visible, consistent, and grounded in district priorities
- PLC work reflects school priorities and demonstrates alignment to instructional priorities; student data is regularly analyzed to inform next steps. (Phase 1 of PLC work)
- Leaders are utilizing multiple measures including adult practice data and student data to monitor a target improvement to understand which shifts in practice are leading to their desired outcome.
- Core systems are codified and in active use, sustainable beyond the partnership, anchored in the district's vision of instructional leadership.

Section III: ABOUT US / OUR QUALIFICATIONS

A. WHO WE ARE

Partners in School Innovation (Partners) works shoulder-to-shoulder with teachers and leaders to strengthen teaching, learning, and achievement in public schools and districts, so that every student, regardless of background, thrives. The organization's efforts are guided by a vision of public schools that work to eliminate the achievement gap and ensure that they are exciting places to teach, learn, and grow. We believe that by investing in the existing teachers and leaders in our partner schools and districts, they will gain the capacity to achieve outstanding results for their students. We work with schools and districts to provide customized, hands-on professional development and coaching that guides leaders and teachers to leverage continuous improvement methods to learn about and implement best practices that transform learning for their students. Founded in 1993, Partners actively seeks to disrupt patterns of inequity in education by developing systems and structures that work effectively to close persistent achievement gaps based on race, class, and culture.

B. OUR SHARED HISTORY PARTNERING TOGETHER

The first year of partnership with Junipero Serra Elementary focused on building a narrowly and intentionally focused Instructional Leadership Team (ILT). The ILT centered on instruction, specifically, increasing academic discourse in classrooms, in alignment with the district-wide priority. Key to this shift was consistent thought partnership and rigorous data analysis support. Partners in School Innovation coaching focused on modeling the language and framing needed to push the ILT's thinking, as well as guidance and occasional facilitation to help the team move through complex conversations with clarity. Resources and frameworks provided throughout the year strengthened agenda-building and meeting processes at every turn.

Section IV: SCOPE OF WORK AND TEAM

A. SCOPE OF WORK

Service	Description	Target Outcomes
Direct School Site Coaching	• Three hours monthly onsite visits for data gathering activities, ILT, PD, or PLC support, observation, and feedback • One hour, weekly instructional leadership	Classroom level evidence of instructional shifts is documented and analyzed monthly to inform site strategy for improvement NWEA-MAP data is integrated into ILT improvement cycles with teams able to independently connect adults practice shifts to student learning trends.

	coaching focused on a targeted goal for improvement ● Support use of district data tools and visualizations to monitor improvement	ILT transitions from learning improvement routines to owning them as measured by self assessments and completion of team deliverables Principals regularly monitor the effectiveness of their PLCs and provide precise feedback
Project Management & Stakeholder Alignment	● Client leadership planning and alignment sessions ● Supporting the completion of the contracting process and invoicing	Confidence that desired outcomes will be achieved Client requested scope shifts are identified and agreed upon Maximum value achieved utilizing the reserved Partners' staff capacity for this work

B. **TEAM**

Our staff have been highly successful teachers, instructional coaches, or administrators in schools just like the ones we serve. We equip them to coach educators while building their capacity to rigorously engage in continuous improvement.

We will reserve the capacity of and staff a team of talented professionals to work with you day to day in delivery of the services.

Anticipated Staffing
Partners In School Innovation Staffing: ● Project Sponsor, Amanda Bachelor ● Sr Improvement Partner, TBD ● Program Support Team, Mercy Sanchez and Amanda Faulkner
SSFUSD Staffing: ● Project Sponsor, Dr. Shawnterra Moore, Superintendent ● Project Lead, Roxanna Villasenor, Director of School Leadership ● Client, Teresa Sampayan, Principal and her instructional leadership team

The responsibilities of the Senior Improvement Partners are to deliver the core services in this proposal. The role of the Project Sponsor is to ensure the quality of the work and provide senior

advocacy and support to the District Project Sponsor. The role of the Program Support Team is to serve as an internal collaboration thought and support partner.

The proposed District core team consists of a Project Sponsor, District Project Lead(s), and participation from Site leaders and Instructional Leadership teams. The Project Sponsor role is to ensure the partnership's success by removing barriers and providing leadership support to the initiative. The anticipated responsibilities of the District Project Lead(s) will include actively participating in the development of the partnership vision, providing input on the scope of work, acting as liaisons to the site as needed, and supporting the development/refinement of district sustainability systems.

Section V: COMMITMENTS

Each of the partners in this MOU commits to the following:

A. District / School Commitments:

1. Meet with Partners staff to collaborate, monitor progress, and help solve challenges.
2. Provide access to process and outcome data aligned with the goals of the partnership. This may include student outcomes or other individual-level data (see Student Data Access Addendum, if required).
3. Provide materials and support for meetings and release days (including photocopies, office supplies, substitutes to facilitate teacher/leader participation in release days).
4. Make shifts in scope if needed, in collaboration with Partners project lead, to utilize the capacity of the team reserved for and committed to this work.

B. Partners In School Innovation Commitments:

1. Deliver the services described herein in the section titled "Scope of Work" to the satisfaction of the district and schools.
2. Provide additional support from the Partners Program Design and Support Team to provide high quality resources for the work and document the learning from the partnership.
3. Monitor the partnership and progress towards our goals by administering a client satisfaction survey and conducting a mid-year check-in.
4. Identify when scope items are at risk, and propose adjustments to scope to fully utilize the capacity of the team reserved for and committed to this work.

Section VI: FINANCES

The total cost for this Partnership is $54,000 from August 1, 2026 to June 30, 2027.

Invoices for payment will be issued 30 days prior to Payment Due Date. Invoicing is for the reserved capacity of the Partners' team. If delays in the identified scope occur due to circumstances within your organization, you agree to collaboratively identify alternative scope items to utilize reserved capacity.

The Partnership will be paid as follows:

Payments Due Quarterly
Payment 1: $13,500 due September 1, 2026
Payment 2: $13,500 due December 1, 2026
Payment 3: $13,500 due March 1, 2027
Payment 4: $13,500 due June, 1, 2027

*Client may pay the full agreement amount within 30 days of contract signing for a 3% discount, or a new total of $52,380.

Section VII: SIGNATURES

The signatures below signify each Participant understands and commitments to the terms of the Partnership as outlined above.

For **Junipero Serra Elementary, SSFUSD** *MOU will be sent via DocuSign for signature and date* **Signature:**	For **Partners in School Innovation**: *MOU will be sent via DocuSign for signature and date* **Signature:**
Name: Ted O Title: Assistant Superintendent, Business Services Date:	Name: Sanee Nashashini Title: Chief of Innovation Date:

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent, Human Resources

DATE: June 25, 2026

RE: Adoption of the South San Francisco Unified School District "Portrait of an Educator"

ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☒ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☒ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

A core component of the "South City Way," the Portrait of an Educator (POE) forms the architecture of our professional practice, embodying both the aspirational and actionable ways of working for every SSFUSD employee. The POE empowers every SSFUSD employee to master their craft and fulfill the promise of student success from the boardroom to the classroom.

Since the launch of the SSFUSD Strategic Plan, our Guiding Coalition—composed of educators, students, families, and community members—embarked on a community-driven, collective visioning process to develop the POE. Using a human-centered, design-thinking approach, the Guiding Coalition engaged in cycles of collaboration, reflection, and iteration. This included gathering and synthesizing comprehensive feedback and input from careholders throughout our organization by way of 100+ student empathy interviews, 260+ educator feedback and input surveys, panel discussions, school site visits, and contributions from the Belonging Professional Learning Community members.

Throughout the process, and based on the careholders' comprehensive feedback and input, Guiding Coalition members consistently emphasized the importance of creating the POE so that it is clearly aligned with the SSFUSD Instructional Vision and Portrait of a Graduate (POG), practical and applicable to every SSFUSD employee, and reflective of the "whole person approach" for both learners and educators.

In response, the POE broadens and deepens the definition of an educator to include every SSFUSD employee. Whether working in classrooms, offices, transportation, nutrition services, facilities, or in other educationally-adjacent roles and spaces, the POE empowers every employee to contribute to creating the conditions for engaging, affirming, and meaningful learning experiences leading to equitable student outcomes. Furthermore, to bolster alignment and coherence throughout our system, the POE Educator Aims intentionally mirror the POG Graduate Aims: Learn, Thrive, Navigate, and Impact. This organizational symmetry reinforces the belief that the experiences and outcomes we want for learners should directly guide how adults learn, collaborate, and grow together.

The final version of the POE represents the achievement of an organizational milestone and the advancement of our learner-centered vision, and equally as important, the POE will serve as a foundation for our professional culture and shape every aspect of our employee life cycle now and in the future.

FISCAL IMPLICATIONS:

Not applicable.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt the South San Francisco Unified School District “Portrait of an Educator,” as presented to the Board.

A core component of the “South City Way,” the “Portrait of an Educator” (POE) forms the architecture of our professional practice, embodying both the aspirational and actionable ways of working for every SSFUSD employee. The POE empowers every SSFUSD employee to master their craft and fulfill the promise of student success from the boardroom to the classroom.

Educator Aim	Belief	Characteristics	Descriptions
LEARN constantly as their life and world change	We are disciplined learners who lead with purpose and a resolute commitment to our community.	• Share expertise and successes • Model a growth mindset • Listen to diverse perspectives • Research new strategies	• I share my successes with peers to elevate our school and district's collective leadership. • I maintain transparency about my own learning process to show that growth is continuous. • I actively engage with diverse viewpoints to best serve our community. • I seek out current research to stay at the forefront of my profession.
THRIVE as a person	We cultivate collective excellence and holistic wellness that sustains our profession.	• Prioritize well-being • Cultivate belonging • Advocate for the profession • Mentor colleagues	• I proactively manage my mental and physical health so I can show up fully for others. • I contribute to a culture of mutual respect within my site and department. • I champion the dignity and importance of our profession within the broader community. • I support my peers, recognizing that excellence is a team effort.
NAVIGATE their future purposefully	We are agile navigators and courageous guides who anchor our practice in finding the path forward for each and every student.	• Pivot in the moment • Embrace solution-oriented system changes • Lead through ambiguity • Collaborate across departments	• I adapt my approach seamlessly when I identify that a different method or additional support is needed. • I approach systemic changes and new initiatives with an adaptive mindset. • I guide others by making my critical thinking and problem-solving processes explicit. • I partner across grades and departments to ensure a seamless student experience.
IMPACT their community for the better	We are equity champions who serve as catalysts to empower each other and every student’s infinite potential.	• Design paths, remove barriers • Maintain high expectations with specific scaffolds • Celebrate and affirm cultural assets • Analyze data, align intent	• I design learning environments that remove barriers and provide multiple pathways for every student to succeed. • I provide the targeted scaffolds necessary for everyone to reach the high expectations I hold for them. • I celebrate, affirm, and integrate the unique cultural assets of my students and peers into our shared spaces and experiences. • I use data and feedback to ensure my actual impact aligns with my original intent.

Un componente central del “South City Way” (El Estilo de South City), el “Retrato de un Educador” (POE, por sus siglas en inglés) constituye la estructura de nuestra práctica profesional, ya que refleja tanto las aspiraciones como las acciones concretas que guían la forma de trabajar de cada empleado del SSFUSD. El POE capacita a cada empleado del SSFUSD para perfeccionar su labor profesional y cumplir la promesa del éxito estudiantil, desde la sala de juntas hasta el salón de clases.

Objetivo del educador	Convicción	Características	Descripciones
APRENDER constantemente a medida que sus vidas y el mundo que los rodea	Somos aprendices disciplinados que lideramos con propósito y un firme compromiso con nuestra comunidad.	• Compartir experiencia y éxitos • Modelar una mentalidad de crecimiento • Escuchar diversas perspectivas • Investigar nuevas estrategias	• Comparto mis éxitos con mis compañeros para elevar el liderazgo colectivo de nuestra escuela y distrito. • Mantengo transparencia sobre mi propio proceso de aprendizaje para demostrar que el crecimiento es continuo. • Me involucro activamente con diversos puntos de vista para servir mejor a nuestra comunidad. • Busco investigaciones actuales para mantenerme a la vanguardia de mi profesión.
PROSPERAR como persona	Cultivamos la excelencia colectiva y el bienestar integral que sostiene nuestra profesión.	• Priorizar el bienestar • Cultivar el sentido de pertenencia • Abogar por la profesión • Ser mentor de colegas	• Manejo proactivamente mi salud mental y física para poder estar plenamente presente para los demás. • Contribuyo a una cultura de respeto mutuo dentro de mi sitio y departamento. • Defiendo la dignidad y la importancia de nuestra profesión dentro de la comunidad en general. • Apoyo a mis compañeros, reconociendo que la excelencia es un esfuerzo de equipo.
NAVEGAR su futuro con propósito	Somos navegadores ágiles y guías valientes que fundamentan nuestra práctica en encontrar el camino para cada estudiante.	• Pivotar en el momento • Adoptar cambios en el sistema orientados a soluciones • Liderar a través de la ambigüedad • Colaborar entre departamentos	• Adapto mi enfoque sin problemas cuando identifico que se necesita un método diferente o apoyo adicional. • Abordo los cambios sistémicos y las nuevas iniciativas con una mentalidad adaptativa. • Guío a otros haciendo explícitos mis procesos de pensamiento crítico y resolución de problemas. • Colaboro entre grados y departamentos para garantizar una experiencia estudiantil fluida.
IMPACTAR su comunidad para el bien común	Somos defensores de la equidad que actuamos como catalizadores para empoderarnos mutuamente y potenciar el potencial infinito de cada estudiante.	• Diseñar caminos, eliminar barreras • Mantener altas expectativas con andamiajes específicos • Celebrar y afirmar los valores culturales • Analizar datos, alinear intenciones	• Diseño entornos de aprendizaje que eliminan barreras y proporcionan múltiples caminos para que cada estudiante tenga éxito. • Proporciono los andamiajes específicos necesarios para que todos alcancen las altas expectativas que tengo para ellos. • Celebro, afirmo e integro los valores culturales únicos de mis estudiantes y compañeros en nuestros espacios y experiencias compartidas. • Utilizo datos y comentarios para asegurarme de que mi impacto real se alinee con mi intención original.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent, Human Resources

DATE: June 25, 2026

RE: Resolution No. 26-61: Voluntary Waiver of Personnel Commissioner Stipend

ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

Personnel Commissioners are eligible to receive a stipend for attendance and participation in Commission meetings and other authorized Commission-related activities, as permitted by Commission policy.

Chairperson Reem Nasrah and Vice Chairperson Robin Bortoli have voluntarily requested to waive receipt of the Personnel Commissioner stipend for the 2026-2027 school year. The waiver is made at the Commissioner's sole discretion and reflects their personal decision to forgo compensation associated with Commission service during the specified period.

California Education Code Section 45260 grants the Personnel Commission authority to prescribe, amend, and interpret its own rules and regulations to ensure the efficient operation of the merit system. Within this framework, the Commission has established definitions and procedures related to the voluntary waiver of rights, including the relinquishment of compensation entitlements under specified circumstances.

The proposed resolution formally acknowledges and accepts the voluntary waiver of the stipend. Acceptance of the waiver will result in a reduction of expenditures related to Commissioner stipends and will not affect the Commissioners' appointments, duties, responsibilities, or voting authority.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Staff recommends the adoption of Resolution No. 26-61: Voluntary Waiver of Personnel Commission, on a voluntary basis, to waive their per-meeting stipends for the 2026–2027 school year, should they choose to do so.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 26-61
Waiver of Personnel Commissioner Stipend

WHEREAS, the South San Francisco Unified School District maintains a merit-based system for classified employees, administered by a three-member Personnel Commission in accordance with the provisions of California Education Code Chapter 5, Article 6; and

WHEREAS, Personnel Commission Rule 209 ("Compensation of Members of Personnel Commission") currently dictates that, in accordance with Board action, each Personnel Commissioner shall receive a stipend (currently $35.00) for each meeting attended in any given month, including regular, adjourned, or special meetings; and

WHEREAS, California Education Code Section 45260 explicitly vests the Personnel Commission with the authority to prescribe, amend, and interpret its rules to ensure the proper and efficient operation of the merit system; and

WHEREAS, Chapter 1, Section 101 of the Personnel Commission Rules and Regulations formally defines a "Waiver" as the voluntary relinquishment of a right; and

WHEREAS, members of the Personnel Commission may occasionally express a desire to voluntarily relinquish their regulatory entitlement to meeting stipends as a civic contribution to the fiscal health of the District; and

WHEREAS, the Board of Trustees, acting as the governing board and appointing power of the District, desires to officially recognize, permit, and establish an administrative mechanism for such voluntary waivers to be executed in strict alignment with both tax regulations and local commission rules.

NOW, THEREFORE, BE IT RESOLVED That the South San Francisco Unified School District Board of Trustees authorizes any sitting member of the SSFUSD Personnel Commission to voluntarily waive and relinquish their right to receive the per-meeting stipend for the 2026-2027 school year.

Regularly passed and adopted this 25th day of June 2026.

AYES in Favor of Said Resolution

_____ ATTEST:

_____ _____

Secretary/Clerk of the Board

_____

_____ _____

Superintendent of Schools

_____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent of Human Resources

DATE: June 25, 2026

RE: Approval of Local Assignment Option for Certificated Staff for the 2026-27 School Year

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ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

Local Assignment Options are provisions within the Education Code and Title 5 Regulations that permit the Governing Board to authorize a fully credentialed educator to serve in an assignment outside the authorized credential area when a fully credentialed teacher is unavailable for a teaching position.

Requests for Local Assignment Options must be presented for approval to the Governing Board of a public school district. These actions allow teachers to work beyond the scope of their credentials based on additional units, work experience, and/or observations completed by a subject matter specialist.

Education Code 44258.3 allows the Board to establish procedures for verifying a teacher's subject matter knowledge in order to teach departmentalized classes in grades K-12, regardless of the designations of their teaching credential. SSFUSD has established such procedures via Board Regulation 4113. The following educators have met the specified criteria and agreed to teach outside of their assigned credential to complete their assignment for the 2026-27 school year in South San Francisco Unified School District.

- Education Code 44258.3 allows Alina Velasquez, holder of a Single-Subject English teaching credential, to teach Drama in departmentalized classes.
- Education Code 44258.3 allows Brian Vina, holder of a Single-Subject History teaching credential, to teach Social Studies in departmentalized classes.
- Education Code 44258.3 allows Jordana Wolf, holder of a Multiple Subject teaching credential, to teach English and Drama in departmentalized classes.
- Education Code 44258.3 allows Miranda Hahn, holder of a Single-Subject Math teaching credential, to teach Project Lead the Way Medical Detectives courses in departmentalized classes.
- Education Code 44258.3 allows Trisha Barry, holder of a Single-Subject Biology teaching credential, to teach Project Lead the Way App Creators courses in departmentalized classes.
- Education Code 44258.3 allows Theresa Nealon, holder of a Multiple Subject teaching credential, to teach English and Creative Writing in departmentalized classes.
- Education Code 44258.3 allows Hanin Abugharieb, holder of a Career Technical Education teaching credential, to teach Project Lead the Way courses in departmentalized classes.
- Education Code 44258.3 allows Elizbeth Butchart, holder of a Single-Subject Math teaching credential and a Multiple Subject teaching credential, to teach Yearbook in departmentalized classes.
- Education Code 44258.3 allows Daniel Wong, a holder of a Multiple Subject teaching credential and an Education Specialist credential, to teach Math in departmentalized classes.
- Education Code 44258.3 allows Helen Tam, a holder of a Multiple Subject teaching credential and an Education Specialist credential, to teach Science in departmentalized classes.
- Education Code 44258.3 allows Michelle-Lambert Connolly, a holder of a Single-Subject Social Science teaching credential and a Single-Subject Health Science teaching credential, to teach Computer in departmentalized classes.

FISCAL IMPLICATIONS:

There are no fiscal implications for the district.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the local assignment options for Certificated staff.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent, Human Resources

DATE: June 25, 2026

RE: Professional Learning for Danielson Framework for Teaching

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ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

On March 25, 2026, the Board of Trustees approved a Memorandum of Understanding (MOU) between the South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("SSFCTA"). This agreement serves as an extension and expansion of the original MOU signed and dated November 18, 2022, that formally established the adoption and implementation of the Danielson Framework for Teaching (DFFT) to serve as the new professional standards and evaluation tool for certificated classroom teachers. Under this agreement, the District will replace the California Standards for the Teaching Profession (CSTPs) with the DFFT, effective for the 2027-2028 school year.

To fulfill the District's obligations under the MOU, the District is mandated to provide comprehensive training to certificated administrators and certificated classroom teachers by the end of the Spring 2027 semester. To meet this contractual timeline, the District proposes entering into an agreement with The Danielson Group. The proposed scope of services will provide systematic, phased professional development, including:

- Foundational training for the District-Association Joint Committee in September 2026.

- Training for school site and district office certificated administrators in February and March 2027.

- Training for all certificated classroom teachers in March 2027, followed by a refresher session in August 2027.

- In-school calibration walks for school site certificated administrators in September 2027 to ensure inter-rater reliability and fair evaluation practices.

FISCAL IMPLICATIONS:

The total estimated cost to implement the DFFT professional learning framework is $298,052. This includes a formal contract with The Danielson Group for $112,660 to cover expert facilitation and site leader framework materials. In addition to the vendor contract, the District must also absorb the costs of providing physical framework resources to teachers and securing necessary substitute teacher coverage during instructional day training.

Cost Summary Breakdown:

Line Item	Details	Vendor	Cost
Joint Committee Training	1 Day (Sept 2026)	The Danielson Group	$6,000
Site & District Leader Frameworks	40 books at $29/copy	The Danielson Group	$1,160
Site & District Leader Training	1 Day (Feb 2027)	The Danielson Group	$6,000
Site & District Leader Training	1 Day (March 2027)	The Danielson Group	$6,000
Teacher Training	10 Days (March 2027)	The Danielson Group	$55,000
Teacher Refresher Training	1 Day (August 2027)	The Danielson Group	$16,500
Site & District Leader Norming	4 Days (Sept 2027)	The Danielson Group	$22,000

Teacher Frameworks	500 books at $20/book	Amazon	$10,000
Substitute Teacher Costs	1 coverage day for approx. 464 teachers at $378/day	Scoot	$175,392
Total			**$298,052**

RECOMMENDATION:

It is recommended that the Board of Trustees approve the contract with The Danielson Group to support the professional learning, materials, and substitute coverage required to successfully implement the Danielson Framework for Teaching in the amount of $298,052.

Save

When teachers thrive, students thrive.

Prepared for South San Francisco Unified School District

by Karyn Wright, Assistant Director, Partnerships

wright@danielsongroup.org

Our Vision and Mission

Each educator and student experiences safe and inclusive learning environments that promote intellectual rigor, inquiry, efficacy, and reflection.

The Danielson Group supports educators and school systems across the country and around the world to create professional learning systems that equip, inspire, and empower teachers in their pursuit of equity and excellence.

Save

Our vision, mission, and work are grounded in three sim… powerful core beliefs about teaching, learning, and the p… education:

Equity

Each and every student deserves access to excellent teaching and a world-class education, and we must prioritize students who have been least likely to receive it.

Purposeful Learning

Excellent teaching supports deep engagement with important content and the development of identity, intellect, and character, ultimately preparing students to be lifelong learners and contribute to a flourishing society.

Principled Teaching

Teachers lead with wisdom and empathy; make decisions and act deliberately on behalf of students; and model intellectual, moral, and civic dispositions and habits that support student success.

A Proven Framework

We leverage the Framework for Teaching (FFT), a common language of practice that prioritizes equity and whole child development, and other best-in-class resources to support professional learning and growth.

A Contextualized Approach

Our model and resources, including the FFT, are designed to be nimble and can be tailored to meet your specific goals and needs. We fuse our expertise with your expertise to determine the right strategy.

A Comprehensive Solution

Our support focuses on integrating professional learning structures for educators at all stages of their career. We work with you to create and support a holistic, coherent approach to professional learning.

Proposed Budget

The Danielson Group is pleased to share a budget estimate and project scope to support South San Francisco Unified School District in its efforts to strengthen professional practice, elevate great teaching, and improve outcomes for students. We

estimate a total budget of $112,660.00. This budget includes all fees
full description of services is outlined below.

Save

Qtr 4 Billable (Apr1 - June30)

Description	Item	Quantity	Price
2022 Framework for Teaching: A Common Vision of Instructional Excellence Designed for negotiating team members, this professional learning session will build a foundational understanding of the Domains, Components, Elements of Success, and Rubrics contained within the updated Framework for Teaching. Participants will draw connections between the Framework and their own practice as we focus on using the Framework as the	$6,000.00	1 Day	$6,000.00

Description	Item	Quantity	
centerpiece of a learning culture and teacher-directed inquiry. **Date: TBD - September 2026**			
2022 Framework for Teaching: A Common Vision of Instructional Excellence Designed for district administrators, principals and assistant principals, this professional learning session will build a foundational understanding of the Domains, Components, Elements of Success, and Rubrics contained within the updated Framework for Teaching. Participants will draw connections between the Framework and their own practice as we focus on using the Framework as the centerpiece of a learning culture and teacher-directed inquiry. **Date: February 4, 2027**	$6,000.00	1 Day	$6,000.00

Save

Save

Description	Item	Quantity	
2022 Talk About Teaching: Growth-Focused Observation and Feedback Designed for district administrators, principals and assistant principals, this professional learning session will prepare participants to support a culture of adult learning and growth in schools. Participants will develop a deeper understanding of the Framework's Components and Rubrics. Videos of classroom practice will be shared, so that participants can practice aligning evidence to the Components and Rubrics and share findings. Ways to hold growth-focused conversations with teachers will also be discussed. **Date: March 4, 2027**	$6,000.00	1 Day	$6,000.00
Forty copies of the 3rd edition of ***Enhancing***	$29.00	40 Books	$1,160.00

Description	Item	Quantity	
Professional Practice: The Framework for Teaching will be ordered at a the reduced rate of $29/copy.			
In-School Calibration Walks A Danielson Framework Specialist will facilitate small groups of administrators to apply prior learning related to the observation process. The day will begin at the first school with an explanation of the morning and a brief review of Framework Components. Participants will then spend 10 - 15 minutes observing in a classroom and participating in the follow-up discussion. Two classrooms will be observed in the morning, followed by the same process in a different school, with a different group of administrators, in the afternoon, The process is as follows:	$5,500.00	4 Days	$22,000.00

Save

Description	Item	Quantity	
1. Observing classroom practice, in order to gather evidence and align specific evidence to the various components of the Framework for Teaching **2. Determining and Discussing** evidence and alignment with colleagues **3. Sharing** findings/decisions with colleagues and clarifying understanding **4. Assigning** appropriate Framework Evaluation rubric ratings and discussing the alignment to the levels of performance on the rubric. **Dates: TBD - September 2027** **4 days total:** **- 2 days for elementary administrators** **- 2 days for secondary administrators**			
2022 Framework for Teaching: A Common Vision of Instructional Excellence Designed for all	$5,500.00	5 Days	$27,500.00

Description	Item	Quantity	
secondary teachers, this professional learning session will build a foundational understanding of the Domains, Components, Elements of Success and Rubrics contained within the updated Framework for Teaching. Participants will draw connections between the Framework and their own practice as we focus on using the Framework as the centerpiece of a learning culture and teacher-directed inquiry. **Dates: March 8 - 12, 2027** **(Up to 50 teachers per day)**			
2022 Framework for Teaching: A Common Vision of Instructional Excellence Designed for all elementary teachers, this professional learning session will build a foundational understanding of the Domains, Components, Elements of Success	$5,500.00	5 Days	$27,500.00

Save

Description	Item	Quantity	
and Rubrics contained within the updated Framework for Teaching. Participants will draw connections between the Framework and their own practice as we focus on using the Framework as the centerpiece of a learning culture and teacher-directed inquiry. **Dates: March 15 - 19, 2027** **(Up to 50 teachers per day)**			
Refresher Framework Session A refresher professional learning session will be provided for all teachers. This session will be based on identified interest and need, as indicated by data derived from teacher observations and feedback sessions. The exact content will be customized to meet indicated requests. **August 9 or 10, 2027**	$5,500.00	3 Framework Specialists	$16,500.00

Save

Total	$112,660.00

Terms & Conditions

This Agreement (“Agreement”) is made by and between The Danielson Group, Inc., a Delaware non-profit, non-stock corporation, with offices at 1720 W. Division St., Chicago, IL, 60622 (“DG”), and South San Francisco Unified School District, with offices at (“Organization”) (each, a “Party,” and together, the “Parties”).

WHEREAS, DG is organized and operated exclusively for charitable, educational, scientific and literary purposes and is recognized by the Internal Revenue Service as a tax-exempt organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code ") and classified as a public charity described in Code Section 509(a)(1);

WHEREAS, specific purposes are to foster and promote educational principles, practices and policies-including the Framework For Teaching (the "FFT"), a research-based set of components of instruction, aligned to the INTASC standards and grounded in a constructivist view of learning and teaching, developed by Charlotte Danielson-designed to strengthen and improve teaching practices and learning outcomes with a focus on professional development and leadership of teachers; and;

WHEREAS, DG and Organization desire to work together to conduct educational activities as described herein, to strengthen and enhance the professional practice of educators to positively impact student learning.

NOW, THEREFORE, Organization and DG, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, hereby agree as follows:

1. Activities

Save

a. Scope of Activities. Subject to the terms and conditions set fort Agreement, DG will conduct the activities describe d in this proposa such may be amended by the parties from time to time (collectively, the "Activities").

b. Timeframe. The Activities shall be conducted according to the applicable schedule set forth in this proposal, subject to the availability of DG personnel (including DG employees and/or consultants, as DG in its sole discretion may determine).

c. Price Changes. The DG reserves the right, in its sole discretion, to increase prices or rates with notice due to an unsigned Agreement by the Organization. Pricing of all services shall remain in effect during the term of the Agreement unless mutually agreed upon in writing by both parties.

2. Compensation

a. Fees and Expenses. In consideration of DG's conduct of the Activities, the Organization will pay DG the fees set forth in the budget above . Invoices for payment of the Fees will be submitted by electronic mail to the Organization representative or such other address as Organization may specify by written notice . In addition, the Organization will reimburse DG for all expenses that DG incurs in performing its obligations under this Agreement (the "Expenses"), unless otherwise stated or agreed upon by the Parties. DG will provide the Organization with receipts or other suitable documentation for such Expenses.

b. Cancelled Workshops. Notwithstanding anything in this Agreement to the contrary, if the Organization cancels any Activities or any portion thereof for any reason other than a weather-related school closure , the Organization will pay any non-refundable Fees and Expenses already incurred by DG at time of cancellation.

c. Payment Terms. All payments are due within thirty (30) days of receipt of DG's invoice. If the Fees total $10,000 or less, Organization will be invoiced upon receipt of the signed proposal, and payment will be due within thirty (30) days of receipt regardless of the start date indicated in the proposal. If the Fees total exceeds 10,000, the DG will invoice the Organization for a deposit (1/3 of the total Fees) upon execution of the Agreement. The remaining Fees will be invoiced halfway through the work described in the proposal (1/3 of the total Fees), with the final invoice (1/3 of the Total Fees) sent once all work has been completed. Organization shall reimburse DG for the Expenses, if any, within thirty (30) days of DG presenting the Organization with receipts or other suitable documentation for such expenses.

d. Taxes. Organization shall pay when due all sales and use taxes and other similar taxes, fees and assessments imposed by any government authority upon any

services provided hereunder to the Organization, excluding taxes based upon the net income of DG.

Save

3. Term; Termination.

a. Term. This Agreement shall commence on the Effective Date and shall continue in full force and effect for an initial term of twelve (12) months or until services under the agreement have been provided in full. ("Initial Term"). Upon expiration of the Initial Term, if services have not been delivered in full, due to adjustments to the Initial Term, this Agreement shall automatically renew for successive twelve (12) month periods (each, a "Renewal Term") until services are fully delivered. Either party may provide written notice of its intent to change or cancel services or timelines or may opt not to renew the Initial Term, but must make such changes or cancellations at least thirty (30) days prior to the expiration of the then-current term. If, by thirty (30) days of any Renewal Term, the Organization is not current in paying DG any Fees due under this Agreement, DG reserves the right to automatically terminate this Agreement.

b. Termination for Convenience. Either Party may terminate this Agreement for convenience on at least fifteen (15) days' prior written notice to the other Party (such period between receipt of notice and termination, a "Notice Period"). Upon submission or receipt of written notice of termination, as the case may be, DG will inform the Organization of the extent to which performance is completed, and DG will take steps to wind down work in progress in an orderly fashion and in good faith during the Notice Period. Nothing in this Section 3b. shall relieve the Organization of its obligation, in accordance with the terms of this Agreement, to pay DG for Activities prior to the effective date of termination.

c. Termination for Cause. In the event that either Party is in material breach of this Agreement, the non-breaching Party will notify the breaching Party in writing, and if such breach is not cured within ten (10) days of such notice, then the non-breaching party may terminate this Agreement immediately.

d. Effect of Termination. Sections 2-12 of this Agreement will survive the expiration or termination of this Agreement.

4. Proprietary Rights.

a. Usage Restrictions. The Organization agrees to appoint one individual representative of the Organization (the "Organizational Representative") as the primary user of the FFT. The Organization and Organizational Representative shall not share or distribute any of DG's Work Product, as defined below, outside the Organization. Further, the Organization shall not import or otherwise interface the FFT into other electronic platforms, including any artificial intelligence ("AI") or machine learning platforms ("ML") that are not already licensed with DG.

Save

b. Ownership by DG. DG shall own all right, title and interest in and to the product developed by DG pursuant to this Agreement including, without limitation, all written deliverables, works of authorship, algorithms, derivative works and patentable and unpatentable inventions and improvements, all copies of such works in whatever medium such copies are fixed or embodied, and all worldwide copyrights, trademarks, patents or other intellectual property rights in and to such works (collectively, the “Work Product”). To the extent that any content, output, work product, or other materials (collectively, “Derivative Works”) are generated, enhanced, or otherwise derived in whole or in part through the use of artificial intelligence (“AI”) or machine learning (“ML”) technologies, including models, algorithms, or datasets, ownership of such Derivative Works shall vest solely in DG. No copyrightable materials of the Work Product shall be deemed a "work made for hire " for the purpose s of U.S. Copyright Act, 17 U.S.C. §101 et seq., as amended. In the event any right, title or interest in and to any of the Work Product (including without limitation all worldwide copyrights, trademarks, patents or other intellectual property rights therein) shall not automatically vest in and with DG, the Organization agrees to and hereby does irrevocably assign, convey, and otherwise transfer to DG, and DG's respective successors and assigns, all such right, title and interest in and to the Work Product with no requirement of further consideration from or action by Organization or DG. DG hereby grants the Organization a perpetual non-exclusive, non-sublicensable license to use, reproduce, and modify the Work Product for its internal purpose only, and only in furtherance of the Organization's educational mission. Under no circumstances will the Organization make the Work Product publicly available or commercialize the Work Product in any way.

c. Additional Documents. Organization agrees to execute and deliver all documents requested by DG regarding or related to the ownership and/or other intellectual property rights and registrations as specified by Section 4 b. above .

d. Reservation of Rights. Notwithstanding the other provisions of this Section 4 d., all materials owned by Organization prior to the execution of this Agreement or developed by Organization independently of this Agreement and without reference to DG’s Work Product and other confidential information (collectively, "Reserve d Mate rials") shall (as between Organization and DG) continue to be owned exclusively by Organization, whether or not such materials were modified or specifically adapted by DG for use in conducting the Activities. For the avoidance of doubt, DG owns any modifications it makes to any Reserved Materials. Organization hereby grants DG a perpetual, irrevocable, fully paid-up license to use the Reserved Materials, with right of sublicense, solely in connection with derivative works or improvements upon Reserved Materials developed by DG as Work Product hereunder.

5. Warranty.

Save

DG's FFT services are provided "as is" and "as-available" with all fa
without warranties of any kind. DG and its affiliates, vendors, and
disclaim all other warranties, express and implied, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose, quiet enjoyment, quality of information, and title/non-infringement. No oral or written information or advice given by DG or its authorized representatives will create any other warranties or in any way increase the scope of DG's obligations hereunder.

6. Limitation of Liability.

Notwithstanding any other provision of this agreement, under no circumstances will either party have any obligation or liability to the other hereunder for any incidental, indirect, consequential or special damages incurred by the other party (including damages for lost business, lost profits or damages to business reputation), regardless of how such damages arise and regardless of whether or not a party was advised such damages might arise. The foregoing limitations shall apply notwithstanding any failure of essential purpose of any limited remedy.

7. No Assumption of Liability.

Neither Party shall assume liability resulting from the gross negligence, malfeasance or nonfeasance of the other Party with respect to performance of such Party's obligations under this Agreement.

8. Independent Status of Parties.

Nothing contained in this Agreement, nor in the relationship created hereby, shall be interpreted as to evidence or imply an employer-employee relationship, joint venture, partnership or principal-agent relationship between the Organization and DG. Neither Party shall have any right or authority to act on behalf of, or incur any obligation for, the other Party.

9. Miscellaneous Provisions.

a. Assignment. Neither Party may assign its rights or obligations hereunder without the other Party's prior written consent.

b. Force Majeure. Neither Party shall be responsible for delays or failure in performance resulting from acts beyond the control of such Party, including, without limitation, acts of God, strikes, lockouts, riots, acts of war, terrorist attacks,

epidemics, fire, communication line failures, power surges or failure [illegible] or other natural disasters.

Save

c. Governing Law and Jurisdiction. This Agreement will be governed and interpreted in accordance with the laws of the State of Illinois, except as to its rules regarding choice of law.

d. Entire Agreement. This Agreement constitutes the entire Agreement and understanding between the Parties with respect to the subject matter hereof and supersedes and preempts any prior understandings, agreements or representations by or between the Parties, written or oral, which may have related in any manner to the subject matter hereof. No other agreement or amendment to this Agreement will be binding upon either party including, without limitation, any agreement or amendment made hereafter unless in writing, signed by both parties.

e. Severability; Waiver; Headings. Should any part, term or provision of this Agreement be declared invalid, void or unenforceable, all remaining parts, terms and provisions will remain in full force and effect and will in no way be invalidated, impaired or affected. Any waiver of any term of this Agreement must be in writing by the waiving Party. Headings are for convenience only and are not intended to define, limit or describe the scope or intent of any provision of this Agreement.

f. Notices. All notices hereunder shall be sent to the Parties at their respective addresses first set forth above, or at such other addresses as they may designate by written notice.

g. Counterparts. This Agreement may be executed in two or more counterparts, all of which shall be considered one and the same agreement and shall become effective when two or more counterparts have been signed by each of the parties and delivered to the other parties, it being understood that all parties need not sign the same counterpart. Further, the Parties may execute and exchange counterparts of signature pages by facsimile, Adobe portable document format (pdf) or other electronic format.

IN WITNESS WHEREOF, the Parties have executed this Agreement through their duly authorized representatives as of the date and year of signing

To sign electronically, click the "Accept" button below

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MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
THE SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION
IN RE

Adoption and Implementation of Professional Standards and Evaluation Frameworks

This Memorandum of Understanding ("MOU") is entered into between the South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association" or "SSFCTA") (collectively, "the Parties"). This agreement serves as an extension and expansion of the MOU signed and dated November 18, 2022.

I. PURPOSE AND EFFECTIVE DATES

The purpose of this MOU is to establish the timeline and process for:

1. Implementing the Danielson Framework for Teaching ("DFFT") professional standards and evaluation tools for certificated classroom teachers, as recommended by the Instructional Framework Committee and adopted by the Board of Trustees on June 27, 2019.
2. Adopting and implementing updated state and/or national professional standards and evaluation frameworks for all other certificated unit member credential areas and position types included under Article 2 (Inclusions) of the Collective Bargaining Agreement ("CBA").
3. Revising and aligning the Peer Assistance and Review (PAR) Program (Article 15) to ensure consistency with the newly adopted professional standards and evaluation frameworks, as mandated by California Education Code § 44500, which requires that peer assistance be integrated with the district's evaluation system.

This MOU shall be effective January 1, 2026, and shall sunset on June 30, 2029, unless extended by mutual written agreement.

II. DANIELSON FRAMEWORK FOR TEACHING (DFFT) IMPLEMENTATION

1. **Joint Committee:** By the end of the Spring 2026 semester, the Parties shall appoint a joint committee of ten (10) members—five (5) appointed by the District and five (5) by the Association. This committee shall align CBA evaluation procedures and criteria with the DFFT standards and tools for certificated classroom teachers.
2. **CBA Integration:** By the end of the Fall 2026 semester, the Parties shall update Article 13 (Evaluation) of the CBA to replace references to the California Standards for the

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Teaching Profession (CSTPs) with DFFT standards and tools, effective for the 2027-2028 school year.

3. **PAR Alignment:** By the end of the Fall 2026 semester, the Joint Committee shall review and update the Peer Assistance and Review (PAR) Program (Article 15). Per California Education Code § 44500, the PAR Program must be grounded in the same professional standards used for evaluations.
4. **Professional Development:** By the end of the Spring 2027 semester, the District shall provide comprehensive training to certificated administrators, classroom teachers, and PAR Consulting Teachers on the DFFT standards, tools, and CBA evaluation procedures to ensure full implementation for the 2027-2028 school year.

III. OTHER CERTIFICATED UNIT MEMBER CREDENTIAL AREAS AND POSITION TYPES

The Parties agree to implement updated professional standards for all other certificated unit members (e.g., non-classroom teachers) listed in Article 2 of the CBA, effective for the 2028-2029 school year.

1. **Joint Subcommittee Appointment:** By the end of the Spring 2026 semester, the joint committee identified in Section II.1 shall appoint a joint subcommittee to review and recommend standards and frameworks for these additional credential areas.
2. **Recommendations:** By the end of the Fall 2026 semester, the subcommittee shall recommend updated standards and evaluation tools to the Board of Trustees for adoption.
3. **CBA Integration:** By the end of the Spring 2027 semester, the Parties shall update Article 13 and Article (PAR) of the CBA to include the newly adopted standards for these positions, effective for the 2028-2029 school year.
4. **Professional Development:** By the end of the Fall 2027 semester, the District shall provide professional development and training to relevant administrators and unit members on these updated standards and tools.

IV. GENERAL PROVISIONS

This MOU shall not constitute a binding precedent or establish a past practice for any purpose and shall not be cited in future proceedings, except as required to enforce the terms herein.

DocuSigned by:
Shari Giusti
A05BC7E1AEEA47F...

3/10/2026

Shari Giusti — Date

President, South San Francisco Classroom Teachers Association

DocuSigned by:
J. Marwan Hannon
9BE9E0D45FBA4EA...

3/9/2026

J. Marwan Hannon — Date

Assistant Superintendent, Human Resources

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Marcos Garcia, Ed.D., Assistant Superintendent, Student and Family Services

DATE: June 25, 2026

RE: Friends For Youth MOU

ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☒ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☒ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

South San Francisco Unified School District (SSFUSD) and Friends For Youth are entering into a continued partnership to provide school-based group mentoring services for district students during the 2026–2027 academic year through the 2028-2029 academic year. Friends For Youth, a nonprofit with more than four decades of experience serving underserved youth.

Through this Memorandum of Understanding, SSFUSD counselors and administrators will be able to refer students ages 11–24+ who may benefit from additional adult support and structured social-emotional programming. Friends For Youth will deliver weekly group mentoring sessions that focus on resilience-building, positive adult relationships, academic encouragement, and socio-emotional learning. These sessions will be facilitated by trained Friends For Youth staff and supported by screened and supervised volunteer mentors.

The collaboration establishes a coordinated system between Friends For Youth program staff and a designated SSFUSD site liaison to manage referrals, logistics, and communication regarding student progress. Program activities will include SEL lessons, guest speakers, enrichment projects, and structured group activities. Friends For Youth

will also administer pre- and post-program assessments to measure student outcomes and report findings to district leadership.

FISCAL IMPLICATIONS:

South San Francisco Unified School District agrees to purchase program-related supplies on behalf of Friends for Youth, including snacks and activity materials. No additional costs are associated with the program or staffing beyond reimbursement for snacks and activity expenses.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the MOU with Friends for Youth to support South San Francisco Unified students for the 2026-2027 academic year through the 2028-2029 academic year.

MEMORANDUM OF UNDERSTANDING

Between **South San Francisco Unified School District** and **Friends For Youth**

INTRODUCTION

This Memorandum of Understanding (MOU) describes and confirms an agreement between South San Francisco Unified School District (SSFUSD) and Friends for Youth (FFY).

The purpose of this MOU is to formalize expectations and strengthen the collaboration between both parties to provide high-quality group mentoring services forSouth San Francisco Unified School District students.

I. DESCRIPTION OF SERVICES AND PURPOSE OF COLLABORATION

Friends for Youth (FFY) is a nonprofit organization that has provided quality mentoring services to underserved youth on the Peninsula since 1979. FFY is nationally recognized for its leadership in mentoring and volunteer screening to ensure youth safety.

Through this MOU, South San Francisco Unified School District counselors and administrators will be able to refer students (ages 11–24+) who may benefit from additional adult support to FFY's school-based group mentoring program.

FFY will provide a Group Program Coordinator and Director of Programs to oversee and implement weekly sessions throughout the school year. Each session will be anchored by at least one paid staff member who leads activities and ensures safety and engagement.

Group mentoring sessions include socio-emotional learning lessons, guest speakers, creative projects, and structured activities that promote resiliency, connection, and academic success.

FFY will recruit, screen, train, and supervise volunteer mentors at a ratio of 1 adult to 10 youth to support these sessions over approximately 12-30 weeks per school year.

FFY staff will collaborate closely with a designated South San Francisco Unified School District staff liaison to coordinate logistics, referrals, and student support. FFY will also administer pre- and post-evaluation surveys to assess program impact and share results with school leadership.

II. TERMS OF UNDERSTANDING

This agreement takes effect upon signature and will remain in place for the 2026–27, 2027-28, and 2028-29 academic years, unless terminated by either party.

The MOU may be reviewed quarterly and amended upon written mutual agreement.

III. SCHOOL AND DISTRICT OBLIGATIONS

A. South San Francisco Unified School District will designate an administrator to oversee program implementation and act as the primary point of contact for FFY.

B. The administrator will distribute FFY's referral form, coordinate with staff for student participation, and ensure parent/guardian consent.

C. South San Francisco Unified School District staff will stay in communication with FFY to support student engagement, attendance, and success.

D. The school will serve as the primary reporting agency for mandated reporting of child abuse, neglect, or harm to self/others, following the protocol outlined in Appendix A.

E. The school will help FFY access necessary student information to facilitate referrals and evaluate outcomes.

F. South San Francisco Unified School District agrees to purchase program supplies on behalf of Friends for Youth including snacks, food, and activity expenses and supplies. **There are no costs associated with the program or staff time itself outside of activity and food reimbursement funding.**

IV. FRIENDS FOR YOUTH OBLIGATIONS

A. FFY agrees to provide the services outlined in Section I.

B. Any additional activities beyond those described will be jointly determined by South San Francisco Unified School District and Friends For Youth representatives.

C. FFY will ensure that all staff comply with mandated reporting procedures described in Appendix A.

D. FFY will screen all staff providing services at South San Francisco Unified School District sites. FFY screening process includes a background check via livescan fingerprinting, and a DMV record check via Sterling Direct, a passing score on the Diana Screen, proof of vaccination and negative TB test results, and mandated reporter training.

E. FFY will maintain Comprehensive General Liability Insurance with a minimum coverage of $1,000,000 per occurrence, naming the South San Francisco Unified School District, its Board, officers, and employees as additional insured.

V. REMAINING TERMS

Remaining Terms (Insurance, Governing Law, Conflict Resolution, Non-Discrimination, Equal Employment Opportunity, Hold Harmless, Confidentiality, Retention of Records, Termination, and Notices) updated to reflect South San Francisco Unified School District and the 2026–27, 2027-28, and 2028-29 academic years.

SIGNATURE PAGE

The signing of this MOU is not a formal undertaking. It reflects the shared commitment of both parties to the objectives stated above.

South San Francisco Unified School District

_____ _____

Name: Date:

Friends For Youth

_____ _____

Name: Date:

APPENDIX A — REPORTING PROCESS

In cases of suspected child abuse, neglect, or harm to self/others:

1. FFY staff will immediately notify the designated South San Francisco Unified School District administrator and follow the school's reporting process.
2. South San Francisco Unified School District staff will file mandated reports to the appropriate child protective or law enforcement agency per Penal Code §11164 et seq.
3. Written confirmation of the report will be shared with FFY within 24 hours.
4. FFY will provide a written incident summary to the Director of Student Services within 24 hours.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Marcos Garcia, Ed.D., Assistant Superintendent, Student & Family Services

DATE: June 25, 2026

RE: Agreement with Learner-Centered Collaborative for 2026–27 Professional Learning and Leadership Development Support

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ALIGNMENT WITH STRATEGIC PLAN:

☒ **Goal 1:** Exceptional Instruction
☒ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☒ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☐ **N/A:** Not Applicable

BACKGROUND:

During the 2026–27 school year, the District will continue advancing its Portrait of a Graduate (POG), Instructional Vision, and emerging Portrait of an Educator (POE) through a focus on belonging and well-being across all schools and departments. Building on work initiated in prior years, the District seeks to strengthen organizational coherence, develop internal leadership capacity, and support educators in implementing learner-centered practices aligned to district priorities.

LCC has been a valued partner in supporting the District's learner-centered transformation efforts and brings expertise in professional learning design, change management, and systems implementation. Through this partnership, LCC will provide strategic support to district and site leaders, facilitate professional learning experiences, and help establish structures that build sustainable internal capacity.

Learner-Centered Collaborative will provide the following services during the 2026–27 school year:

Service Area	Deliverables
Belonging: Administrative Retreat and All-Staff Experiences	Design and facilitation support for the Administrative Retreat, August Staff Kick-Off Rally, and January "Welcome to 2027" event focused on belonging, well-being, and district priorities
Site-Based Design Teams	Facilitation of site-based design teams to support implementation of the Portrait of a Graduate and Instructional Vision through inclusive and equitable practices
Belonging Professional Learning Pathway Support	Design and preparation support for facilitators leading districtwide belonging and well-being professional learning sessions
Professional Learning Community (PLC) Support	Co-design of PLC materials, facilitator guides, and facilitator training to support belonging and well-being learning pathways
Quarterly Reflection and Planning Sessions	Participation and support for quarterly district step-back sessions to monitor progress and strengthen implementation
Change Management and Project Support	Ongoing collaboration, monthly planning calls, and quarterly project updates to support implementation and continuous improvement
Contract Total	**$133,000**

The proposed work is designed to increase coherence across district initiatives while supporting leaders and educators in implementing practices that foster student belonging, well-being, and learner-centered instruction. The partnership will also support the development of internal capacity to sustain this work over time.

FISCAL IMPLICATIONS:

The total cost of the agreement shall not exceed $133,000. Funding will be provided through District professional learning resources and will not exceed the Board-approved budget for the 2026–27 school year.

RECOMMENDATION:

Staff recommends approval of the agreement with Learner-Centered Collaborative to provide professional learning design, leadership development, and implementation support aligned to the District’s belonging and well-being priorities during the 2026–27 school year in an amount not to exceed $133,000.

EXHIBIT A

INITIAL STATEMENT OF WORK

Statement of Work #2

This Statement of Work #2 ("***SOW***"), adopts and incorporates by reference the terms and conditions of the master agreement ("***Master Agreement***"), which was entered into on July 1, 2025, between Learner-Centered Collaborative ("**LCC**") and South San Francisco Unified School District ("***Customer***," and together with LCC, the "***Parties***," and each, a "***Party***"), as it may be amended from time to time. This SOW is effective beginning on July 1, 2026 ("***Effective Date***") and will remain in effect until the completion of the Services to be provided under the SOW ("***Expiration Date***"), unless earlier terminated in accordance with the Master Agreement. Transactions performed under this SOW will be conducted in accordance with and be subject to the terms and conditions of this SOW and the Master Agreement. Capitalized terms used but not defined in this SOW shall have the meanings set out in the Master Agreement.

The persons listed below (each an "**SOW POC**") shall serve as the main points of contact for their respective organizations with respect any issues or disputes arising under this SOW, and shall have authority to approve changes to the scope of the SOW or the timing of the delivery of the services and to certify satisfactory completion of the services."

Learner-Centered Collaborative Service Provided	Proposed Deliverables and Costs:
Coherence & Capacity Building: Belonging	
<u>Belonging: Admin & All Staff Experiences</u> Goal #1: Admin Retreat & All Staff Experiences • Create energy and momentum for the year ahead • Focus on adult belonging (help everyone to see themselves and feel seen) • Create clarity and connection to the "South City Way" and the priority areas for this year. **1. Admin Retreat [1.5 Days]** a. Create conditions for adult belonging [summer pictures, music, interactive experiences] b. Panel of students and teachers c. Intro to POE & experiences site-leaders can lead **2. August Kick Off Rally [1 Day]** a. Co-design joyful launch to school year that elevates voices and experiences of students and staff PK-12+ b. Inclusive of a 2-hour rehearsal **3. January "Welcome to 2027" Rally [1.5 hours]** a. "Welcome to 2027" Event, co-design joyful elevate voices and experiences of students and staff PK-12+ b. Inclusive of a 2-hour rehearsal **Learner-Centered Site-Based Design Teams [POG/IV]** **Goal #2:** Support site-based teams in moving from vision to implementation of the POG & Instructional Vision, particularly around Inclusive & Equitable Practices. - Inclusive of site-admin (at least first two sessions), 3-5 site-based educators/counselors. - **½ Day:** Focus Area #1 [POG Playbooks - What is POG, what does it look like for a teacher like me & student like me,] for up to 4 sites + a parent team. - **½ Day:** Focus Area #2 [Advisory or SLCs] for up to 4 sites. - Between sessions, Design Teams facilitate site-based **Student Design Teams** and share with all staff. **<u>Belonging: Support Learning Pathway</u>** Goal #3	Planning & collaboration time + **1.5 days** onsite for **Admin Retreat** July 27th & 28th **Full day w/ 2 people** onsite **Aug. Kickoff** **2-hr rehearsal and planning** **½ day w/ 2 people** onsite **Welcome to 2027** **2-hr rehearsal and planning** **8 half-days sessions (back-to-back), 2 areas of focus for advancing belonging & well-being practices** **Virtual support between sessions**

• Support leaders of Belonging & Well-Being to collaborate across sites and roles to advance their collective efforts. **4. Belonging PL Pathway Support** a. Support design and preparation of facilitators for PL Pathway sessions for up to 120 people. **i. August All-Staff Days [1/2 day]** **ii. January All-Staff [.5 days]** **5. Professional Learning Pathway PLCs [4, 1 hr sessions]** a. Co-design and support internal facilitators [materials, facilitator guide, and training] to lead four PLCs for Belonging & Well-Being Professional Learning pathway **6. Quarterly Step-Back Participation & Support**	**1/2 day w/ 2 people** onsite for **PL Pathway** **1/2 day w/ 2 people** onsite for **PL Pathway** **4, 1 hr. PLCs [2** onsite and 2 virtual] **4 1/2 days onsite w/ 2 people**
TOTAL	**$133,000**

LCC SOW Point of Contact:

Liz Perry

liz@learnercentered.org

South San Francisco Unified School District SOW Point of Contact:

Marcos Garcia

mmgarcia@ssfusd.org

Work is anticipated to end by 06/30/2027

All fees will be billed:

08/01/2026 for $66,500

04/01/2027 for $66,500

Payment instructions are as follows:

ACH / WIRE INSTRUCTIONS

Account Name: Learner-Centered Collaborative

Bank Name: Silicon Valley Bank

Bank Address: 303 Tasman Dr. Santa Clara CA 95054

ABA Routing #: 121140399

Account #: 3333210285

IN WITNESS WHEREOF, the Parties hereto have executed this SOW as of the date first above written.

CUSTOMER:

South San Francisco Unified

School District

By_____

Name:

Title:

LCC:

LEARNER-CENTERED
COLLABORATIVE

By_____

Name: Devin Vodicka

Title: CEO

[**SIGNATURE PAGE TO STATEMENT OF WORK**]

EXHIBIT B

Addendum to Original MSA Dated July 1, 2025

6.2 Survey Data

(a) Collection and Ownership.
LCC may administer surveys to students, staff, or other participants as part of the Services ("Survey Data"). LCC shall be the sole and exclusive owner of all raw Survey Data collected directly from participants, subject to applicable federal and state laws. Customer acknowledges and agrees that LCC is responsible for obtaining all required participant consent for such surveys through language provided directly to participants at the time of survey administration. Customer acknowledges that it remains responsible for any parental notice or consent obligations applicable to student participation under law, to the extent required.

(b) Confidential Handling of Raw Responses.
LCC shall treat raw Survey Data as Confidential Information under this Agreement and shall not disclose raw, individually identifiable survey responses to Customer or to any third party. Survey Data will be processed and stored using commercially reasonable technical and administrative safeguards designed to maintain confidentiality and prevent unauthorized access.

(c) De-Identification and sharing with customers.
Prior to sharing any survey results with Customer, LCC shall remove or separate any personal identifiers, including but not limited to grade level, school, gender, race, and ethnicity, from individual response data. De-identification shall be performed in a manner consistent with applicable law. LCC shall provide Customer only with aggregated or otherwise de-identified results ("De-Identified Survey Data"). Customer acknowledges that such aggregated results may not enable identification of any individual participant.

(d) Use of Aggregated and Anonymized Data by LCC.
Notwithstanding anything to the contrary in this Agreement, LCC may use De-Identified Survey Data for any lawful purpose, including without limitation:

(i) research and analysis to improve or refine LCC's services;
(ii) development of benchmarking insights;
(iii) publication of findings, case studies, or reports; and
(iv) marketing, fundraising, or promotional materials, provided that such use does not identify Customer or any individual participant without Customer's prior written consent. For clarity, such marketing, fundraising, or promotional use will be limited to general statements about LCC's services and will not reference or permit identification of any specific district or individual participant without Customer's prior written consent. Nothing in this section is intended to limit the Parties' obligations under the Protection of Pupil Rights Amendment, as applicable.

(e) Limitation on Customer Use.
Customer shall not attempt to re-identify any De-Identified Survey Data or combine such data with other datasets for the purpose of identifying individual respondents.

Learner-Centered COLLABORATIVE

SSFUSD and LEARNER-CENTERED COLLABORATIVE

Proposed Services
*March 2026

Presented by: Liz Perry

Presented to: Dr. Garcia & Dr. Moore

June 25, 2026

ABOUT

As an organization, Learner-Centered Collaborative is driven by our mission to **partner with educators to define whole-learner outcomes, design meaningful learning experiences, and create the enabling conditions for learner-centered education.**

Our dedicated team is composed of passionate educators with vast experience from the classroom to superintendency. We have the honor of supporting deep, multi-year partnerships with more than 30 public school districts who serve over 250,000 students and 12,800 educators across the United States. Our collective expertise translates to a deep understanding of our educational system and allows us to support your team to celebrate what is working and craft strategy aligned to your vision.

We are both **thought leaders and practitioners who can bring expertise and leadership to support your team to develop a community of learners who are prepared to live, work and contribute to an ever-changing society. We hope to collaborate with your teams** to support your learner-centered evolution that will ultimately empower learners with agency, enable all learners to reach their full potential, and ensure the success of your strategic priorities.

Learner-Centered Evolution

A multi-phase, multi-year approach that supports your system to ensure all learners know who they are, thrive in community and actively engage in the world as their best selves.

Phase 0 - SPARK the desire to innovate and evolve mindsets by better understanding the needs of the modern world

Inspiration Visits - Surveys - Networks

Phase 1 - IGNITE your community through listening and reflection to create a Framework for the Future: a visionary plan for coherence and distributed leadership

Discovery Visits and Survey - Framework for the Future - Blueprint

Phase 2 - CATALYZE momentum by implementing R+D structures to highlight bright spots, build capacity, create prototypes, and analyze evidence of impact

Design Teams - Bring the Framework to Life
Portrait Progressions - Innovation Cohorts - Scorecard

Phase 3 - GROW the movement as internal leaders, direct and scale the work, and take ownership of impact

Learning Walks - Dashboards - Surveys

Phase 4 - SUSTAIN impact through ongoing networking, monitoring, relfection, and iteration

Learner-Centered COLLABORATIVE

2026-2027 PROPOSED MILESTONES

Goal: Expand leadership and system capacity around the POG, Instructional Vision, and Portrait of an Educator through: alignment to 26-27 priorities, continued support of district and site-leadership; as well as the strategic engagement of early implementers so effective practices can be made visible and scale.

	# Days	Summer	Aug-Oct	Nov-Jan	Feb-Apr	May-Jun
Belonging: • **Admin Retreat** • **Kick-Off Rally** • **Jan All Staff**	**4**	3 days [2 Admin Retreat + 1 All-Staff]		1 day [All Staff]		
Belonging PL Pathway / PLC	**2 ½ days 4 PLCs**	½ Day	1 PLC	½ Day 1 PLC	2 PLCs	
Site-Based Design Teams	**4**		1 [2 ½ day sessions]	1 [½ day sessions]	2 [2 ½ day sessions]	
Quarterly Step-Backs	**4 ½ days**		1/2 day	1/2 day	1/2 day	1/2 day
Change Management	**0**		Monthly call + Quarterly Project Update	Monthly call + Quarterly Project Update	Monthly call + Quarterly Project Update	Monthly call + Quarterly Project Update

SUCCESS METRICS

Parallelism	Improvement Cycles	Artifacts & Evidence of Practice	Collective Efficacy
Success Metric: Session participants express that they **feel a sense of belonging and well-being are prioritized** in the design of sessions and that the **voices of community members PK-12+ are honored and elevated**.	**Success Metric:** Session participants **engage in cycles of learning, testing, and reflection** to develop new - or to refine - practices aligned with the vision.	**Success Metric:** Session participants advance **belonging and wellbeing** and document their learning through artifacts and evidence.	**Success Metric:** Session participants **feel increasingly confident in implementing learner-centered practices** connected to the Instructional Vision.

SCOPE OF PROJECT

Learner-Centered Collaborative Service Provided	Proposed Deliverables and Costs:
Coherence & Capacity Building: Belonging	
<u>Belonging: Admin & All Staff Experiences</u> Goal #1: Admin Retreat & All Staff Experiences • Create energy and momentum for the year ahead • Focus on adult belonging (help everyone to see themselves and feel seen) • Create clarity and connection to the "South City Way" and the priority areas for this year. **1. Admin Retreat [1.5 Days]** a. Create conditions for adult belonging [summer pictures, music, interactive experiences] b. Panel of students and teachers c. Intro to POE & experiences site-leaders can lead **2. August Kick Off Rally [1 Day]** a. Co-design joyful launch to school year that elevates voices and experiences of students and staff PK-12+ b. Inclusive of a 2-hour rehearsal **3. January "Welcome to 2027" Rally [1.5 hours]** a. "Welcome to 2027" Event, co-design joyful elevate voices and experiences of students and staff PK-12+ b. Inclusive of a 2-hour rehearsal **Learner-Centered Site-Based Design Teams [POG/IV]** **Goal #2:** Support site-based teams in moving from vision to implementation of the POG & Instructional Vision, particularly around Inclusive & Equitable Practices. - Inclusive of site-admin (at least first two sessions), 3-5 site-based educators/counselors. - **½ Day:** Focus Area #1 [POG Playbooks - What is POG, what does it look like for a teacher like me & student like me,] for up to 4 sites + a parent team. - **½ Day:** Focus Area #2 [Advisory or SLCs] for up to 4 sites. - Between sessions, Design Teams facilitate site-based **Student Design Teams** and share with all staff. **<u>Belonging: Support Learning Pathway</u>** Goal #3	Planning & collaboration time + **1.5 days** onsite for **Admin Retreat** July 27th & 28th **Full day w/ 2 people** onsite **Aug. Kickoff** **2-hr rehearsal and planning** **½ day w/ 2 people** onsite **Welcome to 2027** **2-hr rehearsal and planning** **8 half-days sessions (back-to-back), 2 areas of focus for advancing belonging & well-being practices** **Virtual support between sessions**

• Support leaders of Belonging & Well-Being to collaborate across sites and roles to advance their collective efforts. **4. Belonging PL Pathway Support** a. Support design and preparation of facilitators for PL Pathway sessions for up to 120 people. **i. August All-Staff Days [1/2 day]** **ii. January All-Staff [.5 days]** **5. Professional Learning Pathway PLCs [4, 1 hr sessions]** a. Co-design and support internal facilitators [materials, facilitator guide, and training] to lead four PLCs for Belonging & Well-Being Professional Learning pathway **6. Quarterly Step-Back Participation & Support**	**1/2 day w/ 2 people** onsite for **PL Pathway** **1/2 day w/ 2 people** onsite for **PL Pathway** **4, 1 hr. PLCs [2** onsite and 2 virtual] **4 1/2 days onsite w/ 2 people**
TOTAL	**$133,000**

References

Additional references upon request.

Encinitas Union School District (Partnership March 2023 - present) • Address: 101 S Rancho Santa Fe Rd, Encinitas, CA 92024 • Phone: 760-944-4300 • Contact: Andree Grey, Superintendent (Andree.Grey@eusd.net) • Services: Framework for the Future + Blueprint • Partner size: 5,400 students	**Hawai'i Department of Education Charter School Commission** (Partnership July 2021 - Present) • Address: 1164 Bishop Street, Suite 1100 Honolulu, HI 96813 • Phone: 808-221-0789 • Contact: PJ Foehr, Deputy Director (pj.foehr@spcsc.hawaai.gov) • Services: Professional development programs designed to help support state-wide charter schools in Hawai'i to align their identity and build their outcomes within the cultural setting of Hawai'i, and in each very unique community and school. • Partner size: 12,000 students, 1,000 staff/employees
Escondido Union School District (Partnership July 2022 - Present) • Address: 2310 Aldergrove Avenue Escondido, CA 92029 • Phone: 760-432-2400	**Santa Ana Unified School District** (Partnership July 2021-Present) • Address: 1601 East Chestnut Avenue Santa Ana, CA 92701-6322 • Phone: 714-558-5501

• Contact: Luis Ibarra, Superintendent (libarra@eusd.org) • Services: Framework for the Future + Blueprint • Partner size: 15,000 students, 1,523 staff/employees	• Contact: Lorraine Perez, Superintendent (lorraine.perez@sausd.us) • Services: Framework for the Future, Principal PD, School Leader Evaluation Redesign • Partner size: 44,000 students, 3,700 staff/employees

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: June 25, 2026

RE: Adoption of 2026-27 Proposed Budget

ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

At the June 11, 2026 Board Meeting, the District held a public hearing on the budget to be adopted for the subsequent fiscal year to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the Local Control Accountability Plan (LCAP). Information on the preliminary budget for 2026-27 was provided during the meeting.

On June 25, 2026, staff are bringing the 2026-27 Budget to the Board for adoption. Staff have updated the budget based on the most recent information available, and it meets the criteria for the single budget adoption cycle and complies with the legal requirements to submit to the Board for approval. The District must adopt the budget for fiscal year 2026-27 by June 30, 2026.

MULTI-YEAR PROJECTION:

Districts are required to prepare a multi-year budget projection during the Adopted Budget to determine if the school district will be able to meet its financial commitments for the current year and the two projected out-years, 2027-28 and 2028-29. The assumptions used and the ending fund balance for these two years were included in the presentation.

Based on these assumptions, the District will be able to meet its financial commitments for 2026-27 and the two succeeding years.

RECOMMENDATION:

Staff recommends the Board of Trustees adopt the 2026-27 District Budget and the Multi-Year Projections for 2027-28 and 2028-29.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Lori Shelton, Director of Bond Program

DATE: June 25, 2026

RE: Adoption of Resolution #26-49 Declaring the Futility of Public Bidding of Additional Construction Work and Approval of Change Order #5 to the Westborough Middle School Field and Pavement Improvements Project

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ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The South San Francisco Unified School District Board of Trustees awarded a contract for the Field and Pavement Improvements project to McGuire and Hester on April 24, 2025. The original contract award was for $5,800,000.00. This project includes but is not limited to the reconstruction of the athletic field, installing accessible paths of travel to the athletic field and drop-off locations, addition of pedestrian lighting and accessible parking, creation of queuing zone for student drop-off, grading, and pavement improvements on the play yard.

Change Order #5 includes removal and replacement of damaged concrete curb at the sinkhole area; work associated with ADA wall height conflict; revised drinking fountain due to a plumbing conflict; overtime associated with storm drain replacement and paving; unsuitable soils remediation; added retaining wall support at the existing backflow preventer due to elevation conflicts; French drain and perforated pipe addition impacted by the storm drain work; light post base relocation due to a ramp conflict; and the addition of a man gate to the north lower field fence line for future facilities access.

With the previously approved Change Orders #1 through #4 and approval of Change Order #5, the total Change Orders to date on this contract will be $1,159,856.00. This represents 20% increase over the base contract value. Of the total 20% in change order

costs to date, 16.30% is the result of the unforeseen conditions encountered with the sinkhole repair and storm drain replacement, with the remaining 3.70% attributable to other unforeseen conditions, design adjustments, and owner-directed change.

Because the cumulative Change Order amount is above 10% of the original contract value, the Board needs to approve Resolution #26-49 Declaring the Futility of Public Bidding of Additional Construction on the project. The resolution contains recitals to support the findings required under the Public Contract Code.

In order to avoid further District impact and to allow for the timely return of students and staff, District staff authorized the Contractor to proceed with the changed scope of work. The Change Order is not final until approved by the Board.

FISCAL IMPLICATIONS:

The total cost of Change Order #5 is $172,701.00. This will be paid for through the Measure T Bond Program (Fund 21).

Agreement	Date	Total
Original Agreement	April 24, 2025	$5,800,000.00
Change Order #1	September 11, 2025	$261,427.00
Change Order #2	November 13, 2025	$93,576.00
Change Order #3	February 12, 2026	$502,026.00
Change Order #4	March 26, 2026	$130,126.00
Change Order #5	June 25, 2026	$172,701.00
Total Amended Compensation		**$6,959,856.00**
Percent Change from Original Agreement		20.00%

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees adopt Resolution #26-49 Declaring the Futility of Public Bidding of Additional Construction Work and approve Change Order #5 to the contract with McGuire and Hester for the Westborough MS Field and Pavement Improvements project, in the amount of $172,701.00.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES' RESOLUTION DECLARING FUTILITY OF PUBLIC BIDDING ADDITIONAL CONSTRUCTION WORK AT THE FIELD AND PAVEMENT IMPROVEMENTS PROJECT AT WESTBOROUGH MS AND APPROVING CHANGE ORDER NO. 5 FOR THAT WORK

RESOLUTION NO. 26-49

WHEREAS, on or about March 19, 2025 the South San Francisco Unified School District ("District") formally and publicly opened bids for a contract to perform work including, but not limited to the **Field and Pavement Improvements** at Westborough Middle School ("Project");

WHEREAS, McGuire and Hester ("Contractor") was the lowest responsive, responsible bidder for the Project, and, in response to the bid, on April 24, 2025, the District's Board of Trustees ("Board") awarded a contract for the Project to Contractor for Five Million Eight-Hundred Thousand Dollars ($5,800,000.00) ("Contract Price");

WHEREAS, the District encountered unforeseen erosion and severely compromised storm drain systems across the play yard and the lower field, which conditions were not visible or reasonably identifiable during the design phase, causing erosion and impacting the site and designed drainage;

WHEREAS, the Contractor was requested by the District to perform additional work, including exploratory investigation of unforeseen erosion, flushing and jetting of the compromised storm drain system, rerouting of new storm line a compromised catch basin, and the addition of two catch basins due to low point ponding issue;

WHEREAS, the Contractor has issued to the District proposed change orders, which have been previously authorized by District staff, under which Contractor performed the additional work on the Project;

WHEREAS, the District staff authorized the Change Order in excess of the Public Contract Code limit of ten percent (10%) of the base contract in order to avoid further District financial and schedule impacts and to allow for the timely use and availability of the new artificial turf field by students and staff;

WHEREAS, the Contractor has issued to the District Change Order No. 5, which includes requests to perform additional work associated with removal and replacement of damaged concrete curb at the sinkhole area; work associated with ADA wall height conflict; revised drinking fountain due to a plumbing conflict; overtime associated with storm drain replacement and paving; unsuitable soils remediation; added retaining wall support at the existing backflow preventer due to elevation conflicts; French drain and perforated pipe addition impacted by the storm drain work; light post base relocation due to a ramp conflict; and the addition of a man gate to the north lower field fence line for future facilities access.;

WHEREAS, Contractor has submitted documentation to the District supporting its costs for performing the additional work for the Change Orders No. 5;

WHEREAS, Contractor's price to perform the additional work for Proposed Change Order No. 5 is reasonable;

WHEREAS, creating and bidding a design for the additional work covered by Contractor's proposed change order would have created or will create significant disruption to Contractor, coordination and interference problems with Contractor, delay Contractor's performance of the work, and create a potential claim by (a) Contractor in completing the base scope work, and (b) the new contractor performing the additional scope work;

WHEREAS, if the District were to bid the additional work, other resulting bids would and will likely be higher than the price of Contractor's proposed change orders, because Contractor is already mobilized on the Project;

WHEREAS, having a new contractor perform the additional work would result and will result in waste and significant delays, which would be at the expense of the District, while the new contractor mobilizes on the Project;

WHEREAS, having a new contractor perform the additional work could create a potential dispute over the warranty for the surrounding work being performed by Contractor;

WHEREAS, Public Contract Code section 20111, subdivision (b), states that a school district is required to competitively bid any public works project with a contract value of $15,000 or more;

WHEREAS, Public Contract Code section 20118.4, subdivision (a), states that the governing board of a school district "may authorize the contractor to proceed with performance of the change or alteration [to a contract], without the formality of securing bids, if the cost so agreed upon does not exceed the greater of the following: (1) The amount specified in Section 20111 or 20114 . . . [or] (2) Ten percent of the original contract price";

WHEREAS, notwithstanding Public Contract Code sections 20111 and 20118.4, California law provides a narrow exception to competitive bidding law where such bidding would be futile, undesirable, or impractical and would cause additional delay and cost (*Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631; *Los Angeles Dredging Company v. City of Long Beach* (1930) 2 Cal. 348), so that "[w]here competitive proposals work an incongruity and are unavailing as affecting the final result, or where they do not produce any advantage . . . a statute requiring competitive bidding does not apply" (*Hiller v. City of Los Angeles* (1961) 197 Cal.App.2d 685, 694);

WHEREAS, bidding the additional work would have further delayed and will delay completion and increase the cost of the Project;

WHEREAS, bidding the additional work would not have produced an advantage to the District;

WHEREAS, based on the foregoing, it would have been and will be incongruous, futile, and unavailing to solicit bids for the additional work; and

WHEREAS, the District therefore desires to execute Change Order No. 5 with Contractor to complete the work on the Project;

NOW, THEREFORE, the Board of Trustees of the South San Francisco Unified School District hereby resolves, determines, and finds the following:

1. That the foregoing recitals are true.

2. For the reasons stated above, public bidding of the additional work would not have produced and will not produce an advantage to the District, and would have produced and will produce a net burden and distinct disadvantages to the District.

3. Based on the foregoing, it would be and will be incongruous, undesirable, impractical, futile, and unavailing to publicly bid the additional work.

4. That the Board hereby approves Change Order No. 5 without further advertising for or inviting of bids.

5. That the District's superintendent or her designee is authorized to take all steps and perform all actions necessary to execute and implement the change order.

APPROVED, PASSED, AND ADOPTED by the Board of Trustees, at a regular meeting held on the 25th day of June, 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Patricia Murray
President of the Board of Trustees of the
South San Francisco Unified School District

Attested to:

_____
Amy Lam
Clerk of the Board of Trustees of the
South San Francisco Unified School District

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CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

CHANGE ORDER NO.:
05

CHANGE ORDER

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960

Date: 05.27.2026
DSA File No.: 41-28
DSA Appl. No.: 01-122100

The following parties agree to the terms of this Change Order:

Owner:
South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

Contractor:
McGuire and Hester
9009 Railroad Avenue
Oakland, CA 94603

Architect:
Verde Design, Inc. STE 200
2455 The Alameda
Santa Clara, CA 95050

Project Inspector:
Pinelli Construction, Inc.
258 Cedar Street
San Carlos, CA 94070

Reference	Description	Cost	Calendar Days Ext.
PCO #016 Requested by: M&H Performed by: M&H Reason: Unforeseen Condition	M&H COR #019: Remove and replace existing failing concrete curb at sink hole area.	$3,721.00	
PCO #017 Requested by: Architect Performed by: M&H Reason: Design errors and omissions	M&H COR #022: ASI 13 - added rebar and form materials for an elevation conflict on the ADA wall height	$6,305.00	
PCO #018 Requested by: Architect Performed by: M&H Reason: Design Errors and Omissions	M&H COR #023: Return current drinking fountain and purchase different fountain for installation due to conflict with existing showers.	$3,324.00	
PCO #019 Requested by: M&H Performed by: M&H Reason: Owner	M&H COR #024: Differential Overtime costs for July and August to keep paving dates Pushed out by the additional unforeseen storm drain replacement	$11,956.00	
PCO #020 Requested by: M&H Performed by: M&H Reason: Unforeseen Condition	M&H COR #025.2: Unsuitable soils condition at ramp mid-level footing, Necessitating the removal of soil and placement of Class 2 AB. Directly impacted critical path.	$37,308.00	25
PCO #021 Requested by: Architect Performed by: M&H Reason: Design Errors and Omissions	M&H COR #026: RFI 077 Due to elevation conflict of existing BFP and new AC paving a retaining wall was required to provide structural support for the BFP.	$12,697.00	
PCO #022 Requested by: M&H Performed by: M&H Reason: Unforeseen Condition	M&H COR #027.1: ASI 10.1 added French drain and perf pipe configuration to the toe of the hill due	$78,380.00	7

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	to impacted SD line replacement. Directly impacted critical path		
PCO #023 Requested by: M&H Performed by: M&H Reason: Unforeseen Condition	M&H COR #030: Restroom wall finish replacement/restoration existing piping in wall did not allow for inset accessories.	$6,848.00	
PCO #024 Requested by: M&H Performed by: M&H Reason: Design errors and omissions	M&H COR #031: Light pole base relocation. New ramp footing in conflict with designed location	$1,910.00	
PCO #025 Requested by: M&H Performed by: M&H Reason: Owner direction	M&H COR #032: ASI 16 added man gate to lower field north fence line for future M&O access.	$1,781.00	
PCO #026 Requested by: M&H Performed by: M&H Reason: Owner	M&H COR #034: Differential Overtime costs for February and March to minimize schedule impacts resulting from the Storm Drain replacement.	$8,471.00	

Contract time will be adjusted as follows: Previous Completion Date: **April 17, 2026** **<u>32</u>** Calendar Days Extension (zero unless otherwise indicated) Current Completion Date: **May 19, 2026**	Original Contract Amount:	$5,800,000.00
	Amount of Previously Approved Change Order(s):001, 002, 003, & 004	$987,155.00
	Amount of this Change Order:	$172,701.00
	Contract Amount:	$6,959,856.00
	Total percentage of Change Order amounts to original contract sum to date:	20%

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire work as stated therein, and agrees to furnish all labor, materials and services and perform all work necessary to complete any additional work specified for the consideration stated therein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq.

This change order is subject to approval by the governing board of this District and must be signed by the District. Until such time as this change order is approved by the District's governing board and executed by a duly authorized District representative, this change order is not effective and not binding.

It is expressly understood that the compensation and time, if any, granted herein represent a full accord and satisfaction for any and all time and cost impacts of the items herein, and Contractor waives any and all further compensation or time extension based on the items herein. The value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, and its subcontractors, both direct and indirect, resulting from additional time required on the project or resulting from delay to the project including without limitation, cumulative impacts. Any costs, expenses, damages or time extensions not included are deemed waived.

Signatures:

DISTRICT: SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT By: _____ Ted O, Assistant Superintendent Business Services Date: _____	**CONTRACTOR:** MCGUIRE AND HESTER By: Signed by: David Buffa A8847 6D6594441E... David Buffa, Area Manager Date: 6/11/2026
ARCHITECT: VERDE DESIGN, INC. By: DocuSigned by: Devin Conway 51855BA06646C8... Devin Conway, Principal Date: 6/12/2026	**PROJECT INSPECTOR** PINELLI CONSTRUCTION INSPECTION, INC. By: DocuSigned by: Tim Pinelli 3D2179880D84D4... Tim Pinelli, Inspector of Record Date: 6/12/2026

END OF DOCUMENT

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PROPOSED CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

PCO NO.:
016

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960
RFI #: RFI 050 – Curb and Gutter low point
M&H COR #19
Reason: Unforeseen Condition

Date: 05.29.2026
DSA File No.: 41-28
DSA Appl. No.:01-122100

Contractor hereby submits for District's review and evaluation this Proposed Change Order ("PCO"), submitted in accordance with and subject to the terms of the Contract Documents, including Sections 17.7 and 17.8 of the General Conditions. Any spaces left blank below are deemed no change to cost or time.

Contractor understands and acknowledges that documentation supporting Contractor's PCO must be attached and included for District review and evaluation. Contractor further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCO, shall result in a rejected PCO.

Proposed Change Order Summary:
Contractor to remove and replace ~86 LF of curb and gutter undermined by the sink hole from the existing storm drain issue.

	WORK PERFORMED OTHER THAN BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach suppliers' invoice or itemized quantity and unit cost plus sales tax)	$0.00	$0.00
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	$0.00
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	$0.00
(d)	**Subtotal**	$0.00	$0.00
(e)	**Add overhead and profit for any and all tiers of Subcontractor**, the total not to exceed ten percent (10%) of Item (d)	$0.00	$0.00
(f)	**Subtotal**	$0.00	$0.00
(g)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	$0.00
(h)	**Subtotal**	$0.00	$0.00
(i)	**Add Overhead and Profit for Contractor**, not to exceed five percent (5%) of Item (h)	$0.00	$0.00
(j)	**Subtotal**	$0.00	$0.00
(k)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (j)	$0.00	$0.00
(l)	**TOTAL**	$0.00	$0.00
(m)	**Time** (zero unless indicated; "TBD" not permitted)	**__N/A_ Calendar Days**	

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	WORK PERFORMED BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach itemized quantity and unit cost plus sales tax)	$1,244.00	
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$1,828.00	
(c)	**Add Equipment** (attach suppliers' invoice)	$100.00	
(d)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	
(e)	**Subtotal**	$3,127.00	
(f)	**Add Overhead and Profit for Contractor**, not to exceed fifteen percent (15%) of Item (e)	$476.00	
(g)	**Subtotal**	$3,648.00	
(h)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (g)	$73.00	
(i)	**TOTAL**	$3,721.00	
	Grand Total	**$3,721.00**	
(j)	**Time** (zero unless indicated; "TBD" not permitted)	**__0__ Calendar Days**	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project including, without limitation, cumulative impacts. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

SUBMITTED BY:

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

CONTRACTOR:
MCGUIRE AND HESTER
9009 RAILROAD AVENUE
OAKLAND, CA 94603

By: Signed by: Isaac Jeronimo 25E7B846EA19491... _____
Isaac Jeronimo, Project Manager

Date: 6/11/2026 _____

END OF DOCUMENT

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

10/13/2024

Sent Via Email

Attention: Kitchell CEM, Inc.
Michael Carson, Senior Project Manager

Project: Westborough Middle School Field & Pavement Improvements
SSF Unified School District
Project #025-960

Subject: M&H COR 019 – Phase 1C Curb & Gutter Low Point

Reference: RFI 050 – C&G Low Point-PH_1C

General:
Attached is the lump sum proposal to remove and replace in kind ~86 linear feet of curb and gutter per RFI 050 – C&G Low Point-PH_1C.

Inclusions:
1. Remove and replace ~86LF of C&G.
2. Labor, equipment and material.

Exclusion/Clarifications:
1. Relocation or removal of existing utilities (it is assumed that the proposed improvements is free of conflicts).
2. Testing and inspection by others.
3. Design, Permits and Fees.
4. Project schedule to be mutually agreeable and will allow M&H to perform its work in an efficient sequence and manner.

Cost Summary:

Description	Quantity	Unit	Cost	COR 019
R&R Curb & Gutter	1	LS	$3,721.00	$3,721.00
COR 019 Total				**$3,721.00**

Please feel free to contact the undersigned with any questions or if further clarification is needed.

Sincerely,

McGuire & Hester

Isaac Jeronimo – Project Manager
Cell: 510.510.7710 | ijeronimo@mcguireandhester.com

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

PROPOSED CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

PCO NO.:
017

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960
RFI #: ASI 013 – ADA ramp wall elevation revisions
M&H COR #22
Reason: Design issue

Date: 05.29.2026
DSA File No.: 41-28
DSA Appl. No.:01-122100

Contractor hereby submits for District's review and evaluation this Proposed Change Order ("PCO"), submitted in accordance with and subject to the terms of the Contract Documents, including Sections 17.7 and 17.8 of the General Conditions. Any spaces left blank below are deemed no change to cost or time.

Contractor understands and acknowledges that documentation supporting Contractor's PCO must be attached and included for District review and evaluation. Contractor further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCO, shall result in a rejected PCO.

Proposed Change Order Summary:
Contractor to increase wall height to line with opposing wall height, includes reworking forms and adding rebar as required for the new elevation. Work performed on T&M basis.

	WORK PERFORMED OTHER THAN BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach suppliers' invoice or itemized quantity and unit cost plus sales tax)	$0.00	$0.00
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	$0.00
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	$0.00
(d)	**Subtotal**	$0.00	$0.00
(e)	**Add overhead and profit for any and all tiers of Subcontractor**, the total not to exceed ten percent (10%) of Item (d)	$0.00	$0.00
(f)	**Subtotal**	$0.00	$0.00
(g)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	$0.00
(h)	**Subtotal**	$0.00	$0.00
(i)	**Add Overhead and Profit for Contractor**, not to exceed five percent (5%) of Item (h)	$0.00	$0.00
(j)	**Subtotal**	$0.00	$0.00
(k)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (j)	$0.00	$0.00
(l)	**TOTAL**	$0.00	$0.00
(m)	**Time** (zero unless indicated; "TBD" not permitted)	**__N/A_ Calendar Days**	

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

	WORK PERFORMED BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach itemized quantity and unit cost plus sales tax)	$0.00	
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$4,167.00	
(c)	**Add Equipment** (attach suppliers' invoice)	$1,209.00	
(d)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	
(e)	**Subtotal**	$5,376.00	
(f)	**Add Overhead and Profit for Contractor**, not to exceed fifteen percent (15%) of Item (e)	$806.00	
(g)	**Subtotal**	$6,182.00	
(h)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (g)	$124.00	
(i)	**TOTAL**	$6,305.00	
	Grand Total	**$6,305.00**	
(j)	**Time** (zero unless indicated; "TBD" not permitted)	**__0__ Calendar Days**	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project including, without limitation, cumulative impacts. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

SUBMITTED BY:

CONTRACTOR:
MCGUIRE AND HESTER
9009 RAILROAD AVENUE
OAKLAND, CA 94603

By: Signed by: Isaac Jeronimo 25E7B845EA19401...
Isaac Jeronimo, Project Manager

Date: 6/11/2026

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

END OF DOCUMENT

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

11/18/2024

Sent Via Email

Attention: Kitchell CEM, Inc.
Michael Carson, Senior Project Manager

Project: Westborough Middle School Field & Pavement Improvements
SSF Unified School District
Project #025-960

Subject: M&H COR 022 – ADA Wall Adjustments

Reference: Submittal #37.0 – 041_32 13 13-Rebar Shop Drawings
ASI 013 – Protech Survey Report

General:
Attached is the lump sum proposal to revise the ramp elevations per OAC Field Meeting on 09/16/2025 and the above referenced documents.

Inclusions:
1. Remove, replace and adjust wall heights prior to concrete pour.
2. Labor, equipment and material.

Exclusion/Clarifications:
1. Testing and inspection by others.
2. Design, Permits and Fees.
3. Project schedule to be mutually agreeable and will allow M&H to perform its work in an efficient sequence and manner.

Cost Summary:

Description	Quantity	Unit	Cost	COR 022
Ramp Elevation Revision	1	LS	$6,305	$6,305.00
COR 022 Total				**$6,305.00**

Please feel free to contact the undersigned with any questions or if further clarification is needed.

Sincerely,

McGuire & Hester

Isaac Jeronimo – Project Manager
Cell: 510.510.7710 | ijeronimo@mcguireandhester.com

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

PROPOSED CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

PCO NO.:
018

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960
RFI #: 68 Dual Wall mounted Drinking Fountain replacement
M&H COR #23
Reason: Design issue

Date: 05.29.2026
DSA File No.: 41-28
DSA Appl. No.:01-122100

Contractor hereby submits for District's review and evaluation this Proposed Change Order ("PCO"), submitted in accordance with and subject to the terms of the Contract Documents, including Sections 17.7 and 17.8 of the General Conditions. Any spaces left blank below are deemed no change to cost or time.

Contractor understands and acknowledges that documentation supporting Contractor's PCO must be attached and included for District review and evaluation. Contractor further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCO, shall result in a rejected PCO.

Proposed Change Order Summary:
Contractor to return original drinking fountain and purchase new due to existing conditions conflict

	WORK PERFORMED OTHER THAN BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach suppliers' invoice or itemized quantity and unit cost plus sales tax)	$0.00	$0.00
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	$0.00
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	$0.00
(d)	**Subtotal**	$0.00	$0.00
(e)	**Add overhead and profit for any and all tiers of Subcontractor**, the total not to exceed ten percent (10%) of Item (d)	$0.00	$0.00
(f)	**Subtotal**	$0.00	$0.00
(g)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	$0.00
(h)	**Subtotal**	$0.00	$0.00
(i)	**Add Overhead and Profit for Contractor**, not to exceed five percent (5%) of Item (h)	$0.00	$0.00
(j)	**Subtotal**	$0.00	$0.00
(k)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (j)	$0.00	$0.00
(l)	**TOTAL**	$0.00	$0.00
(m)	**Time** (zero unless indicated; "TBD" not permitted)	**__N/A_ Calendar Days**	

	WORK PERFORMED BY CONTRACTOR	**ADD**	**DEDUCT**

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

(a)	**Material** (attach itemized quantity and unit cost plus sales tax)	$2,834.00	
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	
(d)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	
(e)	**Subtotal**	$2,834.00	
(f)	**Add Overhead and Profit for Contractor**, not to exceed fifteen percent (15%) of Item (e)	$425.00	
(g)	**Subtotal**	$3,259.00	
(h)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (g)	$65.00	
(i)	**TOTAL**	$3,324.00	
	Grand Total	**$3,324.00**	
(j)	**Time** (zero unless indicated; "TBD" not permitted)	**__0__ Calendar Days**	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project including, without limitation, cumulative impacts. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

SUBMITTED BY:

CONTRACTOR:
MCGUIRE AND HESTER
9009 RAILROAD AVENUE
OAKLAND, CA 94603

By: Signed by: Isaac Jeronimo 25E7B845EA19401...
Isaac Jeronimo, Project Manager

Date: 6/11/2026

END OF DOCUMENT

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

11/19/2024

Sent Via Email

Attention: Kitchell CEM, Inc.
Michael Carson, Senior Project Manager

Project: Westborough Middle School Field & Pavement Improvements
SSF Unified School District
Project #025-960

Subject: M&H COR 023 – Drinking Fountain Replacement

Reference: RFI 68.0 – Dual Wall Drinking Fountain
Email Correspondence dated 10/29/2025 thru 11/06/2025

General:
Attached is the lump sum proposal to substitute the drinking fountain from Haws 1119.14 to MDF 440 WMSS-Chrome.

Inclusions:
1. Restocking fee of returned item.
2. Purchase revised drinking fountain.

Exclusion/Clarifications:
1. Testing and inspection by others.
2. Design, Permits and Fees.
3. Project schedule to be mutually agreeable and will allow M&H to perform its work in an efficient sequence and manner.

Cost Summary:

Description	Quantity	Unit	Cost	COR 023
Drinking Fountain	1	LS	$3324	$3,324.00
COR 022 Total				**$3,324.00**

Please feel free to contact the undersigned with any questions or if further clarification is needed.

Sincerely,

McGuire & Hester

Isaac Jeronimo – Project Manager
Cell: 510.510.7710 | ijeronimo@mcguireandhester.com

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

PROPOSED CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

PCO NO.:
019

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960
RFI #:
M&H COR #24
Reason: Owner

Date: 05.29.2026
DSA File No.: 41-28
DSA Appl. No.:01-122100

Contractor hereby submits for District's review and evaluation this Proposed Change Order ("PCO"), submitted in accordance with and subject to the terms of the Contract Documents, including Sections 17.7 and 17.8 of the General Conditions. Any spaces left blank below are deemed no change to cost or time.

Contractor understands and acknowledges that documentation supporting Contractor's PCO must be attached and included for District review and evaluation. Contractor further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCO, shall result in a rejected PCO.

Proposed Change Order Summary:
Contractor to Perform work on Weekends at differential rate to minimize schedule impact due to storm drain related added work.

	WORK PERFORMED OTHER THAN BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach suppliers' invoice or itemized quantity and unit cost plus sales tax)	$0.00	$0.00
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	$0.00
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	$0.00
(d)	**Subtotal**	$0.00	$0.00
(e)	**Add overhead and profit for any and all tiers of Subcontractor**, the total not to exceed ten percent (10%) of Item (d)	$0.00	$0.00
(f)	**Subtotal**	$0.00	$0.00
(g)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	$0.00
(h)	**Subtotal**	$0.00	$0.00
(i)	**Add Overhead and Profit for Contractor**, not to exceed five percent (5%) of Item (h)	$0.00	$0.00
(j)	**Subtotal**	$0.00	$0.00
(k)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (j)	$0.00	$0.00
(l)	**TOTAL**	$0.00	$0.00
(m)	**Time** (zero unless indicated; "TBD" not permitted)	**__0__ Calendar Days**	

	WORK PERFORMED BY CONTRACTOR	**ADD**	**DEDUCT**

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

(a)	**Material** (attach itemized quantity and unit cost plus sales tax)	$0.00	
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$10,193.00	
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	
(d)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	
(e)	**Subtotal**	$10,193.00	
(f)	**Add Overhead and Profit for Contractor**, not to exceed fifteen percent (15%) of Item (e)	$1,529.00	
(g)	**Subtotal**	$11,722.00	
(h)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (g)	$234.00	
(i)	**TOTAL**	$11,956.00	
	Grand Total	**$11,956.00**	
(j)	**Time** (zero unless indicated; "TBD" not permitted)	**__0__ Calendar Days**	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project including, without limitation, cumulative impacts. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

SUBMITTED BY:

CONTRACTOR:
MCGUIRE AND HESTER
9009 RAILROAD AVENUE
OAKLAND, CA 94603

By: Signed by: Isaac Jeronimo 25E7B845EA19401...
Isaac Jeronimo, Project Manager

Date: 6/11/2026

END OF DOCUMENT

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

11/19/2024

Sent Via Email

Attention: Kitchell CEM, Inc.
Michael Carson, Senior Project Manager

Project: Westborough Middle School Field & Pavement Improvements
SSF Unified School District
Project #025-960

Subject: M&H COR 024 – OT Premium Cost (July-August 2025)

Reference: Signed Tags

General:
Attached is the lump sum T&M for Overtime Premium Cost from July 27th, 2025 through August 7th, 2025.

Inclusions:
1. Overtime Premium Cost; contract work items.

Exclusion/Clarifications:
1. Testing and inspection by others.
2. Design, Permits and Fees.
3. Project schedule to be mutually agreeable and will allow M&H to perform its work in an efficient sequence and manner.

Cost Summary:

Description	Quantity	Unit	Cost	COR 024
Drinking Fountain	1	LS	$11,956.00	$11,956.00
COR 024 Total				**$11,956.00**

Please feel free to contact the undersigned with any questions or if further clarification is needed.

Sincerely,

McGuire & Hester

Isaac Jeronimo – Project Manager
Cell: 510.510.7710 | ijeronimo@mcguireandhester.com

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

PROPOSED CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

PCO NO.:
020

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960
RFI #: Geotechnical Report and recommendation for unsuitable soils remediation
M&H COR #25.2
Reason: Unforeseen condition

Date: 05.29.2026
DSA File No.: 41-28
DSA Appl. No.:01-122100

Contractor hereby submits for District's review and evaluation this Proposed Change Order ("PCO"), submitted in accordance with and subject to the terms of the Contract Documents, including Sections 17.7 and 17.8 of the General Conditions. Any spaces left blank below are deemed no change to cost or time.

Contractor understands and acknowledges that documentation supporting Contractor's PCO must be attached and included for District review and evaluation. Contractor further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCO, shall result in a rejected PCO.

Proposed Change Order Summary:
Contractor to over-excavate unsuitable soils and replace with Class 2 AB, work was performed on a T&M basis. Schedule impact 7 days compensable and 18 days non-compensable.

	WORK PERFORMED OTHER THAN BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach suppliers' invoice or itemized quantity and unit cost plus sales tax)	$0.00	$0.00
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	$0.00
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	$0.00
(d)	**Subtotal**	$0.00	$0.00
(e)	**Add overhead and profit for any and all tiers of Subcontractor**, the total not to exceed ten percent (10%) of Item (d)	$0.00	$0.00
(f)	**Subtotal**	$0.00	$0.00
(g)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation) 7 Days @ $45.83/day	$321.00	$0.00
(h)	**Subtotal**	$321.00	$0.00
(i)	**Add Overhead and Profit for Contractor**, not to exceed five percent (5%) of Item (h)	$16.00	$0.00
(j)	**Subtotal**	$337.00	$0.00
(k)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (j)	$7.00	$0.00
(l)	**TOTAL**	$344.00	$0.00
(m)	**Time** (zero unless indicated; "TBD" not permitted)	**25 Calendar Days**	

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

	WORK PERFORMED BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach itemized quantity and unit cost plus sales tax)	$4,785.00	
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$9,028.00	
(c)	**Add Equipment** (attach suppliers' invoice)	$3,830.00	
(d)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation) 7 Days @ $1,981.33/day	$13,869.00	
(e)	**Subtotal**	$31,512.00	
(f)	**Add Overhead and Profit for Contractor**, not to exceed fifteen percent (15%) of Item (e)	$4,727.00	
(g)	**Subtotal**	$36,239.00	
(h)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (g)	$725.00	
(i)	**TOTAL**	$36,964.00	
	Grand Total	**$37,308.00**	
(j)	**Time** (zero unless indicated; "TBD" not permitted)	**__25__ Calendar Days**	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project including, without limitation, cumulative impacts. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

SUBMITTED BY:

CONTRACTOR:
MCGUIRE AND HESTER
9009 RAILROAD AVENUE
OAKLAND, CA 94603

By: Signed by: Isaac Jeronimo 25E7B845EA19401...
Isaac Jeronimo, Project Manager

Date: 6/11/2026

END OF DOCUMENT

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

05/27/2025

Sent Via Email

Attention: Kitchell CEM, Inc.
Michael Carson, Senior Project Manager

Project: Westborough Middle School Field & Pavement Improvements
SSF Unified School District
Project #025-960

Subject: M&H COR 025.2 – Unsuitable Soil Conditions ADA Ramps & Stairs

Reference: Atlas Technical Consultants; Field Direction dated 09/02/2025
OnTrack TIE-002 dated 05/06/2026

General:
Attached is the lump sum T&M proposal to perform additional excavation of a minimum of 2' to remove unsuitable soil from the proposed footing excavations at the ADA switchback ramps and southside stairs. The scope of work includes replacing the unsuitable material with recycled Class 2 Aggregate Baserock (AB), compacting the placement, and providing a stable surface suitable for continued construction activities.

Inclusions:
1. Removal and disposal (off-haul) of unsuitable soil materials.
2. Labor, equipment and material cost to import, place and compact Recycled Class 2 AB.

Exclusion/Clarifications:
1. A total of twenty-five (25) calendar days are being requested as part of this COR. Of the twenty-five (25) days requested, seven (7) days are requested as compensable delay days, while the remaining eighteen (18) days are requested as non-compensable delay days, as reflected by the zero-dollar cost impact noted below.
2. Testing and inspection by others.
3. Design, Permits and Fees.
4. Project schedule to be mutually agreeable and will allow M&H to perform its work in an efficient sequence and manner.

Cost Summary:

Description	Quantity	Unit	Cost	COR 025.2
Unsuitable Soil Conditions	1	LS	$20,696	$20,696.00
Project Extended Overhead Daily Cost	7	DAYS	$2,373.20	$16,612.00
Project Extended Schedule-Ramp Retaining Wall Cure Time	18	DAYS	$0.00	$0.00
COR 025.2 Total				**$37,308.00**

Please feel free to contact the undersigned with any questions or if further clarification is needed.

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

Sincerely,

McGuire & Hester

Isaac Jeronimo – Project Manager
Cell: 510.510.7710 | ijeronimo@mcguireandhester.com

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

PROPOSED CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

PCO NO.:
021

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960
RFI #077 add retaining wall at existing BFP
M&H COR #26
Reason: Design issue

Date: 05.29.2026
DSA File No.: 41-28
DSA Appl. No.:01-122100

Contractor hereby submits for District's review and evaluation this Proposed Change Order ("PCO"), submitted in accordance with and subject to the terms of the Contract Documents, including Sections 17.7 and 17.8 of the General Conditions. Any spaces left blank below are deemed no change to cost or time.

Contractor understands and acknowledges that documentation supporting Contractor's PCO must be attached and included for District review and evaluation. Contractor further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCO, shall result in a rejected PCO.

Proposed Change Order Summary:
Contractor to install added retaining wall at existing BFP due to elevation discrepancy.

	WORK PERFORMED OTHER THAN BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach suppliers' invoice or itemized quantity and unit cost plus sales tax)	$0.00	$0.00
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	$0.00
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	$0.00
(d)	**Subtotal**	$2,760.00	$0.00
(e)	**Add overhead and profit for any and all tiers of Subcontractor**, the total not to exceed ten percent (10%) of Item (d)	$0.00	$0.00
(f)	**Subtotal**	$2,760.00	$0.00
(g)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	$0.00
(h)	**Subtotal**	$2,760.00	$0.00
(i)	**Add Overhead and Profit for Contractor**, not to exceed five percent (5%) of Item (h)	$138.00	$0.00
(j)	**Subtotal**	$2,898.00	$0.00
(k)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (j)	$58.00	$0.00
(l)	**TOTAL**	$2,956.00	$0.00
(m)	**Time** (zero unless indicated; "TBD" not permitted)	**__0_ Calendar Days**	

	WORK PERFORMED BY CONTRACTOR	**ADD**	**DEDUCT**

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

(a)	**Material** (attach itemized quantity and unit cost plus sales tax)	$897.00	
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$6,604.00	
(c)	**Add Equipment** (attach suppliers' invoice)	$804.00	
(d)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	
(e)	**Subtotal**	$8,305.00	
(f)	**Add Overhead and Profit for Contractor**, not to exceed fifteen percent (15%) of Item (e)	$1,246.00	
(g)	**Subtotal**	$9,551.00	
(h)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (g)	$191.00	
(i)	**TOTAL**	$9,742.00	
	Grand Total	**$12,697.00**	
(j)	**Time** (zero unless indicated; "TBD" not permitted)	**__0__ Calendar Days**	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project including, without limitation, cumulative impacts. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

SUBMITTED BY:

CONTRACTOR:
MCGUIRE AND HESTER
9009 RAILROAD AVENUE
OAKLAND, CA 94603

Signed by:
By: Isaac Jeronimo
25E7B045EA19401...
Isaac Jeronimo, Project Manager

Date: 6/11/2026

END OF DOCUMENT

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

12/12/2025

Sent Via Email

Attention: Kitchell CEM, Inc.
Michael Carson, Senior Project Manager

Project: Westborough Middle School Field & Pavement Improvements
SSF Unified School District
Project #025-960

Subject: M&H COR 026 – RFI #077 Backflow 6" Wide Tall Curb

Reference: RFI #077 – EX Backflow Pad Elevation Discrepancy

General:
Attached is the Lump Sum proposal for the 30 LF of 6" wide tall curb per detail G/D4.1, as referenced in RFI #077 response.

Inclusions:
1. Grading Work
2. Rebar per detail G/D4.1
3. Form/Pour/Strip of proposed 6" wide tall curb per detail G/D4.1

Exclusion/Clarifications:
1. Excavation of unsuitable soils.
2. Dewatering of subsurface groundwater.
3. Relocation or removal of existing utilities (it is assumed that the proposed improvements is free of conflicts).
4. Testing and inspection by others.
5. Design, Permits and Fees.
6. Based on concurrent work activities
7. Project schedule to be mutually agreeable and will allow M&H to perform its work in an efficient sequence and manner.

Cost Summary:

Description	Quantity	Unit	Cost	COR 026
Proposed 6" Wide Tall Curb	1	LS	$12,697	$12,697
COR 026 Total				**$12,697**

Please feel free to contact the undersigned with any questions or if further clarification is needed.

Sincerely,
McGuire & Hester

Isaac Jeronimo – Project Manager
Cell: 510.510.7710 | ijeronimo@mcguireandhester.com

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

PROPOSED CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

PCO NO.:
022

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960
ASI 010.1 – Added French drain at toe of hill
M&H COR #27.1
Reason: Unforeseen condition

Date: 05.29.2026
DSA File No.: 41-28
DSA Appl. No.:01-122100

Contractor hereby submits for District's review and evaluation this Proposed Change Order ("PCO"), submitted in accordance with and subject to the terms of the Contract Documents, including Sections 17.7 and 17.8 of the General Conditions. Any spaces left blank below are deemed no change to cost or time.

Contractor understands and acknowledges that documentation supporting Contractor's PCO must be attached and included for District review and evaluation. Contractor further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCO, shall result in a rejected PCO.

Proposed Change Order Summary:
Contractor to add French drain with perforated piping to the existing catch basins at the toe of the hillside due to storm drain replacement work. Schedule increase 7 days compensable.

	WORK PERFORMED OTHER THAN BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach suppliers' invoice or itemized quantity and unit cost plus sales tax)	$0.00	$0.00
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	$0.00
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	$0.00
(d)	**Subtotal**	$5,700.00	$0.00
(e)	**Add overhead and profit for any and all tiers of Subcontractor**, the total not to exceed ten percent (10%) of Item (d)	$0.00	$0.00
(f)	**Subtotal**	$5,700.00	$0.00
(g)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation) 7 Days @ $45.83/day	$321.00	$0.00
(h)	**Subtotal**	$6,021.00	$0.00
(i)	**Add Overhead and Profit for Contractor**, not to exceed five percent (5%) of Item (h)	$301.00	$0.00
(j)	**Subtotal**	$6,322.00	$0.00
(k)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (j)	$126.00	$0.00
(l)	**TOTAL**	$6,448.00	$0.00
(m)	**Time** (zero unless indicated; "TBD" not permitted)	**__7__ Calendar Days**	

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

	WORK PERFORMED BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach itemized quantity and unit cost plus sales tax)	$21,474.00	
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$19,930.00	
(c)	**Add Equipment** (attach suppliers' invoice)	$6,050.00	
(d)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation) 7 Days @ $1,981.33/day	$13,869.00	
(e)	**Subtotal**	$61,323.00	
(f)	**Add Overhead and Profit for Contractor**, not to exceed fifteen percent (15%) of Item (e)	$9,198.00	
(g)	**Subtotal**	$70,521.00	
(h)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (g)	$1,411.00	
(i)	**TOTAL**	$71,932.00	
	Grand Total	**$78,380.00**	
(j)	**Time** (zero unless indicated; "TBD" not permitted)	**__7__ Calendar Days**	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project including, without limitation, cumulative impacts. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

SUBMITTED BY:

CONTRACTOR:
MCGUIRE AND HESTER
9009 RAILROAD AVENUE
OAKLAND, CA 94603

By: Signed by: Isaac Jeronimo 25E7B845EA19401...
Isaac Jeronimo, Project Manager

Date: 6/11/2026

END OF DOCUMENT

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

06/11/2026

Sent Via Email

Attention: Kitchell CEM, Inc.
Michael Carson, Senior Project Manager

Project: Westborough Middle School Field & Pavement Improvements
SSF Unified School District
Project #025-960

Subject: M&H COR 027.1 – A.S.I. #10.1 6" Perforated Pipe & 4" Wide Curb

Reference: A.S.I. #10.1 – Drainage Swale Replacement dated 11/31/2025

General:
Attached is the Lump Sum proposal for the installation of approximately 400 LF of 6" perforated pipe, along with approximately 67 LF of 4" wide curb, per ASI #10.1, as included herein.

Inclusions:
1. Survey of proposed 6" perforated pipe and 4" wide tall curb
2. Dig/Lay/Backfill the proposed 6" perforated pipe per detail N/D1.0
3. Core Drill and tie in proposed 6" line to existing catch basins
4. Form/Pour/Strip 4" wide curb

Exclusion/Clarifications:
1. Excavation of unsuitable soils.
2. Dewatering of subsurface groundwater.
3. Relocation or removal of existing utilities (it is assumed that the proposed improvements is free of conflicts).
4. Testing and inspection by others.
5. Design, Permits and Fees.
6. Based on concurrent work activities
7. Project schedule to be mutually agreeable and will allow M&H to perform its work in an efficient sequence and manner.

Cost Summary:

Description	Quantity	Unit	Cost	COR 027
Proposed 6" Perf Pipe & 4" Wide Curb	1	LS	$61,769	$61,769.00
Project Extended Overhead Daily Cost	7	DAYS	$16,612	$13,612.00
COR 027.1 Total				**$78,380.00**

Please feel free to contact the undersigned with any questions or if further clarification is needed.

Sincerely,
McGuire & Hester
Isaac Jeronimo – Project Manager

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

Cell: 510.510.7710 | ijeronimo@mcguireandhester.com

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

PROPOSED CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

PCO NO.:
023

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960
RFI #067 Restroom furnishings in wall piping conflict
M&H COR #30
Reason: Unforeseen condition

Date: 05.29.2026
DSA File No.: 41-28
DSA Appl. No.:01-122100

Contractor hereby submits for District's review and evaluation this Proposed Change Order ("PCO"), submitted in accordance with and subject to the terms of the Contract Documents, including Sections 17.7 and 17.8 of the General Conditions. Any spaces left blank below are deemed no change to cost or time.

Contractor understands and acknowledges that documentation supporting Contractor's PCO must be attached and included for District review and evaluation. Contractor further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCO, shall result in a rejected PCO.

Proposed Change Order Summary:
Contractor to Reinstall wall finishes where recessed accessories were unable to be installed due to in wall piping conflicts.

	WORK PERFORMED OTHER THAN BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach suppliers' invoice or itemized quantity and unit cost plus sales tax)	$0.00	$0.00
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	$0.00
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	$0.00
(d)	**Subtotal**	$0.00	$0.00
(e)	**Add overhead and profit for any and all tiers of Subcontractor**, the total not to exceed ten percent (10%) of Item (d)	$0.00	$0.00
(f)	**Subtotal**	$0.00	$0.00
(g)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	$0.00
(h)	**Subtotal**	$0.00	$0.00
(i)	**Add Overhead and Profit for Contractor**, not to exceed five percent (5%) of Item (h)	$0.00	$0.00
(j)	**Subtotal**	$0.00	$0.00
(k)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (j)	$0.00	$0.00
(l)	**TOTAL**	$0.00	$0.00
(m)	**Time** (zero unless indicated; "TBD" not permitted)	**__0_ Calendar Days**	

	WORK PERFORMED BY CONTRACTOR	**ADD**	**DEDUCT**

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

(a)	**Material** (attach itemized quantity and unit cost plus sales tax)	$494.00	
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$4944.00	
(c)	**Add Equipment** (attach suppliers' invoice)	$400.00	
(d)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	
(e)	**Subtotal**	$5,838.00	
(f)	**Add Overhead and Profit for Contractor**, not to exceed fifteen percent (15%) of Item (e)	$876.00	
(g)	**Subtotal**	$6,714.00	
(h)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (g)	$134.00	
(i)	**TOTAL**	$6,848.00	
	Grand Total	**$6,848.00**	
(j)	**Time** (zero unless indicated; "TBD" not permitted)	**__0__ Calendar Days**	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project including, without limitation, cumulative impacts. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

SUBMITTED BY:

CONTRACTOR:
MCGUIRE AND HESTER
9009 RAILROAD AVENUE
OAKLAND, CA 94603

By: Signed by: Isaac Jeronimo 25E7B845EA19401...
Isaac Jeronimo, Project Manager

Date: 6/11/2026

END OF DOCUMENT

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

06/09/2026

Sent Via Email

Attention: Kitchell CEM, Inc.
Michael Carson, Senior Project Manager

Project: Westborough Middle School Field & Pavement Improvements
SSF Unified School District
Project #025-960

Subject: M&H COR 030.1 – Boys & Girls Restroom Restoration

Reference: M&H RFI #067 – Boys and Girls Restroom Furnishings

General:
Attached is the Lump Sum proposal for repairs that took place in the boys and girls restrooms after the proposed recessed furnishings had issues with existing utilities. Reference M&H RFI #067.

Inclusions:
1. Dry Wall, FRP Pannels, Misc Materials
2. Labor /Equipment
3. Restoration of exposed restroom walls

Exclusion/Clarifications:
1. Testing and inspection by others.
2. Design, Permits and Fees.
3. Based on concurrent work activities
4. Project schedule to be mutually agreeable and will allow M&H to perform its work in an efficient sequence and manner.

Cost Summary:

Description	Quantity	Unit	Cost	COR 030.1
Boys & Girls Restroom Restoration	1	LS	$	$6,848
COR 030.1 Total				**$6,848**

Please feel free to contact the undersigned with any questions or if further clarification is needed.

Sincerely,

McGuire & Hester
Isaac Jeronimo – Project Manager
Cell: 510.510.7710 | ijeronimo@mcguireandhester.com

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

PROPOSED CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

PCO NO.:
024

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960
RFI #078.1 lighting footing and ramp foundation conflict
M&H COR #31
Reason: Design issue

Date: 05.29.2026
DSA File No.: 41-28
DSA Appl. No.:01-122100

Contractor hereby submits for District's review and evaluation this Proposed Change Order ("PCO"), submitted in accordance with and subject to the terms of the Contract Documents, including Sections 17.7 and 17.8 of the General Conditions. Any spaces left blank below are deemed no change to cost or time.

Contractor understands and acknowledges that documentation supporting Contractor's PCO must be attached and included for District review and evaluation. Contractor further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCO, shall result in a rejected PCO.

Proposed Change Order Summary:
Contractor to reroute conduit to new location due to light pole base and ramp foundation conflicts.

	WORK PERFORMED OTHER THAN BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach suppliers' invoice or itemized quantity and unit cost plus sales tax)	$0.00	$0.00
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	$0.00
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	$0.00
(d)	**Subtotal**	$1,784.00	$0.00
(e)	**Add overhead and profit for any and all tiers of Subcontractor**, the total not to exceed ten percent (10%) of Item (d)	$0.00	$0.00
(f)	**Subtotal**	$1,784.00	$0.00
(g)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	$0.00
(h)	**Subtotal**	$1,784.00	$0.00
(i)	**Add Overhead and Profit for Contractor**, not to exceed five percent (5%) of Item (h)	$89.00	$0.00
(j)	**Subtotal**	$1,873.00	$0.00
(k)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (j)	$37.00	$0.00
(l)	**TOTAL**	$1,910.00	$0.00
(m)	**Time** (zero unless indicated; "TBD" not permitted)	**__0_ Calendar Days**	

	WORK PERFORMED BY CONTRACTOR	**ADD**	**DEDUCT**

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

(a)	**Material** (attach itemized quantity and unit cost plus sales tax)	$0.00	
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	
(d)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	
(e)	**Subtotal**	$0.00	
(f)	**Add Overhead and Profit for Contractor**, not to exceed fifteen percent (15%) of Item (e)	$0.00	
(g)	**Subtotal**	$0.00	
(h)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (g)	$0.00	
(i)	**TOTAL**	$0.00	
	Grand Total	**$1,910.00**	
(j)	**Time** (zero unless indicated; "TBD" not permitted)	**__0__ Calendar Days**	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project including, without limitation, cumulative impacts. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

SUBMITTED BY:

CONTRACTOR:
MCGUIRE AND HESTER
9009 RAILROAD AVENUE
OAKLAND, CA 94603

By: Signed by: Isaac Jeronimo 25E7B845EA19401...
Isaac Jeronimo, Project Manager

Date: 6/11/2026

END OF DOCUMENT

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

01/13/2026

Sent Via Email

Attention: Kitchell CEM, Inc.
Michael Carson, Senior Project Manager

Project: Westborough Middle School Field & Pavement Improvements
SSF Unified School District
Project #025-960

Subject: M&H COR 031 – Light Pole Relocation at Switchback ADA Ramps

Reference: RFI #078.1 – Conflict Between Proposed Electrical Pole Foundation & ADA Switchback Ramp Footings

General:
Attached is the Lump Sum proposal for the relocation of the proposed light pole at the ADA ramps in Phase 2. Please refer to RFI 078.1 for additional information.

Inclusions:
1. Materials
2. Labor /Equipment
3. Added linear footage and installation of conduit that will power the relocated lighting at the ADA ramps.
4. Extension and routing of associated conduits.

Exclusion/Clarifications:
1. Testing and inspection by others.
2. Design, Permits and Fees.
3. Based on concurrent work activities
4. Project schedule to be mutually agreeable and will allow M&H to perform its work in an efficient sequence and manner.

Cost Summary:

Description	Quantity	Unit	Cost	COR 031
Alternate Pole Re-Location at ADA SB Ramp	1	LS	$	$1,911
COR 031 Total				**$1,911**

Please feel free to contact the undersigned with any questions or if further clarification is needed.

Sincerely,

McGuire & Hester
Isaac Jeronimo – Project Manager
Cell: 510.510.7710 | ijeronimo@mcguireandhester.com

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

PROPOSED CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

PCO NO.:
025

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960
ASI #016 Add man gate to north fence line for future access point
M&H COR #32
Reason: Owner

Date: 05.29.2026
DSA File No.: 41-28
DSA Appl. No.:01-122100

Contractor hereby submits for District's review and evaluation this Proposed Change Order ("PCO"), submitted in accordance with and subject to the terms of the Contract Documents, including Sections 17.7 and 17.8 of the General Conditions. Any spaces left blank below are deemed no change to cost or time.

Contractor understands and acknowledges that documentation supporting Contractor's PCO must be attached and included for District review and evaluation. Contractor further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCO, shall result in a rejected PCO.

Proposed Change Order Summary:
Contractor to install added man gate to north fence line of phase 2 area for Maintenance Access.

	WORK PERFORMED OTHER THAN BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach suppliers' invoice or itemized quantity and unit cost plus sales tax)	$685.00	$0.00
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$978.00	$0.00
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	$0.00
(d)	**Subtotal**	$1,663.00	$0.00
(e)	**Add overhead and profit for any and all tiers of Subcontractor**, the total not to exceed ten percent (10%) of Item (d)	$0.00	$0.00
(f)	**Subtotal**	$1,663.00	$0.00
(g)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	$0.00
(h)	**Subtotal**	$1,663.00	$0.00
(i)	**Add Overhead and Profit for Contractor**, not to exceed five percent (5%) of Item (h)	$83.00	$0.00
(j)	**Subtotal**	$1,746.00	$0.00
(k)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (j)	$35.00	$0.00
(l)	**TOTAL**	$1,781.00	$0.00
(m)	**Time** (zero unless indicated; "TBD" not permitted)	**__0__ Calendar Days**	

	WORK PERFORMED BY CONTRACTOR	**ADD**	**DEDUCT**

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

(a)	**Material** (attach itemized quantity and unit cost plus sales tax)	$0.00	
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	
(d)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	
(e)	**Subtotal**	$0.00	
(f)	**Add Overhead and Profit for Contractor**, not to exceed fifteen percent (15%) of Item (e)	$0.00	
(g)	**Subtotal**	$0.00	
(h)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (g)	$0.00	
(i)	**TOTAL**	$0.00	
	Grand Total	**$1,781.00**	
(j)	**Time** (zero unless indicated; "TBD" not permitted)	**__0__ Calendar Days**	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project including, without limitation, cumulative impacts. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

SUBMITTED BY:

CONTRACTOR:
MCGUIRE AND HESTER
9009 RAILROAD AVENUE
OAKLAND, CA 94603

Signed by:
By: Isaac Jeronimo
25E7B045EA19401...
Isaac Jeronimo, Project Manager

Date: 6/11/2026

END OF DOCUMENT

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

06/11/2026

Sent Via Email

Attention: Kitchell CEM, Inc.
Michael Carson, Senior Project Manager

Project: Westborough Middle School Field & Pavement Improvements
SSF Unified School District
Project #025-960

Subject: M&H COR 032.1 – ASI 016 Gate at Lower Field

Reference: Verde ASI 016 – 5' Wide Maintenance Gate at Lower Field

General:
Attached is the Lump Sum proposal for the addition of a 5' gate at the lower field per Verde ASI 16 dated 01/15/2026.

Inclusions:
1. Added 5' gate per ASI 16.
2. Materials
3. Labor /Equipment

Exclusion/Clarifications:
1. Testing and inspection by others.
2. Design, Permits and Fees.
3. Project schedule to be mutually agreeable and will allow M&H to perform its work in an efficient sequence and manner

Cost Summary:

Description	Quantity	Unit	Cost	COR 032.1
ASI 016 – 5' Gate at Lower Field	1	LS	$1,781	$1,781
COR 032.1 Total				**$1,781.00**

Please feel free to contact the undersigned with any questions or if further clarification is needed.

Sincerely,

McGuire & Hester
Isaac Jeronimo – Project Manager
Cell: 510.510.7710 | ijeronimo@mcguireandhester.com

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

PROPOSED CHANGE ORDER FORM

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

PCO NO.:
026

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960
ASI #016 Add man gate to north fence line for future access point
M&H COR #32
Reason: Owner

Date: 05.29.2026
DSA File No.: 41-28
DSA Appl. No.:01-122100

Contractor hereby submits for District's review and evaluation this Proposed Change Order ("PCO"), submitted in accordance with and subject to the terms of the Contract Documents, including Sections 17.7 and 17.8 of the General Conditions. Any spaces left blank below are deemed no change to cost or time.

Contractor understands and acknowledges that documentation supporting Contractor's PCO must be attached and included for District review and evaluation. Contractor further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCO, shall result in a rejected PCO.

Proposed Change Order Summary:
Contractor to work weekends at differential rate to minimize schedule impacts from storm drain replacement work.

	WORK PERFORMED OTHER THAN BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach suppliers' invoice or itemized quantity and unit cost plus sales tax)	$0.00	$0.00
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	$0.00
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	$0.00
(d)	**Subtotal**	$0.00	$0.00
(e)	**Add overhead and profit for any and all tiers of Subcontractor**, the total not to exceed ten percent (10%) of Item (d)	$0.00	$0.00
(f)	**Subtotal**	$0.00	$0.00
(g)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	$0.00
(h)	**Subtotal**	$0.00	$0.00
(i)	**Add Overhead and Profit for Contractor**, not to exceed five percent (5%) of Item (h)	$0.00	$0.00
(j)	**Subtotal**	$0.00	$0.00
(k)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (j)	$0.00	$0.00
(l)	**TOTAL**	$0.00	$0.00
(m)	**Time** (zero unless indicated; "TBD" not permitted)	**__0_ Calendar Days**	

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

	WORK PERFORMED BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach itemized quantity and unit cost plus sales tax)	$0.00	
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$7,222.00	
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	
(d)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	
(e)	**Subtotal**	$7,222.00	
(f)	**Add Overhead and Profit for Contractor**, not to exceed fifteen percent (15%) of Item (e)	$1,083.00	
(g)	**Subtotal**	$8,305.00	
(h)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (g)	$166.00	
(i)	**TOTAL**	$8,471.00	
	Grand Total	**$8,471.00**	
(j)	**Time** (zero unless indicated; "TBD" not permitted)	**__0__ Calendar Days**	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project including, without limitation, cumulative impacts. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

SUBMITTED BY:

CONTRACTOR:
MCGUIRE AND HESTER
9009 RAILROAD AVENUE
OAKLAND, CA 94603

By: Signed by: Isaac Jeronimo 25E7B845EA19401...
Isaac Jeronimo, Project Manager

Date: 6/11/2026

END OF DOCUMENT

Docusign Envelope ID: B26484A5-AE74-84C8-8063-8C6BD7783AD8

04/13/2026

Sent Via Email

Attention: Kitchell CEM, Inc.
Michael Carson, Senior Project Manager

Project: Westborough Middle School Field & Pavement Improvements
SSF Unified School District
Project #025-960

Subject: M&H COR 034 – OT Premium Cost (February-March 2026)

Reference: Signed Tags

General:
Attached is the lump sum T&M for Overtime Premium Cost from February 2026 through March 2026.

Inclusions:
1. Overtime Premium Cost; contract work items.

Exclusion/Clarifications:
1. Testing and inspection by others.
2. Design, Permits and Fees.
3. Project schedule to be mutually agreeable and will allow M&H to perform its work in an efficient sequence and manner.

Cost Summary:

Description	Quantity	Unit	Cost	COR 034
OT Premium Cost	1	LS	$8,471.00	$8,471.00
COR 034 Total				**$8,471.00**

Please feel free to contact the undersigned with any questions or if further clarification is needed.

Sincerely,

McGuire & Hester

Isaac Jeronimo – Project Manager
Cell: 510.510.7710 | ijeronimo@mcguireandhester.com

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Lori Shelton, Director of Bond Program

DATE: June 25, 2026

RE: Adopt Resolution No. 26-59 Supporting Award of Lease Lease-Back (Site Lease and Facilities Lease) Agreement and Authorization to Enter into Lease-Leaseback (Site Lease and Facilities Lease) Agreement with Rodan Builders, Inc. for the El Camino HS Modernization Project

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ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

On February 28, 2019, the District's Board of Trustees ("Board") adopted Administrative Regulation No. 3311.2, regarding required procedures and guidelines ("Best Value Methodology") for evaluating the qualifications of proposers that ensure the best value selections by the District are conducted in a fair and impartial manner pursuant to Education Code section 17406. AR 3311.2 was amended on February 18, 2021.

Only person, firms, partnerships, corporations, associations, or professional organizations that were approved by the South San Francisco Unified School District Board of Trustees on May 8, 2025, as part of the lease-leaseback contractor pool associated with RFQ #25-001 were permitted to submit proposals.

The District incorporated the Best Value Methodology into the Request for Proposals ("RFP") for the Project, which was issued and publicly advertised the and San Mateo County Times, once a week for two weeks, commencing on April 23, 2026, and completed

on May 6, 2026, and also advertised in the Dodge Construction Network, commencing on April 24, 2026, through May 7, 2026; The District received four (4) proposals.

District staff and District consultants reviewed the proposals submitted in response to the RFP in accordance with the adopted Best Value Methodology and taking into consideration the proposers' demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required as well as additional information presented during the interview phase.

Rodan Builders, Inc. received the highest score and is found to be the best value for the project. District staff negotiated the Lease-Leaseback Agreement for the Project with Rodan Builders, Inc.

District staff seek Board approval of the award of the Lease-Leaseback (Site Lease and Facilities Lease) Agreements to Rodan Builders, Inc.

FISCAL IMPLICATIONS:

The initial fiscal impact is for preconstruction services only in the amount of $175,300.00, which includes $60,000.00 for preconstruction services and $115,300.00 in allowances for on-site Evaluation of Existing Conditions/Site Investigations. After the preconstruction services are completed and the Guaranteed Maximum Price (construction cost) is negotiated, the Facilities Lease agreement will be amended to add the Guaranteed Maximum Price and Project Schedule.

The Measure T Bond Program (Fund 21) will be utilized to cover the cost.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve, adopt, and authorize Resolution No. 26-59 supporting the award of the Lease-Leaseback (Site Lease and Facilities Lease) Agreements for the El Camino High School Modernization Project, and further authorize District staff to enter into the Lease-Leaseback Agreements with Rodan Builders, Inc. in the amount of $175,300.00.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

RESOLUTION NO. 26-59
AWARD OF LEASE-LEASEBACK AGREEMENTS FOR EL CAMINO HIGH SCHOOL MODERNIZATION PROJECT

WHEREAS, the South San Francisco Unified School District ("District") is currently undertaking a project known as the El Camino High School Modernization Project ("Project"); and

WHEREAS, on February 28, 2019, the District's Board of Trustees ("Board") adopted Administrative Regulation No. 3311.2, regarding required procedures and guidelines ("Best Value Methodology") for evaluating the qualifications of proposers that ensure the best value selections by the District are conducted in a fair and impartial manner pursuant to Education Code section 17406; and

WHEREAS, on February 18, 2021, the Board adopted a revised Administrative Regulation No. 3311.2;

WHEREAS, only person, firms, partnerships, corporations, associations, or professional organizations that were approved by the South San Francisco Unified School District Board of Trustees on May 8, 2025, as part of the lease-leaseback contractor pool associated with RFQ #25-001 are permitted to submit proposals.

WHEREAS, attached hereto as Exhibit "A" to this Resolution is a copy of the Proof of Publication; and

WHEREAS, the District incorporated the Best Value Methodology into the Request for Proposals ("RFP") for the Project, which was issued and publicly advertised in the and San Mateo County Times, once a week for two weeks, commencing on April 23, 2026, and completed on April 29, 2026, and also advertised in the Dodge Construction Network, commencing on April 24, 2026 through May 7, 2026; the District received four (4) proposals; and

WHEREAS, District staff, in conjunction with District consultants, have reviewed proposals for the Project submitted in response to RFP in accordance with the adopted Best Value Methodology and taking into consideration the proposers' demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required; and

WHEREAS, after consideration of all of the proposals, the Board hereby awards the Site Lease and Facilities Lease Agreements ("Agreement") to Landmark Constructors, Inc, ("LLB Entity"), who was the highest ranked respondent according to the adopted Best Value Methodology, for the Project; and

WHEREAS, LLB Entity has been prequalified pursuant to Public Contract Code section 20111.6; and

WHEREAS, Education Code section 17406 provides that the school district governing board shall issue a written decision supporting its contract award and stating in detail the basis of the award; and

WHEREAS, attached hereto as Exhibit "B" to this Resolution is a copy of the written findings of the Board supporting the Board's award of the Preliminary Services Construction Agreement, Exhibit L, Lease-Leaseback Agreements to LLB Entity for the Project.

EXHIBIT "A"
PROOF OF PUBLICATIONS

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSALS (RFP #26-006)
LEASE-LEASEBACK PRELIMINARY CONSTRUCTION SERVICES FOR:
EL CAMINO HIGH SCHOOL MODERNIZATION

South San Francisco Unified School District ("District") is seeking proposals from pre-qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide pre-construction services including constructability review, value engineering, master scheduling, cost estimating, budgeting, logistics planning, site investigations and construction services for the development and construction for the **EL CAMINO HIGH SCHOOL MODERNIZATION** ("Project"), under the District's Measure T Bond Program, in accordance with the lease-leaseback structure set forth in Education Code section 17406, et seq.

Only persons, firms, partnerships, corporations, associations, or professional organizations that were approved by the South San Francisco Unified School District Board of Trustees on May 8, 2025, as part of the lease-leaseback contractor pool associated with RFQ #25-001 will be permitted to submit proposals. Proposals received by entities not within this category will not be opened.

The Request for Proposals ("RFP"), which includes instructions for its completion, will be posted on SSFUSD's website on **Thursday, April 23, 2026**, at the following link:

https://www.ssfusd.org/departments/business-services/facilities-department/business-with-ssfusd/current-bids-and-rfps/current-rfps-rfqs-rfos-rfis

Respondents to this RFP shall submit a complete proposal (collectively called "RFP Submittal.")
All RFP Submittals are due by 4:00 p.m. Friday, May 22, 2026. Any RFP Submittal that is submitted after this time shall be nonresponsive.

Respondents must be prequalified through PQ Bids, prior to submitting a completed RFP Submittal. Please use the link to PQBids at https://pqbids.com/ssfusd/, or located on the district website at:

https://www.ssfusd.org/departments/business-services/facilities-department/business-with-ssfusd

Each Respondent must attend one of the two **Mandatory** information site walk meetings listed below at the El Camino HS campus located at 1320 Mission Rd, South Francisco CA 94080 at the Evergreen Dr. stairs and ramp entrance.

- **Mandatory Site Walk #1 at 3:15 PM, Wednesday, April 29, 2026.**
- **Mandatory Site Walk #2 at 3:15 PM, Thursday, April 30, 2026.**

Site walks are Mandatory and are a requirement for RFP submittal eligibility. There will be no access to the campus beyond these dates.

Questions regarding this RFP may be directed to **Calvin Wong at** clwong@ssfusd.org and must be submitted in writing via email by **4:00 PM, May 7, 2026.**

This Project is subject to labor compliance monitoring and enforcement of compliance with prevailing wage requirements by the Department of Industrial Relations pursuant to Labor Code § 1771.4, and skilled and trained workforce requirement pursuant to Public Contract Code § 2600. Contractors of all tiers must be currently registered and qualified to perform public work pursuant to Labor Code § 1725.5. All Respondents must be prequalified by the District in accordance with Public Contract Code § 20111.6. First tier electrical, mechanical and plumbing subcontractors must be prequalified prior to the time subcontractor bids are submitted. Prequalification must occur through PQ Bids.

SMCT 6963443; Apr. 23, 29, 2026

DODGE CONSTRUCTION NETWORK

0- 95280

AFFIDAVIT

Dodge Construction Network
Digital Publication Affidavit

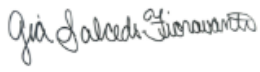
State of CA
County of ALAMEDA

I, Gia Fioravanti am an authorized representative of Dodge Construction Network, operating the website/platform:

This affidavit is provided on behalf of CASTRO VALLEY UNIFIED SCHOOL DISTRICT,whose principal business address is located in County of ALAMEDA, State of CA

1. The following notice/documented titled "NIP-CVUSD-RFP-FOR, CANYON MIDDLE SCHOOL CAFETERIA PROJECT" was published on our digital platform:
    - Website URL: https://www.thebluebook.com/public-notices/
    - Date(s) of Publication: 2026-04-24 to 2026-05-07
2. Below links to a true and accurate copy of the published material and proof of publication from the platform:
    - Publication Link: https://www.thebluebook.com/public-notices/south-san-francisco-unified-school-district/rfp26006ssfusdllpcsforelcaminohsmodernizationproject.html
3. The publication was accessible to the public and remained posted for the entire period stated above.

Signature:



Printed Name: Gia Fioravanti
Date: 2026-04-24

EXHIBIT "B"

FINDINGS REGARDING THE AWARD OF THE LEASE-LEASEBACK AGREEMENTS FOR SOUTH SAN FANCISCO UNIFIED SCHOOL DISTRICT EL CAMINO HIGHSCHOOL MODERNIZATION PROJECT

WHEREAS, LLB Entity received 23 out of 25 points for Technical Experience; and

WHEREAS, LLB Entity received 24 out of 25 points for Staffing; and

WHEREAS, LLB Entity received 28 out of 30 points for Price Points and

WHEREAS, LLB Entity received 17 out of 20 points for Interview and

WHEREAS, LLB Entity overall combined score was 92 out of 100 points, based on RFP evaluation criteria, which was the greatest number of points in accordance with the methodology described in the RFP, and was ranked as the best value to the District out of the four (4) proposals submitted.

NOW THEREFORE, BE IT RESOLVED, that the South San Francisco Unified School District Board of Trustees hereby determines and finds the following:

Section 1. That the foregoing recitals and the findings are true.

Section 2. That the District complied with the procedure set forth in Education Code section 17406, the Best Value Methodology adopted by the District and the Request for Proposals issued by the District.

Section 3. That LLB Entity provided the proposal with the best value to the District, taking into consideration the proposer's demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.

Section 4. That, based on the foregoing, it is in the best interest of the District to award the Lease-Leaseback Agreements to LLB Entity for the Project.

Section 5. That the Superintendent, or designees, are authorized to enter into the Lease-Leaseback Agreements with LLB Entity, to negotiate and finalize the Guaranteed Maximum Price and any amendments, and to take any and all actions that are necessary to carry out, give effect to and comply with the terms and intent of this Resolution.

ADOPTED AND APPROVED by the Board of Trustees of the South San Francisco Unified School District this 25th day of June 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Patricia Murray
President, Board of Trustees of the
South San Francisco Unified School District

Attested to:

_____
Amy Lam
Clerk, Board of Trustees of the
South San Francisco Unified School District

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: June 25, 2026

RE: Adoption of Education Protection Account Resolution #26-60

ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

On November 6, 2012, the voters passed Proposition 30 which added Article XIII, Section 36 to the California Constitution. The provisions of this article create in the state an Education Protection Account (EPA) to receive and disburse the revenues derived from these additional taxes. Before June 30th of each year, the State Director of Finance shall estimate the total amount of revenue that will be available for transfer into the EPA. As a result of this transfer, all monies in the EPA are appropriated to educational agencies (Districts, COE's CCD's and Charters). These funds are unrestricted but must not be used for salaries or benefits of administrators or for administrative costs. The plan approved by the Board must be published on the agency's website and the expenditure will be audited for compliance with the plan during the annual financial audit. On November 8, 2016, voters approved Prop 55, extending tax rates instituted by Proposition 30 through 2030.

FISCAL IMPLICATIONS:

The District estimates it will receive approximately $1,487,350 in Prop 55 – EPA funds for fiscal year 2026-27.

RECOMMENDATION:

Staff recommends that the Board of Trustees adopt Resolution #26-60, Proposition 55 – Education Protection Account Funds.

EDUCATION PROTECTION ACCOUNT
RESOLUTION # 26-60

WHEREAS, the voters approved Proposition 30 on November 6, 2012 and Proposition 55 on November 8, 2016;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012 (sunsetted 12/31/17), and Proposition 55 Article XIII, Section 36 to the California Constitution effective November 8, 2016 (commencing 01/01/2018);

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of

community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

WHEREAS, voters approved Prop 55 on November 8, 2016, extending the tax rates of Prop 30 until the year 2030.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of the South San Francisco Unified School District;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the South San Francisco Unified School District has determined to spend the monies received from the Education Protection Act as attached.

REGULARLY PASSED AND ADOPTED this 25th day of June 2026.

AYES In Favor of Resolution	NOES Against Resolution
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST:

_____
Clerk/Secretary of the Board

_____
Superintendent of Schools

South San Francisco Unified School District
Fund 01, Resource 1400 - Education Protection Account
Fiscal Year 2026-27

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Education Protection Account Entitlement	**8012**	**1,487,350.00**
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
Instruction	1000-1999	0.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		0.00
Guidance and Counseling Services	3110	1,487,350.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		**1,487,350.00**
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		**0.00**

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Ted O, Assistant Superintendent – Business Services
Lori Shelton, Director of Bond Program

DATE: June 25, 2026

RE: Approval of Agreement with Summit Pipelines for CCTV Utility Survey Services for the South San Francisco HS Modernization Project

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ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The South San Francisco Unified School District is acquiring the services of Summit Pipelines for CCTV Utility Survey Services for the South San Francisco HS Modernization project. The underground sanitary sewer and storm drainage systems require evaluation to determine their current conditions, potential capacity issues, and the presence of any defect or obstructions that may affect future campus improvements.

On February 22, 2026, the Bond Management Team solicited RFPs from four firms for CCTV Pipeline Inspection, Survey and Hydro Flushing Services. One proposal was received from Summit Pipelines. After a thorough review, staff determined that Summit Pipelines offers a competitive fee structure while meeting all the project requirements.

FISCAL IMPLICATIONS:

The cost of the services is $19,200.00. This will be paid for through the Measure T Bond Program (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the independent consultant agreement with Summit Pipelines for CCTV Utility Survey Services for the South San Francisco HS Modernization project in the amount of $19,200.00.

INDEPENDENT CONSULTANT AGREEMENT FOR
CCTV UTILITY SURVEY SERVICES
AGREEMENT# 26030

This Independent Consultant Agreement for CCTV Utility Survey Services ("Agreement") is made and entered into as of the **26th Day of June, 2026** by and between the South San Francisco Unified School District, ("District") and **Summit Pipelines** ("Consultant"), (together, "Parties").

WHEREAS, Public Contract Code section 20111, subdivision (d), provides that professional services, requiring specialized knowledge, training, or skill, are not subject to public bidding requirements; and

WHEREAS, Government Code section 4526, authorizes District to contract with and employ any person(s) for the furnishing of engineering services on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required; and

WHEREAS, District duly determined that it needs some or all the services (collectively, "Services") to be provided pursuant to this Agreement; and

WHEREAS, Consultant is specially trained, experienced, and competent to perform the Services required by District, as needed on the basis set forth in this Agreement.

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. Consultant shall provide specialty services (including CCTV Pipeline Inspections, Hydro Flushing/Jetting), and related services, as further described in **Exhibit A**, attached hereto, and incorporated herein by this reference ("Services").

2. **Term**. Consultant shall commence providing services under this Agreement on **26th Day of June, 2026,** and will diligently perform as required and complete performance by **August 30, 2026** ("Term"), unless this Agreement is terminated and/or otherwise cancelled prior to that time.

3. **Submittal of Documents**. Consultant shall not commence the Services under this Agreement until Consultant has submitted and District has approved the documents, certificate(s) and affidavit(s), and endorsement(s) of insurance required as indicated below:

   X Signed Agreement
   X Workers' Compensation Certification
   X Prevailing Wage Certification
   X Fingerprinting/Criminal Background Investigation Certification
   X Insurance Certificates and Endorsements
   X W-9 Form
   _____ Other: _____

4. **Compensation**. District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **Nineteen Thousand Two Hundred Dollars ($19,200.00).** District shall pay Consultant according to the following terms and conditions:

4.1. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by District. Payment shall be made within thirty (30) days after Consultant submits an invoice to District for Services completed and after District's written approval of the Services, or the portion of the Services for which payment is to be made. The schedule of deliverable Services is as follows:

Task 1 – CCTV Pipeline Inspections

Task 2 - Hydro Flushing/Jetting

4.2. The Services shall be performed at the hourly billing rates and/or unit prices included in **Exhibit B. The** itemized invoice shall reflect the hours spent by Consultant in performing its Services pursuant to this Agreement.

4.3. [RESERVE]

5. **Materials**. Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement.

6. **Expenses**. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District.

7. **Independent Contractor**. Consultant represents and warrants that Consultant is an independent contractor or business entity that is: (i) free from the control and direction of District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.

8. **Certificates/Permits/Licenses/Registrations**. Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits, licenses, and registrations as are required by law in connection with the furnishing of Services pursuant to this Agreement.

9. **Performance of Services.**

9.1. **Standard of Care**. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and

currently accepted principles and practices of its profession for services to California school districts.

9.2. **Due Diligence.** Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

9.3. **Safety and Security**. Consultant is responsible for maintaining safety in the performance of this Agreement. Consultant shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.

9.4. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services, and as otherwise agreed upon by the Parties.

9.5. **District Approval.** The Services completed herein must meet the approval of District and shall be subject to District's general right of inspection and supervision to secure the satisfactory completion thereof.

9.6. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors**. District may evaluate Consultant in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:

9.6.1. Requesting that District employee(s) evaluate Consultant and Consultant's employees and subcontractors and each of their performance.

9.6.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

9.7. [RESERVE]

10. **Originality of Services**. Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

11. **Ownership of Data.** Pursuant to Education Code section 17316, this Agreement creates a non-exclusive and perpetual license for District to use, at its discretion, all plans including, but not limited to, record drawings, specifications, estimates and other documents that Consultant prepared or caused to be prepared pursuant to this Agreement. Consultant retains all rights to all copyrights over designs and other intellectual property embodied in the plans, record drawings, specifications, estimates, and other documents that Consultant prepares or causes to be prepared pursuant to this Agreement.

In the event District changes or uses any fully or partially completed documents without Consultant's knowledge or participation or both, District agrees to release Consultant of

responsibility for such changes, and shall hold Consultant harmless from and against any and all claims on account of any damages or losses to property or persons, or economic losses, arising out of that change or use, unless Consultant is found to be liable in a forum of competent jurisdiction. In the event that District uses any fully or partially completed documents without Consultant's full involvement, District shall remove all title blocks and other information that might identify Consultant.

12. **Audit**. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

13. **Disputes.** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services but will allow determination by the court of the State of California, in the county in which District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Consultant's right to bring a civil action against District. For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

14. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

15. **Termination**.

    15.1. **For Convenience by District**. District may, at any time, with or without reason, terminate this Agreement for its own convenience and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by Consultant or no later than three (3) days after the day of mailing, whichever is sooner.

15.2. **With Cause by District**. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

15.2.1. material violation of this Agreement by Consultant; or

15.2.2. any act by Consultant exposing District to liability to others for personal injury or property damage; or

15.2.3. Consultant is adjudged as bankrupt, Consultant makes a general assignment for the benefit of creditors, or a receiver is appointed on account of Consultant's insolvency.

Written notice by District shall contain the reasons for such intention to terminate. Unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of termination for cause, District may secure the required services from another Consultant. If expenses, fees, and/or costs to District exceed the cost of providing the service pursuant to this Agreement, Consultant shall immediately pay the excess expenses, fees, and/or costs to District upon the receipt of District's notice of these expenses, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

15.3. Upon termination, Consultant shall provide the District with all documents produced, maintained or collected by Consultant pursuant to this Agreement, whether or not such documents are final or draft documents.

16. **Indemnification**.

16.1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant ("Claim"). Consultant shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Consultant's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties. Whereas the cost to defend the Indemnified Parties charged to Consultant shall not exceed the proportionate percentage of Consultant's fault as determined by a court of competent jurisdiction, any amounts paid in excess of such established fault will be reimbursed by District. Notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the design professional shall meet and confer with other parties regarding unpaid defense costs.

16.2. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim, subject to section 16.1 above. Consultant's obligation pursuant to this Article includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any

Claim(s) and to enforce the indemnity herein, subject to section 16.1 above. Consultant's obligation to indemnify shall not be restricted to insurance proceeds.

16.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant from amounts owing to Consultant.

17. **Insurance**.

17.1. **Coverage**. Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 2,000,000
General Aggregate	$ 4,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Professional Liability	$ 2,000,000
Workers Compensation	Statutory Limits
Employer's Liability, per accident for bodily injury or disease	$ 1,000,000

17.1.1. **Commercial General Liability and Automobile Liability Insurance**. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by District.)

17.1.2. **Workers' Compensation and Employer's Liability Insurance**. Workers' Compensation Insurance and Employer's Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, Consultant shall be required to secure workers' compensation coverage for its employees. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of District for all work performed by Consultant, its employees, agents and subcontractors. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

17.1.3. **Professional Liability (Errors and Omissions)**. Professional Liability Insurance as appropriate to Consultant's profession, coverage to continue through completion of construction plus three (3) years thereafter.

17.2. **Proof of Carriage of Insurance**. Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to District and approved by District. Certificates and insurance policies shall include the following:

17.2.1. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

17.2.2. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

17.2.3. An endorsement stating that District and its Board of Education, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance.

17.2.4. An endorsement stating that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District.

17.2.5. An endorsement stating that there shall be a waiver of any subrogation.

17.2.6. Consultant's insurance limit shall apply separately to each insured against whom a claim is made or suit is brought.

17.2.7. All policies except the Professional Liability, Workers' Compensation Insurance, and Employer's Liability Insurance Policies shall be written on an occurrence form.

17.2.8. Insurance written on a "claims made" basis shall be retroactive to a date that coincides with or precedes Consultant's commencement of Work, including subsequent policies purchased as renewals or replacements.

17.3. **Acceptability of Insurers**. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to District.

17.4. If Consultant normally carries insurance in an amount greater than the minimum amounts required herein, that greater amount shall become the minimum required amount of insurance for purposes of the Agreement. Therefore, Consultant hereby acknowledges and agrees that all insurance carried by it shall be deemed liability coverage for all actions it performs in connection with the Agreement.

18. **Limitation of District Liability**. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

19. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the governing board of District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify District, in writing, and, at the sole option of District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from District. If Consultant performs any Services that is in violation of any laws, ordinances, rules or regulations, without first notifying District of the violation, Consultant shall bear all costs arising therefrom.

    19.1. **[Reserved]**

20. **Anti-Discrimination**. It is the policy of District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision making, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status and therefore Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, Consultant agrees to require like compliance by all of its subcontractor(s).

21. **Fingerprinting of Employees**. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services. Consultant expressly acknowledges that the following conditions shall apply to any work performed by Consultant and/or Consultant's employees on a school site:

    21.1. All site visits shall be arranged through District;

    21.2. Consultant and Consultant's employees shall inform District of their proposed activities and location at the school site, allowing District time to arrange site visits without a disruption to the educational process;

    21.3. Consultant and/or Consultant's employees shall check in with the school office each day immediately upon arriving at the school site;

    21.4. Once at such location, Consultant and Consultant's employees shall not change locations without contacting District;

    21.5. Consultant and Consultant's employees shall not use student restroom facilities; and

    21.6. If Consultant and Consultant's employees find themselves alone with a student, Consultant and Consultant's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

22. [RESERVE]

23. **Confidentiality**. Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

24. **Notice**. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or electronic mail, addressed as follows:

District:	**Consultant:**
South San Francisco Unified School District ATTN: Lori Shelton, Director of Bond Program 398 B Street South San Francisco, CA 94080 EMAIL: lshelton@ssfusd.org	Summit Pipelines ATTN: Aaron Clark 10091 Streeter Road Suite 9 Auburn CA 95602 Email: aclark@summitpipelines.com

Any notice personally given or sent by electronic mail shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

25. **Assignment**. The obligations of Consultant pursuant to this Agreement shall not be assigned by Consultant. Any such assignment shall be null and void.

26. **Integration/Entire Agreement of Parties**. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

27. **Amendments, Changes and Modifications.** This Agreement may not be amended, changed, modified, altered or terminated without the written agreement of both Parties hereto.

28. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

29. **Governing Law**. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which District's administrative offices are located.

30. **Waiver**. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

31. **Severability**. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

32. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

33. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

34. **Tolling of District's Claims.** Consultant agrees to toll all statutes of limitations for District's assertion of claims against Consultant that arise out of, pertain to, or relate to contractors' or subcontractors' claims against District involving Consultant's services under this Agreement, until the contractors' or subcontractors' claims are finally resolved.

35. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

36. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

37. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

38. **Execution of Other Documents**. The parties to the Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

39. **Counterparts.** This Agreement may be executed in one or more counterparts, and all counterparts together shall be construed as one document. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.

40. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 2026	Dated: June 5th, 2026
South San Francisco Unified School District	**Summit Pipelines**
Signed By: _____	Signed By: _____
Print Name: Ted O	Print Name: Aaron Clark
Print Title: Assistant Superintendent – Business Services	Print Title: Operations Manager

Information regarding Consultant:

License No.: 1065380

Address: 21808 Golden Pines Ct/ Auburn, CA, 95602

Telephone: 530-320-4917

Facsimile: _____

E-Mail: aclark@summitpipelines.com

Type of Business Entity:
____ Individual
____ Sole Proprietorship
____ Partnership
____ Limited Partnership
__X__ Corporation, State: California
____ Limited Liability Company
____ Other: _____

84-4433679: Employer Identification and/or Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of $600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, District requires Consultant to furnish the information requested in this section.

EXHIBIT A
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

South San Francsico High School a public high school located at 400 B Street, South San Francisco, California, California.

Scope of Work

Consultant to perform Hydro Flushing/Jetting and CCTV pipeline inspection to verify pipe size, material, location and existing conditions of the required sewer and storm systems with attached scope of work in the designated work area. Consultant to provide detailed video documentation and a written report documenting findings.

Limits of scope of work are described on the attached document.

Schedule

The anticipated period of performance is June 26, 2026, with all work complete by June 30, 2027.

Scope of Services
Task 1 – CCTV Pipeline Inspections
The selected Proposer shall:

- Review existing District documentation (see list below under section: **Attachments**).
- Perform **CCTV inspection** of all existing sanitary sewer and storm drain pipelines, as indicated in the Attachments. Provide **comprehensive video records** and **written condition assessment reports**, documenting:
    - Pipe material, diameter, and alignment.
    - Blockages, sediment buildup, and root intrusion.
        - If blocked, proposer to inform District immediately as to blockage and where, in writing, via email indicating location of blockage
    - Cracks, fractures, joint separations, or structural deficiencies.
    - Service laterals and connections.
- Deliver a **site map/plan**, keyed to all inspection data and reports.

Task 2 - Hydro Flushing/Jetting
The selected Proposer shall:

- Conduct **hydro flushing/jetting** of pipelines prior to CCTV inspection to ensure clear and accurate visual assessment.
- Remove debris, sediment, and obstructions as required.
- Dispose of all waste material in full compliance with applicable **local, state, and federal environmental regulations**.

Project Requirements

- **All work must be coordinated with the District through the Bond Management Team, BMT, and performed outside of student hours or during school breaks to minimize disruption to school operations.**
- Site access shall be coordinated in advance through the Bond Management Team.
- Any lines or scoping blockages need to be immediately shared with District via email along with a site map indicating location.
- The anticipated period of performance is **June 26, 2026, with all work completed by August 30, 2026.**
  Per the Attached Drawing Named: 025-04-04-TS-A24469-BKF-SS-SD-Markups.Rev1.pdf

EXHIBIT B
HOURLY BILLING RATES

Please supply regular time as well as overtime rates.

Regular Time Rates

CCTV Inspection $350.00 per hour

Hydro Flushing/Jetting $450.00 per hour

Overtime Rates

CCTV Inspection $525.00 per hour

Hydro Flushing/Jetting $675.00 per hour

WORKERS' COMPENSATION CERTIFICATION

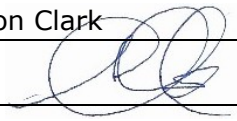
Labor Code Section 3700 provides, in relevant part:

> Every employer except the State shall secure the payment of compensation in one or more of the following ways:
>
> - By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
>
> - By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: 6/5/2026

Name of Consultant: Aaron Clark

Signature: 

Print Name and Title: Aaron Clark / Operations Manager

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with District prior to performing any Services under this Agreement.)

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

The undersigned does hereby certify to District that I am a representative of Consultant entering into this Agreement with District; that I am familiar with the facts herein certified; and that I am authorized and qualified to execute this certificate on behalf of Consultant.

Consultant certifies that it has taken at least one of the following actions (check all that apply):

☐ The Work of the Agreement is either (i) at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of the Agreement shall come in contact with District pupils or (ii) if Consultant's employees or any subcontractor or supplier of any tier of the Contract interacts with pupils, such interaction shall only take place under the immediate supervision and control of the pupil's parent or guardian or a school employee, so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Consultant under the Agreement.

☐ Consultant, who is not a sole proprietor, has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Consultant's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). When Consultant performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to District pursuant to the subsequent arrest service. No work shall commence until the Department of Justice ascertains that Consultant's employees and any subcontractors' employees have not been convicted of a felony as defined in Education Code section 45122.1.

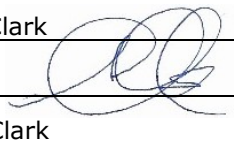
A complete and accurate list of Consultant's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto as ATTACHMENT "A."

☐ Consultant is a sole proprietor and intends to comply with the fingerprinting requirements of Education Code section 45125.1(h) with respect to all Consultant's employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and hereby agrees to District's preparation and submission of fingerprints such that the California Department of Justice may determine (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). No work shall commence until the Department of Justice ascertains that Consultant has not been convicted of a felony as defined in Education Code section 45122.1.

Consultant's responsibility for background clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of Consultant.

Date: 6/5/2026

Name of Consultant: Aaron Clark

Signature: 

Print Name: Aaron Clark

Title: Operations Manager

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

ATTACHMENT "A"

List of Employees/Subcontractors

Name/Company: Anthony French/Summit Pipelines

Name/Company: David Shinn/Summit Pipelines

Name/Company: Jesse Iacob/Summit Pipelines

Name/Company: Randy May/Summit Pipelines

Name/Company: Jacob Johnson/Summit Pipelines

Name/Company: Adian Kent/Summit Pipelines

Name/Company: Nicholas Laswell/Summit Pipelines

Name/Company:

Name/Company:

Name/Company:

Name/Company:

Name/Company:

Name/Company:

Name/Company:

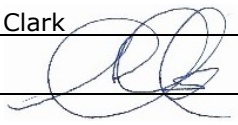
Name/Company:

Name/Company:

Name/Company:

If further space is required for the list of employees/subcontractors, attach additional copies of this page.
Date:

Name of Consultant: Aaron Clark

Signature: 

Print Name: Aaron Clark

Title: Operations Manager

GENERAL:MARKUPS SHOWING LOCATIONS WHERE EITHER CCTV OR UTILITY LOCATING IS NEEDED TO DETERMINE ROUTING AND CONDITION ASSESSMENT OF (E) STORM DRAIN AND SANITARY SEWER LINES.BKF5-18-2026

TOPOGRAPHIC SURVEY
OF
SOUTH SAN FRANCISCO HIGH SCHOOL
FOR
SSFUSD
SOUTH SAN FRANCISCO CALIFORNIA

NOTES

1. THIS PLOT WAS PREPARED FROM INFORMATION FURNISHED IN A PRELIMINARY TITLE REPORT, PREPARED BY FIRST AMERICAN TITLE INSURANCE COMPANY, DATED NOVEMBER 26, 2024, ORDER NUMBER NCS-1244457-SC. NO LIABILITY IS ASSUMED FOR MATTERS OF RECORD NOT STATED IN SAID PRELIMINARY TITLE REPORT THAT MAY AFFECT THE TITLE LINES, OR EXCEPTIONS, OR EASEMENTS OF THE PROPERTY.

2. ALL DISTANCES AND ELEVATIONS SHOWN HEREON ARE IN FEET AND DECIMALS THEREOF.

3. THE TYPES, LOCATIONS, SIZES AND/OR DEPTHS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS TOPOGRAPHIC SURVEY WERE OBTAINED FROM SOURCES OF VARYING RELIABILITY. THE CONTRACTOR IS CAUTIONED THAT ONLY ACTUAL EXCAVATION WILL REVEAL THE TYPES, EXTENT, SIZES, LOCATIONS AND DEPTHS OF SUCH UNDERGROUND UTILITIES. (A REASONABLE EFFORT HAS BEEN MADE TO LOCATE AND DELINEATE ALL KNOWN UNDERGROUND UTILITIES). HOWEVER, THE ENGINEER CAN ASSUME NO RESPONSIBILITY FOR THE COMPLETENESS OR ACCURACY OF ITS DELINEATION OF SUCH UNDERGROUND UTILITIES WHICH MAY BE ENCOUNTERED, BUT WHICH ARE NOT SHOWN ON THESE DRAWINGS.

   PHYSICAL ITEMS SHOWN ON THIS SURVEY ARE LIMITED TO THOSE ITEMS VISIBLE AS OF THE DATE OF THIS SURVEY. SUBSURFACE STRUCTURES, IF ANY, ARE NOT SHOWN. SAID SUBSURFACE OBJECTS MAY INCLUDE, BUT ARE NOT LIMITED TO, CONCRETE FOOTINGS, SLABS, SHORING, STRUCTURAL PILES, UTILITY VAULTS, PIPING, UNDERGROUND TANKS, AND ANY OTHER SUBSURFACE STRUCTURES NOT REVEALED BY A SURFACE INSPECTION.

4. THE SUBJECT PROPERTY IS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) FOR SAN MATEO COUNTY, CALIFORNIA, MAP NUMBER 06081C0043F FOR COMMUNITY NUMBER 065062 (CITY OF SOUTH SAN FRANCISCO), WITH AN EFFECTIVE DATE OF APRIL 05, 2019, AS BEING LOCATED IN FLOOD ZONE "X" (UNSHADED).

   ACCORDING TO FEMA THE DEFINITION OF ZONE "X" (UNSHADED) IS: AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.

   INFORMATION WAS OBTAINED FROM THE FEMA WEBSITE (MSC.FEMA.GOV) ON FEBRUARY 18, 2025.

5. BENCHMARK:
   CITY OF SOUTH SAN FRANCISCO BENCHMARK #458, BRASS DISK IN MONUMENT WELL AT THE INTERSECTION OF HAVEN AVENUE & FAIRWAY DRIVE.
   ELEVATION= 55.95' (CITY OF SOUTH FRANCISCO DATUM)

6. BASIS OF BEARINGS:
   THE BASIS OF BEARINGS FOR THIS SURVEY WAS DERIVED FROM THE CALIFORNIA COORDINATES SYSTEM ZONE 3 (NAD 83), USING REAL-TIME KINEMATIC GLOBAL POSITIONING SYSTEMS METHODS. AS SHOWN ON SANDIS' BOUNDARY AND TOPOGRAPHIC SURVEY OF SOUTH SAN FRANCISCO HIGH SCHOOL, DATED MAY 24, 2012, PROVIDED BY KITCHELL.

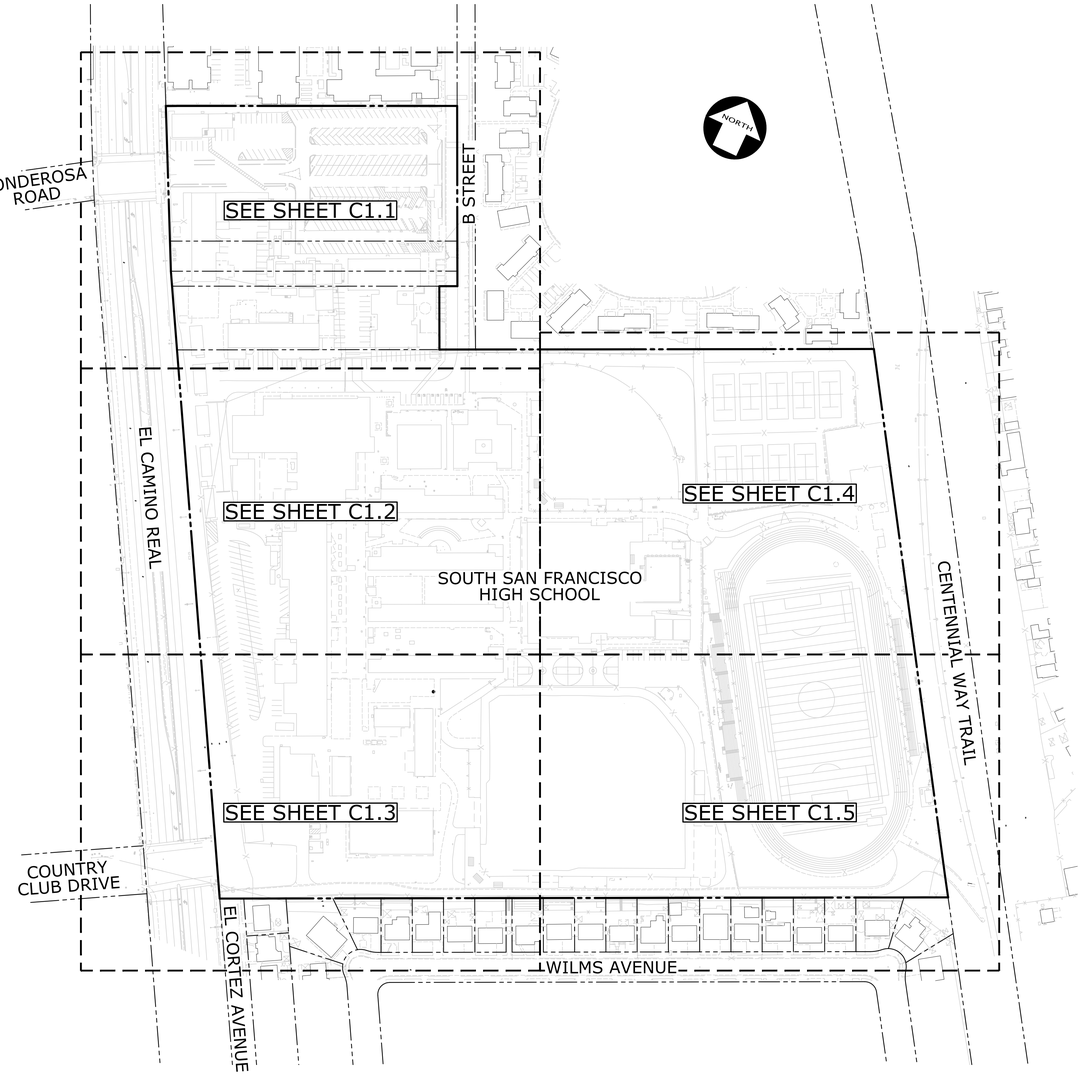
7. CORNER RECORD NOTE:
   THE DEVELOPER AND/OR CONTRACTOR SHALL BE RESPONSIBLE FOR THE PREPARATION AND FILING OF PRE-CONSTRUCTION AND POST-CONSTRUCTION CORNER RECORDS FOR ANY MONUMENTS OR PROPERTY CORNERS SHOWN HEREON THAT MAY BE DESTROYED DURING IMPROVEMENTS TO THE SUBJECT PROPERTY AS DEFINED IN SECTION 8771(B) OF THE PROFESSIONAL LAND SURVEYORS ACT.

8. THE AERIAL MAPPING WAS PREPARED USING COMPUTER ASSISTED, PHOTOGRAMMETRIC METHODS BY CENTRAL COAST AERIAL MAPPING, IN SAN LUIS OBISPO, CALIFORNIA. JOB NUMBER 24-230. IN AREAS OF DENSE VEGETATION, ACCURACY OF CONTOURS MAY DEVIATE FROM ACCEPTED ACCURACY STANDARDS. DATE OF PHOTOGRAPHY DECEMBER 31, 2024, ORIGINAL COMPILED MAP SCALE 1"=20', CONTOUR INTERVAL 1 FOOT. THE GRID IS BASED ON PHOTOGRAMMETRIC METHODS COMPILED ON DIGITAL STEREO WORKSTATIONS USING AERIAL PHOTOGRAPHY. CONTROL SURVEY PERFORMED BY KIER & WRIGHT, SANTA CLARA, CA.

DRAFT PRINT 04/06/2025

PREPARED BY OR UNDER THE SUPERVISION OF KELLY S. JOHNSON, P.L.S. 9126
KJOHNSON@KIERWRIGHT.COM
DATE

PROFESSIONAL LAND SURVEYOR KELLY S. JOHNSON No. 9126 STATE OF CALIFORNIA



SHEET LAYOUT
NOT TO SCALE

SHEET INDEX

SHEET	DESCRIPTION
C1.0	COVER SHEET
C1.1	TOPOGRAPHIC SURVEY
C1.2	TOPOGRAPHIC SURVEY
C1.3	TOPOGRAPHIC SURVEY
C1.4	TOPOGRAPHIC SURVEY
C1.5	TOPOGRAPHIC SURVEY

LEGEND

ASPHALT BERM
BUILDING LINE
BUILDING OVERHANG LINE
CENTER LINE
COMMUNICATION LINE
CONCRETE/BLOCK WALL
CONCRETE CURB
CONCRETE CURB & GUTTER
CONTOUR LINE-MAJOR
CONTOUR LINE-MAJOR OBSCURED
CONTOUR LINE-MINOR
CONTOUR LINE-MINOR OBSCURED
EASEMENT LINE
EDGE OF PAVEMENT
ELECTRIC LINE
FENCE LINE
FIBER OPTICS LINE
GAS LINE-VALVE & METER
GAS LINE-ABANDONED
GUARD RAIL
HANDRAIL
LOT LINE
OVERHEAD POWER LINE
OVERHEAD ELECTRIC LINE
OVERHEAD ELECTRIC-CABLE TELEVISION-TELEPHONE LINE
PROPERTY LINE
RETAINING WALL
SANITARY SEWER LINE-MANHOLE & CLEANOUT
SANITARY SEWER FORCE MAIN LINE
SIDEWALK
SPOT ELEVATION
STORM DRAIN LINE-MANHOLE & CATCH BASIN
STORM DRAIN LINE OVER 24"DIAMETER
TELEPHONE LINE
UNKNOWN UTILITY LINE
WATER LINE & VALVE
ACCESSIBLE PARKING SYMBOL
AREA DRAIN
BACKFLOW PREVENTION DEVICE
ELECTROLIER
FIRE DEPARTMENT CONNECTION
FIRE HYDRANT
GAS METER
GUY ANCHOR
POST INDICATOR VALVE
POWER POLE/JOINT POLE
TRANSFORMER
TRAFFIC SIGNAL POLE
TRAFFIC SIGN
UTILITY BOX
WATER VALVE

ABBREVIATIONS

AD	AREA DRAIN
APN	ASSESSOR'S PARCEL NUMBER
ASPH	ASPHALT
BLRD	BOLLARD
BTM	BOTTOM
C/CONC	CONCRETE
CALC	CALCULATE
CB	CATCH BASIN
CL	CENTERLINE
CNV	CANNOT VERIFY
CTVB	CABLE TELEVISION BOX
DET	DETECTOR
DI	DRAIN INLET
DOC. NO.	DOCUMENT NUMBER
E	EAST
EB	ELECTRIC BOX
ECAB	ELECTRIC CABINET
EMH	ELECTRIC MANHOLE
ESMT	EASEMENT
EV	ELECTRIC VAULT
EVCS	ELECTRIC VEHICLE CHARGING SYSTEM
EX.	EXHIBIT
FAB	FIRE ALARM BOX
FD	FRENCH DRAIN
FOB	FIBER OPTICS BOX
GV	GAS BOX
IE	INVERT ELEVATION
MH	MANHOLE
MISC	MISCELLANEOUS
N	NORTH
OR	OFFICIAL RECORDS
(P)	PER PLAN
PG&E	PACIFIC GAS & ELECTRIC
RE	RIM ELEVATION
R/W	RIGHT OF WAY
RWL	RAIN WATER LEADER
S	SOUTH
SDCO	STORM DRAIN CLEANOUT
SDMH	STORM DRAIN MANHOLE
SLB	STREET LIGHT BOX
SSCO	SANITARY SEWER CLEANOUT
SSMH	SANITARY SEWER MANHOLE
TB	TELEPHONE BOX
TC	TOP OF CURB
TD	TRENCH DRAIN
TMH	TELEPHONE MANHOLE
TSB	TRAFFIC SIGNAL BOX
TYP.	TYPICAL
UB	UTILITY BOX
W	WEST
WB	WATER BOX

NO.	REVISION	BY

KIER+WRIGHT
3350 Scott Boulevard, Building 22
Santa Clara, California 95054
Phone: (408) 727-6665
www.kierwright.com

COVER SHEET
OF
SOUTH SAN FRANCISCO HIGH SCHOOL
FOR
SSFUSD
SOUTH SAN FRANCISCO CALIFORNIA

DATE	APRIL, 2025
SCALE	NO SCALE
SURVEYOR	LEII
DRAWN BY	LEII
JOB NO.	A24469
SHEET	C1.0
OF	6 SHEETS

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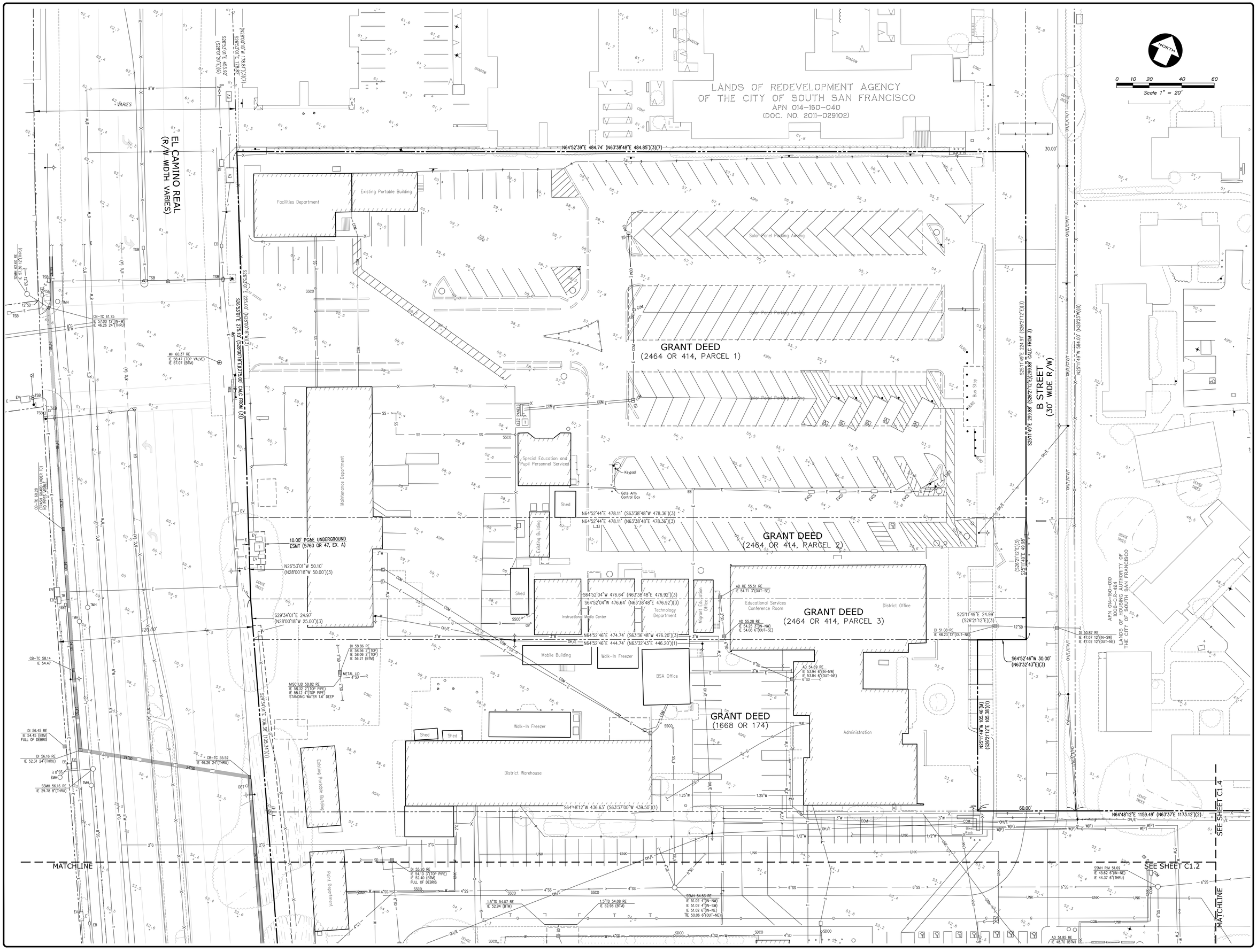

NO.	REVISION	BY

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TOPOGRAPHIC SURVEY
OF
SOUTH SAN FRANCISCO HIGH SCHOOL
FOR
SSFUSD

SOUTH SAN FRANCISCO CALIFORNIA

DATE	APRIL, 2025
SCALE	1" = 20'
SURVEYOR	LEII
DRAWN BY	LEII
JOB NO.	A24469
SHEET	C1.1
OF	6 SHEETS

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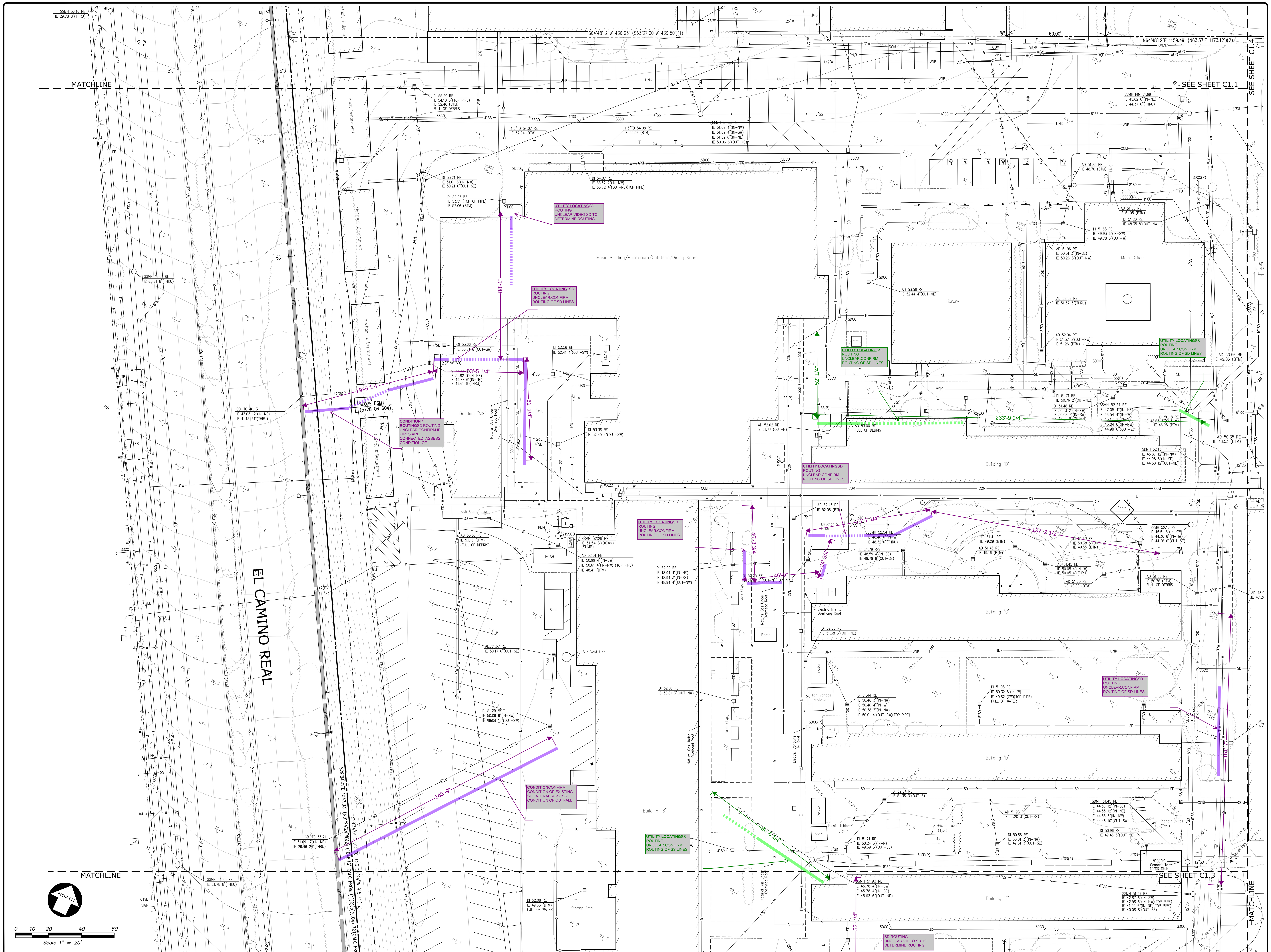

BY | REVISION | NO.

BY | REVISION | NO.

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CALIFORNIA

TOPOGRAPHIC SURVEY

OF

SOUTH SAN FRANCISCO HIGH SCHOOL

FOR

SSFUSD

SOUTH SAN FRANCISCO

DATE	APRIL, 2025
SCALE	1" = 20'
SURVEYOR	LEII
DRAWN BY	LEII
JOB NO.	A24469
SHEET	C1.2
OF 6	SHEETS

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TOPOGRAPHIC SURVEY
OF
SOUTH SAN FRANCISCO HIGH SCHOOL
FOR
SSFUSD

SOUTH SAN FRANCISCO CALIFORNIA

DATE	APRIL, 2025
SCALE	1" = 20'
SURVEYOR	LEI1
DRAWN BY	LEI1
JOB NO.	A24469
SHEET	C1.3
OF	6 SHEETS

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NO.	REVISION	BY

Page 423
Action

SEE SHEET C1.1

SEE SHEET C1.2

S64°48'12"W 722.86' (T)
662.86'(2)(B)

12'(2)

SDCO(P)

8"TD SD

6"TD SD

AD 49.96 RE
IE 48.17 (BTM)

AD 49.94 RE
IE 47.58 (BTM)

DI 50.25 RE
IE 48.44 4"(THRU)

IO 50.56 RE
49.06 (BTM)

DI 50.27 RE
IE 47.81 4"(N-NW)
IE 44.43 12"(THRU)

DI 48.98 RE
IE 45.95 6"(N-SW)
IE 43.04 12"(THRU)

DI 46.45 RE
IE 41.51 12"(N-NW)
IE 41.08 12"(N-SW)
IE 41.03 12"(OUT-NE)

DI 44.89 RE
IE 42.50 6"(N-NW)
IE 40.79 6"(OUT-SE)

DI 45.40 RE
IE 43.42 (BTM)

AD 50.01 RE
IE 48.34 (BTM)

AD 49.94 RE
IE 46.53 (BTM)

D 50.35 RE
48.53 (BTM)

AD 48.97 RE
IE 47.37 (BTM)

AD 50.26 RE
IE 48.74 (BTM)

AD 49.69 RE
IE 48.16 (BTM)

AD 48.81 RE
IE 47.79 4"(OUT(NW)

AD 48.86 RE
IE 47.68 2.5"(N-SW)
IE 46.80 (BTM)

Water Fountain (Typ.)

AD 48.04 RE
IE 47.24 3"(OUT-SW)

AD RIM 48.18
INV 3"OUT(SW) 47.58

Softball Field

Bullpen

Dugout

Gymnasium

Swimming Pool

Shed

Existing Portable Building

Existing Portable Building

Basketball Court

Tennis Courts

Trench Drain (P)

TD 44.33 RE
IE 42.05 6"(OUT-E)

DI 43.84 RE
IE 41.75 6"(IN-W)
IE 41.72 6"(OUT-SE)

DI 43.70 RE
IE 41.87 6"(OUT-NE)

DI 44.56 RE
IE 41.26 8"(IN-SE)
IE 40.44 6"(IN-NW)
IE 40.41 6"(IN-SW)
IE 40.05 12"(OUT-SE)

DI 36.01 RE
IE 34.66 12"(OUT-S)

DI 36.69 RE
IE 34.91 12"(THRU)

Shot Put Area

54'-1 3/4"

335'-1 3/4"

UTILITY LOCATING SD ROUTING
UNCLEAR.CONFIRM ROUTING OF SD LINES

UTILITY LOCATING SD ROUTING
UNCLEAR.CONFIRM ROUTING OF SD LINES. ASSESS CONDITION OF OUTFALL.

DI 44.75 RE
IE 40.19 12"(IN-SW)
IE 35.43 12"(IN-SE)
IE 33.80 18"(OUT-NE)

DI 44.76 RE
IE 42.91 6"(OUT-NE)

DI 43.77 RE
IE 41.90 8"(OUT-NW)

DI 36.33 RE
IE 32.11 4"(IN-W)
IE 31.50 12"(OUT-E)

DI 36.28 RE
IE 31.34 12"(THRU)

DI 36.36 RE
IE 31.87 12"(THRU)

DI 35.96 RE
IE 31.35 24"(IN-SW)
IE 31.31 24"(THRU)

SDMH 36.92 RE
IE 32.57 (BTM)

SDMH 36.81 RE
CNV, BOLTED DOWN

SDMH 36.79 RE
CNV, BOLTED DOWN

3"W STUB FOR FUTURE CONNECTION

SDMH 35.99 RE
CNV, BOLTED DOWN

SDMH 36.52 RE
CNV, BOLTED DOWN

FROM TRACK DRAINAGE SYSTEM

SDMH 44.49 RE
IE 39.24 12"(IN-SE)
IE 35.99 12"(OUT-NW)

SDCO (P)

TO TRACK DRAINAGE SYSTEM

DI 37.55 RE
IE 34.60 6"(IN-SW)
IE 33.85 6"(IN-N)
IE 33.74 12"(OUT-NE)

DI 35.56 RE
IE 33.54 6"(IN-S)
IE 33.06 12"(OUT-NW)

DI 44.62 RE
IE 40.07 12"(OUT-SW)

SDMH 45.51 RE
IE 42.76 6"(IN-NW)
IE 42.73 4"(IN-NE)
IE 42.51 6"(OUT-SW)

DI 45.27 RE
IE 43.38 12"(OUT-NW)
IE 42.90 12"(IN-SW)

FROM FIELD PERIMETER INFILTRATION TRENCH AND DRAIN

SDMH 34.90 RE
CNV, BURIED 2'± DOWN

DI 34.66 RE
IE 30.65 12"(OUT-W)

DI 33.16 RE
IE 30.21 12"(IN-E)
IE 29.88 24"(OUT-NW)
IE 29.85 24"(N-SW)
IE 29.83 21"(IN-SE)

24"SD 484'-8.88" (S41°40'03"E)(2)

MATCHLINE

MATCHLINE

SEE SHEET C1.3

MATCHLINE

SEE SHEET C1.5

SOUTH SAN FRANCISCO HIGH SCHOOL
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
APN 014-160-050

GRANT DEED
(1329 OR 439)

NORTH

0 10' 0' 20 40 60
Scale 1" = 20'

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TOPOGRAPHIC SURVEY
OF
SOUTH SAN FRANCISCO HIGH SCHOOL
FOR
SSFUSD

SOUTH SAN FRANCISCO CALIFORNIA

DATE	APRIL, 2025
SCALE	1" = 20'
SURVEYOR	LEII
DRAWN BY	LEII
JOB NO.	A24469
SHEET	C1.4
OF	6 SHEETS

R.O.S. # 2067
34-MAPS-1-51

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MATCHLINE

SEE SHEET C1.3

SEE SHEET C1.4

NORTH

0 10 20 40 60

Scale 1" = 20'

Existing Portable Building

Existing Portable Building

Basketball Court

Baseball Field

Football Field

Batting Cages

Bullpen

R.O.S. # 2067
34-MAPS 1-61

SSMH 45.51 RE
IE 42.78 6"(N-NW)
IE 42.73 4"(N-NE)
IE 42.51 6"(OUT-SW)

DI 45.27 RE
IE 43.38 12"(OUT-NW)
IE 42.90 12"(N-SW)

DI 44.12 RE
IE 39.90 6"(OUT-SE)

DI 43.99 RE
IE 39.09 6"(THRU)

DI 41.89 RE
IE 39.05 12"(N-W)
IE 39.19 10"(N-SE)
IE 38.78 12"(OUT-NE)

DI 41.82 RE
IE 36.51 12"(N-SW)
IE 36.51 18"(OUT-NE)

DI 41.73 RE
IE 37.67 15"(OUT-NW)

DI 35.97 RE
IE 32.39 18"(THRU)

SDMH 37.67 RE
IE 34.15 12"(BTM)
IE 31.39 30"(BTM)
IE 31.28 30"(BTM)

SDMH 37.92 RE
CNX, BOLTED DOWN

DI 36.56 RE
IE 33.19 12"(N-SE)
IE 33.10 18"(THRU)

SDMH-OVERFLOW 36.79 RE
IE 33.37 12"(OUT-SE)
IE 32.36 (BTM)

DI 36.21 RE
IE 33.79 12"(OUT-W)

SDMH 38.89 RE
IE 35.64 18"(N-SW)
IE 35.54 18"(OUT-N)

DI 27.76 RE
IE 24.82 21"(IN-SE)
IE 24.69 21"(OUT-NW)

APPROXIMATE LOCATION OF CL OF
10.00' WIDE PG&E EASEMENT
(2024-025188 OR)

UTILITY LOCATING
SD ROUTING UNCLEAR CONFIRM ROUTING OF SD LINES. ASSESS CONDITION OF OUTFALL.

S51°41'18"E 30.90'(C2)
S37°29'33"E 25.07'

418-4 1/4"

FROM TRACK DRAINAGE SYSTEM

FROM FIELD PERIMETER INFILTRATION TRENCH AND DRAIN

TO TRACK DRAINAGE SYSTEM

Generator

Electrical Equipment

S64°46'57"W 1212.07' (S63°37'W 1215.35')(2) (N63°34'30"E 1212.07')(S)

APS-18

APN 014-171-027

APN 014-171-026

APN 014-171-025

APN 014-171-024

APN 014-171-023

APN 014-171-022

APN 014-171-021

APN 014-171-020

APN 014-171-019

APN 014-171-018

APN 014-171-017

APN 014-171-016

WILMS AVENUE

MATCHLINE

Z:\2024\A24469\DWG\SURVEY\TOPO\TS-A24469.dwg 4-04-25 04:40:31 PM lempleo

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Santa Clara, California 95054

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TOPOGRAPHIC SURVEY
OF
SOUTH SAN FRANCISCO HIGH SCHOOL
FOR
SSFUSD

SOUTH SAN FRANCISCO CALIFORNIA

DATE	APRIL, 2025
SCALE	1" = 20'
SURVEYOR	LEII
DRAWN BY	LEII
JOB NO.	A24469
SHEET	C1.5
OF	6 SHEETS

PROPOSAL

10091 STREETER ROAD, STE 9
Auburn CA 95602
800-757-1237
CaLic 1065380
DIR# PW-LR-1000601871

PROPOSAL FOR:		South San Francisco Unified School District	
ATTENTION:	CALVIN WONG	TELEPHONE:	
EMAIL:	clwong@ssfusd.org	CUST. JOB #	Measure T Bond Program
DATE:	5/6/2026	PROJECT NAME:	South San Francisco High School
BILLING ADDRESS:	398 B Street	PROJECT ADDRESS:	400 B Street,
CITY, STATE, ZIP:	South San Francisco, CA 94080	CITY, STATE, ZIP:	South San Francisco, CA

BID ITEM	DESCRIPTION	QUANTITY	UNIT TYPE	UNIT PRICE	AMOUNT
1	CCTV INSPECTION STORMDRAIN	24	HR	$ 350.00	$ 8,400.00
2	HYDRO FLUSHING/JETTING STORMDRAIN	24	HR	$ 450.00	$ 10,800.00
				$ -	
				$ -	
				$ -	$ -
				$ -	$ -
				$ -	$ -
				TOTAL	$ 19,200.00

JOB CONDITIONS	
	Price is bid for estimated 3 DAYS CLEAN AND CCTV BASED ON MARKED UP MAPS. C1.2, C1.3, C1.4 & C1.5 **QUANTITIES ARE ESTIMATES **
	Estimated quantities are 2000LF of Stormdrain and 770lf of sanitary sewer
	Pipeline Cleaning is flushing only. Any heavy debris removal is either arranged for dumping onsite/closest facilty by client or onsite bin storage, testing and
	removal will be arranged at a premium.
	Any work done outside of estimated quantities that are not marked on maps with markups will be invoiced at $450.00/Hr for cleaning and $450.00/HR for CCTV Inspection

SUMMIT PIPELINES IS A SIGNIATORY TO LOCAL 185 LABORERS UNION: LABORERS ARE PAID 8HRS. AFTER 4HR MINIMUM.

- Manhole Numbers must be provided
- Backfill, Shoring and Securing of Excavations are the Clients responsibility
- No notification of residents and businesses.
- All Field notification and survey of utilities found to be client's responsibility
- No traffic control unless noted above in proposal.
- All access for openings and right of way provided to Summit Pipelines.
- On site water provided by others.
- Charges for waste removal are at facility rates plus 10%. Travel to and from additional.
- Straight Time; M-F first 8 hours of work including mobilization charge
- Overtime; M-F after 8 hours up to 12 hours including mobilization charge
- Double Time; after 12 hours M-Sat, All day on Sundays and Holidays
- Overtime for Saturday for the first 12 hours including mobilization charge
- Rates are valid for Entire length of accepted project
- All service call outs are Portal to Portal at standard rates unless otherwise specified
- No permits, fees or bonds.

Acceptance of Proposal: The above prices and specifications are satisfactory and are hereby accepted.

Customer:		Contractor:	Summit Pipelines
Printed Name:		Printed Name:	Aaron Clark
Title:		Title:	Operations Manager
Date:		Date:	5/6/2026

1.1 Pricing. Unless otherwise stated in writing, pricing will be set forth by written proposal delivered to Customer and is intended to be full and final compensation for the work defined therein as the scope of work. The pricing set for each proposal does not include any change orders or other modifications to the scope of work.
1.2 Payment Terms. Customer will pay Summit Pipelines within 30 days of invoice, without offset or withholding for retention, unless otherwise agreed to in a writing signed by Summit Pipelines.
1.3 Past Due Accounts. Past Due Accounts are subject to a monthly interest charge of 1.5% per month (18% annual interest rate) for the invoice amount (subject to applicable law). All finance charges for overdue payments will be assessed on the Customer's invoices and shall be due upon receipt. In no event shall the terms of this Agreement require payment in excess of the maximum amount permitted by law.

Traffic Control
All traffic control shall be provided by the General Contractor. Summit Pipelines' pricing excludes traffic control.

Shutdowns, Delays, and Interference
Any delay, inefficiency, remobilization, or standby caused by shutdown coordination, bypass sequencing, scheduling conflicts, or lack of readiness by others shall be compensable at a minimum of four (4) hours per occurrence.

Access and Standby
Restricted or unavailable access not caused by Summit Pipelines shall be billed at Summit Pipelines' standby rate.

Water Supply and Equipment
Water shall be provided by the General Contractor using standardized compatible equipment. Nonstandard equipment and resulting time lost shall be at the General Contractor's expense.

Disposal / Dump Site
All dump sites, disposal facilities, and permits shall be provided by the General Contractor.

Change Orders
Any work requested that is outside the scope defined herein shall require a written and approved change order prior to commencement. Summit Pipelines shall have no obligation to perform additional or extra work without written authorization.

Differing Site Conditions
Unknown or concealed conditions including excessive debris, grease, roots, collapse, undocumented connections, or unexpected flows shall constitute a compensable change.

Flow Conditions
Pricing assumes normal flow conditions. Excessive or surcharged flows impacting productivity shall be compensable.

No Productivity Guarantee
Summit Pipelines does not guarantee production rates.

Reinspection / Recleaning
Any reinspection or recleaning shall be compensated as extra work.

Schedule Changes / Remobilization
Out-of-sequence work or remobilization shall be treated as a change in scope.

Utility Conflicts and Obstructions
Blocked manholes, parked vehicles, or utility conflicts shall be billed as standby or delay time.

Acceptance Standard
Work shall be deemed acceptable if performed in accordance with NASSCO and Contract standards.

Payment Protection
Payment to Summit Pipelines shall not be contingent upon Owner payment to the General Contractor.

Limitation of Liability
Summit Pipelines' liability shall be limited to the value of its subcontracted scope.

Contractor _____ Signature _____ Date _____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Lori Shelton, Director of Bond Program

DATE: June 25, 2026

RE: Approval of Independent Consultant Agreement with P2S LP for Commissioning Services for the Sunshine Gardens ES Modernization Project

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ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The South San Francisco Unified School District is acquiring the services of P2S LP to provide Commissioning Services for the Sunshine Gardens ES Modernization project. The scope of work includes design phase coordination, commissioning plan development, construction phase commissioning activities, and delivery of a final commissioning report to ensure all systems are installed and operating per the design intent.

On April 24, the Board of Trustees approved a Request for Qualifications (RFQ) for a pool of four (4) firms to provide commissioning services. Three firms submitted proposals to provide commissioning services for the Sunshine Gardens ES Modernization project: Capital Engineering, P2S LP, and Eichler Associates, Inc. After a thorough review, P2S LP emerged as the most cost-effective option, offering a competitive fee structure while meeting all the project requirements.

FISCAL IMPLICATIONS:

The cost of the services is $28,260.00. This will be paid for through the Measure T Bond Program (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the independent consult agreement with P2S LP, to provide Commissioning Services for the Sunshine Gardens ES Modernization project in the amount of $28,260.00.

INDEPENDENT CONSULTANT AGREEMENT FOR COMMISSIONING AGENT SERVICES (AGREEMENT #26039)

This Independent Consultant Agreement for Commissioning Agent Services ("Agreement") is made and entered into as of the **26th** day of **June**, **2026** by and between the South San Francisco Unified School District, ("District") and **P2S LP**("Consultant"), (together, "Parties").

WHEREAS, Public Contract Code section 20111, subdivision (d), provides that professional services, requiring specialized knowledge, training, or skill, are not subject to public bidding requirements; and

WHEREAS, Government Code section 53060 authorizes the District to contract with any person(s) for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters through direct negotiation; and

WHEREAS, District duly determined that it needs some or all of the services (collectively, "Services") to be provided pursuant to this Agreement; and

WHEREAS, Consultant is specially trained, experienced, and competent to perform the Services required by District, as needed on the basis set forth in this Agreement.

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. Consultant shall provide building commissioning services, and related services, as further described in **Exhibit A**, attached hereto and incorporated herein by this reference ("Services").

2. **Term**. Consultant shall commence providing services under this Agreement on **June 26**, **2026** and will diligently perform as required and complete performance by **September 29**, **2029** ("Term"), unless this Agreement is terminated and/or otherwise cancelled prior to that time.

3. **Submittal of Documents**. Consultant shall not commence the Services under this Agreement until Consultant has submitted and District has approved the documents, certificate(s) and affidavit(s), and endorsement(s) of insurance required as indicated below:

   ___X___ Signed Agreement
   ___X___ Workers' Compensation Certification
   _____ Prevailing Wage Certification
   ___X___ Fingerprinting/Criminal Background Investigation Certification
   ___X___ Insurance Certificates and Endorsements
   ___X___ W-9 Form
   _____ Other: _____

4. **Compensation**. District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **Twenty-Eight Thousand Two-Hundred Sixty** Dollars and no Cents (**$28,260.00**). District shall pay Consultant according to the following terms and conditions:

4.1. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by District. Payment shall be made within thirty (30) days after Consultant submits an invoice to District for Services actually completed and after District's written approval of the Services, or the portion of the Services for which payment is to be made. The schedule of deliverable Services is as follows:

4.1.1.	Commissioning Scope	$25,900.00
4.1.2.	Allowance – 2 additional site visits to to witness startup	$2,360.00

4.2. The Services shall be performed at the hourly billing rates and/or unit prices included in **Exhibit B**. If hourly billing applies, the itemized invoice shall reflect the hours spent by Consultant in performing its Services pursuant to this Agreement.

4.3. [Reserved]

5. **Materials**. Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement, except as follows:

5.1. None

6. **Expenses**. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows:

6.1. None

7. **Independent Contractor**. Consultant represents and warrants that Consultant is an independent contractor or business entity that is: (i) free from the control and direction of District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.

8. **Certificates/Permits/Licenses/Registrations**. Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits, licenses, and registrations as are required by law in connection with the furnishing of Services pursuant to this Agreement.

9. **Performance of Services.**

9.1. **Standard of Care**. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings

obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

9.2. **Due Diligence.** Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

9.3. **Safety and Security**. Consultant is responsible for maintaining safety in the performance of this Agreement. Consultant shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.

9.4. **Meetings.** Consultant and District agree to participate in regular meetings during the commissioning process, as described in "Exhibit A".

9.5. **District Approval.** The Services completed herein must meet the approval of District and shall be subject to District's general right of inspection and supervision to secure the satisfactory completion thereof.

9.6. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors**. District may evaluate Consultant in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:

9.6.1. Requesting that District employee(s) evaluate Consultant and Consultant's employees and subcontractors and each of their performance.

9.6.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

9.7. **[Reserved]**

10. **[Reserved]**

11. **Deliverables.** Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission.

12. **Audit**. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

13. **Disputes.** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or

not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services but will allow determination by the court of the State of California, in the county in which District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Consultant's right to bring a civil action against District. For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

14. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

15. **Termination**.

15.1. **For Convenience by District**. District may, at any time, with or without reason, terminate this Agreement for its own convenience and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by Consultant or no later than three (3) days after the day of mailing, whichever is sooner.

15.2. **With Cause by District**. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

15.2.1. material violation of this Agreement by Consultant; or

15.2.2. any act by Consultant exposing District to liability to others for personal injury or property damage; or

15.2.3. Consultant is adjudged as bankrupt, Consultant makes a general assignment for the benefit of creditors, or a receiver is appointed on account of Consultant's insolvency.

Written notice by District shall contain the reasons for such intention to terminate. Unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of termination for cause, District may secure the required services from another Consultant. If expenses, fees, and/or costs to District exceed the cost of providing the service pursuant to this Agreement, Consultant shall immediately pay the excess expenses, fees, and/or costs to District upon the receipt of District's notice of these expenses, fees, and/or costs. The foregoing provisions

are in addition to and not a limitation of any other rights or remedies available to District.

15.3. Upon termination, Consultant shall provide the District with all documents produced, maintained or collected by Consultant pursuant to this Agreement, whether or not such documents are final or draft documents.

16. **Indemnification**.

16.1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant ("Claim"). Consultant shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Consultant's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties.

16.2. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim, subject to section 16.1 above. Consultant's obligation pursuant to this Article includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s) and to enforce the indemnity herein, subject to section 16.1 above. Consultant's obligation to indemnify shall not be restricted to insurance proceeds.

16.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant from amounts owing to Consultant.

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17. **Insurance**.

17.1. **Coverage**. Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

TYPE OF COVERAGE	MINIMUM REQUIREMENT
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 2,000,000
General Aggregate	$ 4,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Professional Liability	$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability, per accident for bodily injury or disease	$ 1,000,000

17.1.1. **Commercial General Liability and Automobile Liability Insurance**. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by District.)

17.1.2. **Workers' Compensation and Employer's Liability Insurance**. Workers' Compensation Insurance and Employer's Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, Consultant shall be required to secure workers' compensation coverage for its employees. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of District for all work performed by Consultant, its employees, agents and subcontractors. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

17.1.3. **Professional Liability (Errors and Omissions)**. Professional Liability Insurance as appropriate to Consultant's profession, coverage to continue through completion of construction plus three (3) years thereafter.

17.2. **Proof of Carriage of Insurance**. Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to District and approved by District. Certificates and insurance policies shall include the following:

17.2.1. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

17.2.2. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

17.2.3. An endorsement stating that District and its Board of Education, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance.

17.2.4. An endorsement stating that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District.

17.2.5. An endorsement stating that there shall be a waiver of any subrogation.

17.2.6. Consultant's insurance limit shall apply separately to each insured against whom a claim is made or suit is brought.

17.2.7. All policies except the Professional Liability, Workers' Compensation Insurance, and Employer's Liability Insurance Policies shall be written on an occurrence form.

17.2.8. Insurance written on a "claims made" basis shall be retroactive to a date that coincides with or precedes Consultant's commencement of Work, including subsequent policies purchased as renewals or replacements.

17.3. **Acceptability of Insurers**. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to District.

17.4. If Consultant normally carries insurance in an amount greater than the minimum amounts required herein, that greater amount shall become the minimum required amount of insurance for purposes of the Agreement. Therefore, Consultant hereby acknowledges and agrees that all insurance carried by it shall be deemed liability coverage for all actions it performs in connection with the Agreement.

18. **Limitation of District Liability**. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

19. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the governing board of District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Contract is at variance

with any such laws, ordinance, rules or regulations, Consultant shall notify District, in writing, and, at the sole option of District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from District. If Consultant performs any Services that is in violation of any laws, ordinances, rules or regulations, without first notifying District of the violation, Consultant shall bear all costs arising therefrom.

19.1. **Labor Code Requirements**: If relevant to this Agreement's Services, Consultant shall comply with all applicable provisions of the California Labor Code, Division 3, Part 7, Chapter 1, Articles 1 – 5, including, without limitation, the payment of the general prevailing per diem wage rates for public work projects of more than one thousand dollars ($1,000). Copies of the prevailing rate of per diem wages are on file with District.

19.1.1. **Registration**: If applicable, before a public works contract can be awarded, Consultant and its subcontractor(s) shall be registered with the Department of Industrial Relations in accordance with Labor Code section 1771.1. At least one week before commencing work, Consultant shall provide to District the name and DIR registration number for Consultant and any applicable subcontractor.

19.1.2. **Certified Payroll Records**: Consultant and its subcontractor(s) shall keep accurate certified payroll records of workers and shall electronically submit certified payroll records directly to the Department of Industrial Relations weekly or within ten (10) days of any request by District or the Department of Industrial Relations.

19.1.3. **Labor Compliance**: Consultant shall perform the Services of the Project while complying with all the applicable regulations, including section 16000, et seq., of Title 8 of the California Code of Regulations and is subject to labor compliance monitoring and enforcement by the Department of Industrial Relations.

20. **Anti-Discrimination**. It is the policy of District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision making, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status and therefore Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, Consultant agrees to require like compliance by all of its subcontractor(s).

21. **Fingerprinting of Employees**. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services. Consultant expressly acknowledges that the following conditions shall apply to any work performed by Consultant and/or Consultant's employees on a school site:

21.1. All site visits shall be arranged through District;

21.2. Consultant and Consultant's employees shall inform District of their proposed activities and location at the school site, allowing District time to arrange site visits without a disruption to the educational process;

21.3. Consultant and/or Consultant's employees shall check in with the school office each day immediately upon arriving at the school site;

21.4. Once at such location, Consultant and Consultant's employees shall not change locations without contacting District;

21.5. Consultant and Consultant's employees shall not use student restroom facilities; and

21.6. If Consultant and Consultant's employees find themselves alone with a student, Consultant and Consultant's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

22. **Disabled Veteran Business Enterprises**. Education Code section 17076.11 requires school districts using funds allocated pursuant to the State of California School Facility Program for the construction or modernization of a school building to have a participation goal of at least three percent (3%), per year, of the overall dollar amount expended each year by the school district, for disabled veteran business enterprises ("DVBE"). In accordance therewith, Consultant must submit, upon request by District, appropriate documentation to District identifying the steps Consultant has taken to solicit DVBE participation in conjunction with this Agreement, if applicable to this Agreement.

23. **Confidentiality**. Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

24. **Notice**. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or electronic mail, addressed as follows:

District:	**Consultant**:
South San Francisco Unified School District ATTN: Lori Shelton, Director of Bond Program 398 B Street South San Francisco, CA 94080 Email: Lshelton@ssfusd.org	P2S LP ATTN: Bryant Mercado, Sr. Commissioning Agent 5000 E Spring Street, Suite 800 Long Beach, CA 90815 Email: Bryant.mercado@p2sinc.com

Any notice personally given or sent by electronic mail shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following

delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

25. **Assignment**. The obligations of Consultant pursuant to this Agreement shall not be assigned by Consultant. Any such assignment shall be null and void.

26. **Integration/Entire Agreement of Parties**. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

27. **Amendments, Changes and Modifications.** This Agreement may not be amended, changed, modified, altered or terminated without the written agreement of both Parties hereto.

28. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

29. **Governing Law**. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which District's administrative offices are located.

30. **Waiver**. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

31. **Severability**. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

32. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

33. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

34. **Tolling of District's Claims.** Consultant agrees to toll all statutes of limitations for District's assertion of claims against Consultant that arise out of, pertain to, or relate to contractors' or subcontractors' claims against District involving Consultant's services under this Agreement, until the contractors' or subcontractors' claims are finally resolved.

35. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

36. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

37. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

38. **Execution of Other Documents**. The parties to the Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

39. **Counterparts.** This Agreement may be executed in one or more counterparts, and all counterparts together shall be construed as one document. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.

40. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 2026

South San Francisco Unified School District

Signed By: _____

Print Name: Ted O

Print Title: Assistant Superintendent – Business Services

Dated: June 11, 2026

P2S LP

Signed By: T-Tay

Print Name: Travis Taylor

Print Title: Chief Operating Officer

Information regarding Consultant:

License No.: BU980088640

Address: 5000 E. Spring Street, Suite 800
Long Beach, CA 90814

Telephone: 562.497.2999

Facsimile: _____

E-Mail: travis.taylor@p2sinc.com

Type of Business Entity:
_____ Individual
_____ Sole Proprietorship
_____ Partnership
__X__ Limited Partnership
_____ Corporation, State: _____
_____ Limited Liability Company
_____ Other: _____

99-1674300:
Employer Identification and/or Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of $600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, District requires Consultant to furnish the information requested in this section.

EXHIBIT A
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

Consultant's entire Proposal is **not** made part of this Agreement.

Consultant's duties and services under this Agreement shall not include preparing or assisting the District with any portion of the District's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the District. The District shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this Project. Consultant's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Consultant shall cooperate with the District to ensure that all bidders for a subsequent contract on any subsequent phase of this Project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by Consultant pursuant to this Agreement.

Project Name: Sunshine Gardens ES Modernization Project
Project Address: 1200 Miller Ave. South San Francisco, CA 94080

Consultant's scope of services shall include:

A. Basic CxA Services

1. The commissioning process shall include the following systems for new construction and modernization of Sunshine Gardens ES:
   a. HVAC Equipment and Controls
      a. Variable Refrigerant Flow System
      b. Split System
      c. Exhaust Fans
      d. Natural Gas Detection Sensors
   b. Building Automation System
   c. Lighting and Lighting Controls
   d. Plumbing Systems (Domestic Hot Water Systems, Pumps, and Controls)
   e. Communications and Security*
   f. Fire Alarm*
   * Cx Agent witness tests performed by contractors

2. Coordinate a building controls meeting with District staff and system vendor to identify current operating and system issues.

3. Develop a list of recommended Operating Procedures for the Sunshine Gardens ES Modernization project to include systems, equipment and components.

4. Develop full commissioning guidelines and specifications for the complete HVAC equipment and systems in compliance with the HVAC Commissioning Process, ASHRAE Guideline 1-1996, copy of the ASHRAE document can be obtained by contacting ASHRAE.

5. Adhere to California Energy Commission regulations in Section 120.8 for mandatory commissioning requirements.

6. Adhere to the California Building Standards Code, Title 24 and all supplements.

7. Conduct a commissioning specification review meeting with the Design Team and District staff.

8. Coordinate and direct commissioning activities in a logical, sequential and efficient manner using consistent protocols and forms, centralized documentation (web-based database and electronic submittal collection, O&M manuals and issues resolution in one central system is preferred), clear and regular communications and consultations with all necessary Parties, frequently updated timelines and schedules and technical expertise.

9. Plan, conduct, and document commissioning meetings as needed.

10. Maintain a master issues log and a separate record of functional testing (web- based is preferred). Report all issues as they occur directly to the District Project Manager.

11. The Commissioning Report shall include the issues log, plan, progress reports, training records, test schedules, operation reports, functional commissioning tests, and trend log analysis. Also include all Test and Balancing Reports and recommendations.

B. Design Phase

1. Coordinate with the design team to review and make recommendations and provide options to incorporate new construction with existing systems and equipment.

2. Develop Commissioning Plan identifying all equipment to be commissioned, timeline, and deliverables through the commissioning process for review by the District and Design Team.

3. Perform focused reviews of the design, drawings and specifications during the construction documents phase. Provide a review report and backcheck the subsequent design submittal.

4. Develop full commissioning specifications for all commissioned equipment. Coordinate with and integrate these into the specifications of the architects and engineers. Commissioning specifications shall include a detailed description of the responsibilities of all Parties, details of the commissioning process; reporting and documentation requirements, including formats; alerts to coordination issues; deficiency resolution; construction checklist and startup requirements; the functional testing process; specific functional test requirements, including testing conditions and acceptance criteria for each piece of equipment being commissioned.

5. Coordinate a controls integration meeting where the electrical and mechanical engineers and the CxA review integration issues between equipment, systems and disciplines to ensure the integration issues and responsibilities are clearly described in the specifications.

C. Construction Phase

1. Coordinate and direct the commissioning activities in a logical, sequential and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary Parties, frequently updated timelines and schedules and technical expertise.

2. Coordinate the commissioning work and, with the Contractor, Design Team and District Project Manager to ensure that commissioning activities are being incorporated into the master schedule.

3. Update the construction phase commissioning plan to include revised schedules and scope adjustments.

4. Plan and conduct commissioning meetings as needed and distribute minutes.

5. Initiate, request and review additional information required to perform commissioning tasks, including O&M materials, contractor start-up and close out procedures. Before startup, gather and review the current control sequences and work with contractors and design engineers until sufficient clarity has been obtained, in writing, to be able to write detailed testing procedures.

6. Review Contractor submittals applicable to systems being commissioned for compliance with commissioning needs, concurrent with the Design Team reviews. CxA shall review substitution request along with Design Team and District Project Manager.

7. Review RFI's and change orders for impact on commissioning and site operating objectives.

8. Write and distribute installation and operation checklists for commissioned equipment and systems.

9. Develop an enhanced start-up and initial systems inspection plan with Contractors, Design Team and District Project Manager for commissioned equipment.

10. Verify HVAC piping pressure test and flushing, ensuring that proper procedures were followed. Include testing documentation in the Commissioning Report.

11. Verify any ductwork testing and cleaning, ensuring that proper procedures were followed. Include documentation in the Commissioning Report.

12. Document construction checklist completion by reviewing completed pre-operation checklists and site observations.

13. Document systems startup by reviewing start-up reports and by site observation.

14. Approve air and water systems balancing by verifying testing and reviewing reports and site observations.

15. Write the functional performance test procedures for equipment and systems. This will include manual functional testing, energy management control system trending and include stand-alone data logging monitoring. Submit testing information to District Project Manager for review and approval.

16. Provide and coordinate all piping pressure test and flushing, ensuring that proper design and operating specifications are met. Include testing documentation in the Commissioning Report.

17. Coordinate and document manual functional performance tests performed with the assistance of the District. The functional testing shall include operating the system and

components through each of the written sequences of operations, and other significant modes and sequences, including startup, shutdown, unoccupied mode, manual mode, staging, miscellaneous alarms, power failure, security alarm when impacted and interacts with other systems or equipment. Sensors and actuators shall be calibrated during operation check. Tests on respective HVAC equipment shall be executed during both the heating and cooling season. However, some overriding of control values to simulate conditions shall be permitted. Functional testing shall be done using conventional manual methods, control system trend logs, and read-outs or stand-alone data loggers, to provide a high level of confidence in proper system function, as deemed appropriate by the CxA and the District.

18. Compile a Commissioning Report. Include a summary report that has a list of participants and roles, facilities description, commissioning and testing scope, and a detailed description of testing and verification methods. The Commissioning Report shall also include the issues log, commissioning plan, progress reports, submittals and O&M manual reports, operation tests and operation trending logs. All outstanding non-compliance items shall be specifically listed. Recommendations to address non-compliant issues, future actions needed, and commissioning process changes shall also be listed. The report should also include the disposition of the CxA to validate the commissioning process for equipment operation, documentation and conducted training.

19. Participate in the final punchlist review with the Design Team, District Project Manager, and DSA inspector to document any commissioning or operating deficiencies.

D. Operation/Post-Occupancy Phase

1. Coordinate and review all phases of system operations at Sunshine Gardens ES to ensure the systems are properly operating and adhere to all performance goals.

2. Participate in the closeout of punchlist items affecting commissioning and system operations.

3. Ensure proper operational training has been provided to District staff and service vendors. Provide supplemental training to District staff and update all programs and equipment operation controls as requested.

4. Ensure all O&M manuals are provided and clearly formatted for District staff to easily interpret and implement.

5. Ensure all warranty information is properly documented. Define the District's responsibilities required to maintain the warranty.

7. Prepare and submit to the District the Final Commissioning Report.

8. Prepare and submit to the District a Preventive Maintenance scheduled for all equipment and systems commissioned.

9. Conduct one (1) commissioning kickoff meeting after the start of construction. Generate a meeting agenda and distribute meeting minutes to the team. Meeting can be virtual.

10. Conduct up to six (6) commissioning coordination meetings during the construction Phase and distribute meeting minutes to the project team. Meetings can be virtual.

11. Conduct one (1) site visit for installation verification and witness selected equipment startups.

12. Allowance included for two (2) additional site visits to witness startup.

EXHIBIT B
HOURLY BILLING RATES

Consultant's entire proposal is **not** incorporated.

Category	Rate
COMMISSIONING STUDIO LEADER	$277
COMMISSIONING GRADE 03	$236
COMMISSIONING GRADE 02	$188
COMMISSIONING GRADE 01	$161
PROJECT ASSISTANT	$112

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 provides, in relevant part:

> Every employer except the State shall secure the payment of compensation in one or more of the following ways:
>
> - By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
>
> - By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: June 11, 2026

Name of Consultant: P2S LP

Signature: T-Tay

Print Name and Title: Travis Taylor, Chief Operating Officer

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with District prior to performing any Services under this Agreement.)

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

The undersigned does hereby certify to District that I am a representative of Consultant entering into this Agreement with District; that I am familiar with the facts herein certified; and that I am authorized and qualified to execute this certificate on behalf of Consultant.

Consultant certifies that it has taken at least one of the following actions (check all that apply):

☐ The Work of the Agreement is either (i) at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of the Agreement shall come in contact with District pupils or (ii) if Consultant's employees or any subcontractor or supplier of any tier of the Contract interacts with pupils, such interaction shall only take place under the immediate supervision and control of the pupil's parent or guardian or a school employee, so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Consultant under the Agreement.

☒ Consultant, who is not a sole proprietor, has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Consultant's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). When Consultant performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to District pursuant to the subsequent arrest service. No work shall commence until the Department of Justice ascertains that Consultant's employees and any subcontractors' employees have not been convicted of a felony as defined in Education Code section 45122.1.

A complete and accurate list of Consultant's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto as ATTACHMENT "A."

☐ Consultant is a sole proprietor and intends to comply with the fingerprinting requirements of Education Code section 45125.1(h) with respect to all Consultant's employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and hereby agrees to District's preparation and submission of fingerprints such that the California Department of Justice may determine (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). No work shall commence until the Department of Justice ascertains that Consultant has not been convicted of a felony as defined in Education Code section 45122.1.

Consultant's responsibility for background clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of Consultant.

Date: June 11, 2026

Name of Consultant: P2S LP

Signature: T-Tayl

Print Name: Travis Taylor

Title: Chief Operating Officer

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

ATTACHMENT "A"

List of Employees/Subcontractors

Name/Company: Bryant Mercado / P2S LP

Name/Company: David Chiu / P2S LP

Name/Company: Vina Nguyen / P2S LP

Name/Company: Karli Wagner / P2S LP

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

If further space is required for the list of employees/subcontractors, attach additional copies of this page.

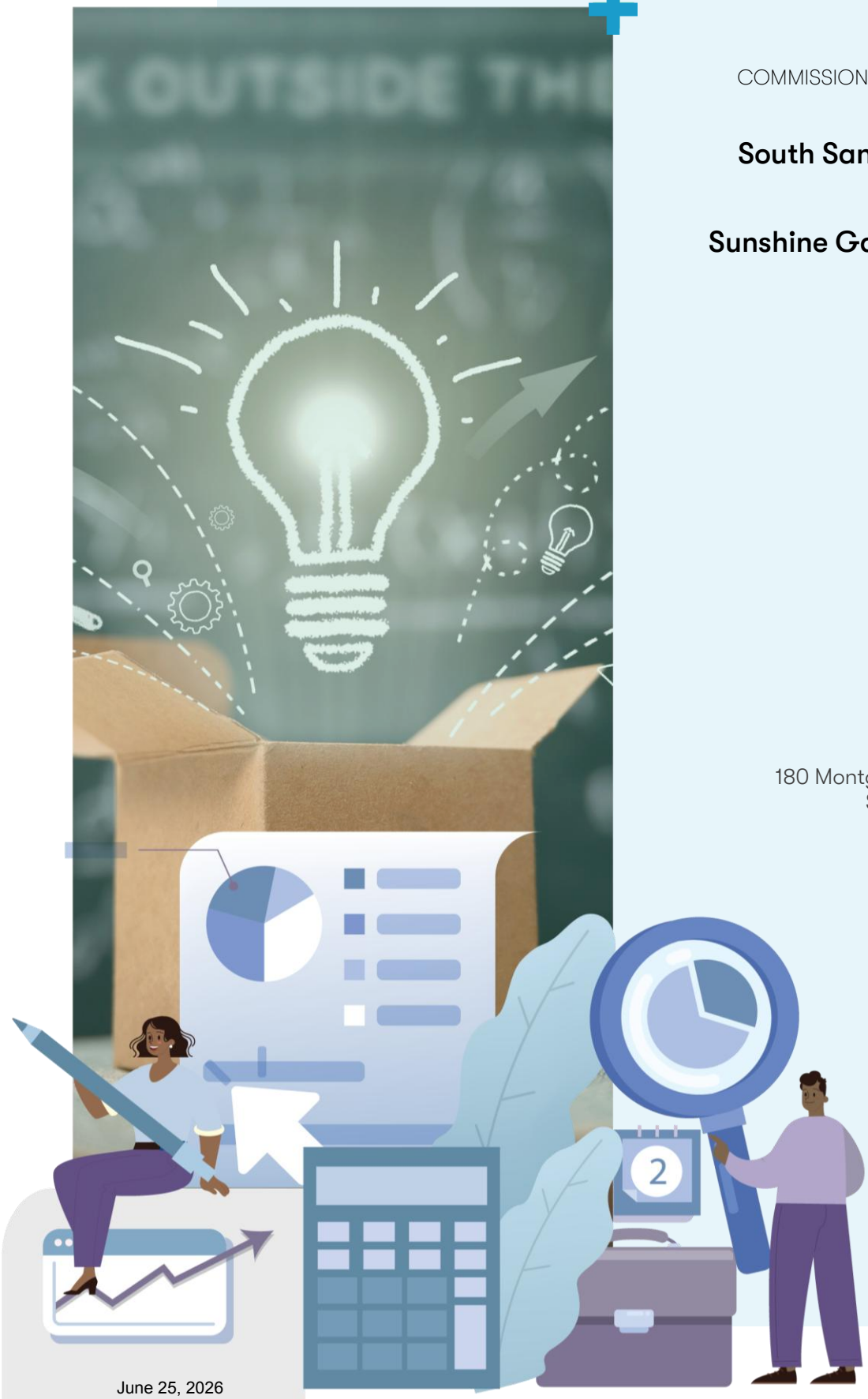
Date: June 11, 2026

Name of Consultant: P2S LP

Signature: T-Tayl

Print Name: Travis Taylor

Title: Chief Operating Officer



COMMISSIONING SERVICES PROPOSAL

South San Francisco Unified School District

Sunshine Gardens Elementary School Cx

06/09/2026

SSFUSD
Lisa McLean
Project Director
180 Montgomery Street, Ste. 2360
San Francisco, CA 94104

SUBJECT: **Commissioning Services Proposal for South San Francisco Unified School District Sunshine Gardens Elementary School**

Dear Lisa,

Thank you for considering P2S for the above-referenced project. We are pleased to provide the following proposal that outlines our statement of understanding, the commissioning scope of services, and fees.

STATEMENT OF UNDERSTANDING

Construction of a New 1,500 sq-ft Exploratorium Building as well as Modernization of Existing Buildings with total square-footage of around 39,000 sq-ft. This includes, but is not limited to, modernization of building systems (HVAC, Plumbing, Electrical, Lighting, Telecommunications, Fire Alarm), seismic improvements, door and door hardware improvement, interior construction and finishes, as well as exterior upgrades and site improvements.

Commissioning for this project is under Title 24, Part 6 and Title 24, Part 11 (CALGreen) commissioning requirements. P2S Cx will also be guided in the commissioning process by adhering to ASHRAE Guideline 0-2019 and the commissioning best practices standards/guidelines of AABC Commissioning Group (ACG) and Building Commissioning Association (BCxA).

This proposal is for the 3rd party commissioning agent. P2S will be responsible for developing a commissioning plan. P2S Cx will provide, coordinate, and conduct functional performance testing (FPT). All commissioning documents will be submitted to the owner for review. P2S Cx utilizes a cloud-based commissioning software platform during the commissioning process that tracks all commissioning activities and keeps the commissioning team informed. P2S Cx will provide access to CxAlloy® and train the Commissioning Team in its use. The scope of work will include the standard commissioning process listed below.

SYSTEMS TO BE COMMISSIONED

1. HVAC&R (Equipment and Controls)
   a. Variable Refrigerant Flow System (x3)
   b. Split System (x3)
   c. Exhaust Fans (x10)
   d. Natural Gas Detection Sensors
2. Building Automation System
3. Lighting and Lighting Controls
4. Plumbing Systems (Domestic Hot Water Systems, pumps and controls)
5. Communications and Security*
6. Fire Alarm*

*Cx Agent witness tests performed by contractors

COMMISSIONING SCOPE OF WORK

Design Phase

1. Review the OPR and the BOD documentation provided by the Owner/Architect and Design Team for clarity and completeness. The owner and design team are responsible for updating their respective documents.
1. Provide one (1) commissioning review at 100%CD stage on drawings, specifications and control sequence of operations. Provide a review report and backcheck the subsequent design submittal.
2. Develop and Incorporate commissioning requirements into the construction documents.
3. Develop and implement a commissioning plan that classifies the tactics, features, and duties within the commissioning process for all phases of the project, and for all commissioning team members.

Construction Phase

4. Review requests for information and change orders for impact on commissioning.
5. Coordinate commissioning activities in a logical, sequential, and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, frequently updated timelines and schedules and technical expertise.
6. Coordinate the commissioning work with the construction team to ensure that commissioning activities are being incorporated into the master schedule.
7. Conduct one (1) commissioning kickoff meeting after the start of construction. Generate a meeting agenda and distribute meeting minutes to the team. (We assume the meeting will be held virtually).
8. Provide one (1) review and one (1) backcheck for contractor's equipment and controls submittals applicable to systems, assemblies, subsystems, equipment, and components being commissioned for compliance with commissioning needs.
9. Prepare project-specific pre-functional checklists for systems/equipment to be commissioned and distribute them to the installing contractors to fill out during equipment installation.
10. Gather and review the control sequences and interlocks and work with contractors and design engineers until sufficient clarity has been obtained. Conduct a building controls integration meeting with the controls contractor, EOR, and campus to review BMS sequences in detail.
11. Conduct/attend up to six (6) commissioning coordination meetings during the construction Phase and distribute meeting minutes to the project team. (We assume all meetings will be held virtually).
12. Conduct one (1) site visit for installation verification and witness selected equipment startups. FPT site visits have been accounted for separately.
13. Prepare functional performance test procedures (FTP) and related data forms. The procedures and data forms used on this project will be project-specific and thorough to ensure proper systems operation.
14. Coordinate, witness, and document manual functional performance tests performed by installing contractors. The functional testing shall include operating the system and components through each of the written sequences of operation, and other significant odes of sequences, including startup, shutdown, unoccupied mode, manual mode staging, alarms, power failure, security alarm when impacted and interlocks with other systems or equipment. Sensors and actuators shall be calibrated during construction check listing by the installing contractors, and spot-checked by the commissioning agent during functional testing.
15. Evaluate results and document all deficiencies found during the commissioning process and create and maintain an Issues Log that will record all deficiencies.

16. Assist in coordinating O&M Training and verify that the training requirements for the Owner's maintenance personnel are carried out per the approved training agendas developed in accordance with the project specifications.
17. Develop a Final Commissioning Report that summarizes the results and findings from the commissioning process, which includes commissioning documentation such as completed test reports, Prefunctional checklists, and master issues log.
18. Compile a Systems Manual that includes the current facility requirements and documents such as, system single line diagrams, as-built sequences of operation and controls drawings, as-built control setpoints, recommended schedule for sensor and actuator calibration, recommended retesting schedule with proposed testing forms for the Facilities and Maintenance staff to reference for all commissioned systems.

SCHEDULE AND DELIVERABLES

We will integrate our commissioning services with the project design and construction schedule.

CD phase: 4/7/2026 – 9/30/2026

DSA Submission: 10/1/2026 – 4/30/2027

Construction: 5/2027 – 9/2028

FEE

We propose to provide the **Commissioning Services** for a lump sum fee of **TWENTY - FIVE THOUSAND NINE HUNDRED DOLLARS ($25,900) and an additional allowance of TWO THOUSAND THREE HUNDRED SIXTY DOLLARS ($2,360).**

Commissioning Scope	$ 25,900
Commissioning Allowance (for 2 additional site visits to witness startup)	$ 2,360
Total	**$ 28,260**

The Hourly Rates are as follows:

Category	Rate
COMMISSIONING STUDIO LEADER	$277
COMMISSIONING GRADE 03	$236
COMMISSIONING GRADE 02	$188
COMMISSIONING GRADE 01	$161
PROJECT ASSISTANT	$112

Invoicing will occur monthly based on the percentage of project completion.

ASSUMPTIONS

1. During functional testing, one retest of each of the commissioned systems will be allowed (excluding time to fix minor issues). Any further retesting that must be conducted after the first retest will be performed on a time and expense basis upon approval by the Owner.
2. P2S Cx excludes Title 24 "Acceptance Testing Forms". Installing contractors shall provide completed signed forms per 2025 California Title 24, part 6.
3. The installing controls contractor will be available for the duration of the functional testing to manipulate the controls system as directed by the commissioning agent.
4. Testing of any other building systems than those described is not included in this proposal. Any such services could be added upon the request of the Owner.
5. This proposal does not include Building Envelope Commissioning. A separate proposal can be provided upon request.
6. Warranty phase commissioning services are excluded from this proposal but can be provided as an extra service.
7. NETA acceptance tests for electrical systems will be performed by others.
8. Up to six (6) commissioning coordination meetings are included in this proposal.
9. Up to one (1) site visits are included in this proposal during the construction phase. The allowance includes two (2) additional site visits. Site visits for functional performance tests are counted separately.

Thank you for the opportunity to send our proposal. Please let us know if you have any comments or questions on what we have provided. We hope to be able to work with you on this project successfully. Should you have any questions or need clarifications, please contact us.

Sincerely,

Bryant Mercado, PE, CxA, CEM
Senior Commissioning Agent
Cell# 310-977-5715
Bryant.Mercado@p2sinc.com

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Lori Shelton, Director of Bond Program

DATE: June 25, 2026

RE: Approval of Agreement with Achievement Engineering Corporation for Geotechnical Engineering Services and Geological Hazards Evaluation for the Los Cerritos ES Modernization Project

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ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The South San Francisco Unified School District is acquiring the services of Achievement Engineering Corporation to provide Geotechnical Engineering Services and Geological Hazards Evaluation for the Los Cerritos ES Modernization project.

On November 16, 2023, the Board of Trustees approved a Request for Qualifications (RFQ) for a pool of five (5) firms to provide geotechnical and geological hazard evaluation services. The District issued a Request for Proposal (RFP) for geotechnical and geological hazard evaluation services. After a thorough review, staff determined that Achievement Engineering Corporation is qualified to meet all project requirements at a competitive fee structure.

FISCAL IMPLICATIONS:

The cost of services is $51,221.00. This will be paid for through the Measure T Bond Program (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the professional services agreement with Achievement Engineering Corporation to provide Geotechnical Engineering Services and Geological Hazards Evaluation for the Los Cerritos ES Modernization project in the amount of $51,221.00.

INDEPENDENT CONSULTANT AGREEMENT FOR
GEOTECHNICAL AND GEOLOGIC HAZARD EVALUATION SERVICES
(Agreement #26028)

This Independent Consultant Agreement for Geotechnical and Geological Hazard Evaluation Services ("Agreement") is made and entered into as of the **26th day of June 2026** by and between the South San Francisco Unified School District, ("District") and, **Achievement Engineering Corporation** ("Consultant"), (together, "Parties").

WHEREAS, Public Contract Code section 20111, subdivision (d), provides that professional services, requiring specialized knowledge, training, or skill, are not subject to public bidding requirements; and

WHEREAS, Government Code section 53060, authorizes District to contract with any person(s) for the furnishing special services and advice in financial, economic accounting, engineering, legal or administrative matters through direct negotiation; and satisfactory performance of the services required; and

WHEREAS, District duly determined that it needs some or all of the services (collectively, "Services") to be provided pursuant to this Agreement; and

WHEREAS, Consultant is specially trained, experienced, and competent to perform the Services required by District, as needed on the basis set forth in this Agreement.

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. Consultant shall provide Geotechnical and Geological Hazard Evaluation services as further described in **Exhibit A**, attached hereto and incorporated herein by this reference ("Services").

2. **Term**. Consultant shall commence providing services under this Agreement on **June 26, 2026** and will diligently perform as required and complete performance by **June 30, 2027** ("Term"), unless this Agreement is terminated and/or otherwise cancelled prior to that time.

3. **Submittal of Documents**. Consultant shall not commence the Services under this Agreement until Consultant has submitted and District has approved the documents, certificate(s) and affidavit(s), and endorsement(s) of insurance required as indicated below:

X	Signed Agreement
X	Workers' Compensation Certification
X	Prevailing Wage Certification
X	Fingerprinting/Criminal Background Investigation Certification
X	Insurance Certificates and Endorsements
X	W-9 Form
_____	Other: _____

4. **Compensation**. The breakdown of the contract value is:

4.1.1. Task 1	**Site Investigation**	**$ 19,080.00**
4.1.2. Task 2	**Geotechnical Report**	**$ 11,657.00**
4.1.3. Task 3	**Geological Hazards Evaluation**	**$ 4,444.00**
4.1.4. Task 4	**Hazmat Waste Characterization for Soil**	**$ 4,390.00**
4.1.5. Task 5	**Design Phase Support–Document Review**	**$ 1,650.00**
4.1.6. Owner Controlled allowance for unforeseen and follow up testing after initial test results.		**$10,000.00**
4.1.7. Total Agreement		**$51,221.00**

District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **Fifty One Thousand Two Hundred Twenty One Dollars ($51,221.00)** District shall pay Consultant according to the following terms and conditions:

4.1. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by District. Payment shall be made within thirty (30) days after Consultant submits an invoice to District for Services actually completed and after District's written approval of the Services, or the portion of the Services for which payment is to be made. The schedule of deliverable Services is as follows:

4.2. The Services shall be performed at the hourly billing rates and/or unit prices included in **Exhibit B**. If hourly billing applies, the itemized invoice shall reflect the hours spent by Consultant in performing its Services pursuant to this Agreement.

4.3. [RESERVE]

5. **Materials**. Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement, except as follows:

6. **Expenses**. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows:

7. **Independent Contractor**. Consultant represents and warrants that Consultant is an independent contractor or business entity that is: (i) free from the control and direction of District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.

8. **Certificates/Permits/Licenses/Registrations**. Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits, licenses,

and registrations as are required by law in connection with the furnishing of Services pursuant to this Agreement.

9. **Performance of Services.**

9.1. **Standard of Care**. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

9.2. **Due Diligence.** Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

9.3. **Safety and Security**. Consultant is responsible for maintaining safety in the performance of this Agreement. Consultant shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.

9.4. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services, and as otherwise agreed upon by the Parties.

9.5. **District Approval.** The Services completed herein must meet the approval of District and shall be subject to District's general right of inspection and supervision to secure the satisfactory completion thereof.

9.6. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors**. District may evaluate Consultant in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:

9.6.1. Requesting that District employee(s) evaluate Consultant and Consultant's employees and subcontractors and each of their performance.

9.6.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

9.7. [RESERVE]

10. **Originality of Services**. Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

11. **Ownership of Data.** Pursuant to Education Code section 17316, this Agreement creates a non-exclusive and perpetual license for District to use, at its discretion, all plans

including, but not limited to, record drawings, specifications, estimates and other documents that Consultant prepared or caused to be prepared pursuant to this Agreement. Consultant retains all rights to all copyrights over designs and other intellectual property embodied in the plans, record drawings, specifications, estimates, and other documents that Consultant prepares or causes to be prepared pursuant to this Agreement.

In the event District changes or uses any fully or partially completed documents without Consultant's knowledge or participation or both, District agrees to release Consultant of responsibility for such changes, and shall hold Consultant harmless from and against any and all claims on account of any damages or losses to property or persons, or economic losses, arising out of that change or use, unless Consultant is found to be liable in a forum of competent jurisdiction. In the event that District uses any fully or partially completed documents without Consultant's full involvement, District shall remove all title blocks and other information that might identify Consultant.

12. **Audit**. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

13. **Disputes.** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services but will allow determination by the court of the State of California, in the county in which District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Consultant's right to bring a civil action against District. For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

14. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

15. **Termination**.

15.1. **For Convenience by District**. District may, at any time, with or without reason, terminate this Agreement for its own convenience and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by Consultant or no later than three (3) days after the day of mailing, whichever is sooner.

15.2. **With Cause by District**. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

15.2.1. material violation of this Agreement by Consultant; or

15.2.2. any act by Consultant exposing District to liability to others for personal injury or property damage; or

15.2.3. Consultant is adjudged as bankrupt, Consultant makes a general assignment for the benefit of creditors, or a receiver is appointed on account of Consultant's insolvency.

Written notice by District shall contain the reasons for such intention to terminate. Unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of termination for cause, District may secure the required services from another Consultant. If expenses, fees, and/or costs to District exceed the cost of providing the service pursuant to this Agreement, Consultant shall immediately pay the excess expenses, fees, and/or costs to District upon the receipt of District's notice of these expenses, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

15.3. Upon termination, Consultant shall provide the District with all documents produced, maintained or collected by Consultant pursuant to this Agreement, whether or not such documents are final or draft documents.

16. **Indemnification**.

16.1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant ("Claim"). Consultant shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Consultant's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties. Whereas the cost to defend the Indemnified Parties charged to Consultant shall not exceed the proportionate percentage of Consultant's fault as determined by a court of competent jurisdiction, any amounts paid in excess of such established fault will be reimbursed by District. Notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to

bankruptcy or dissolution of the business, the design professional shall meet and confer with other parties regarding unpaid defense costs.

16.2. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim, subject to section 16.1 above. Consultant's obligation pursuant to this Article includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s) and to enforce the indemnity herein, subject to section 16.1 above. Consultant's obligation to indemnify shall not be restricted to insurance proceeds.

16.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant from amounts owing to Consultant.

17. **Insurance**.

17.1. **Coverage**. Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 2,000,000
General Aggregate	$ 4,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Professional Liability	$ 2,000,000
Workers Compensation	Statutory Limits
Employer's Liability, per accident for bodily injury or disease	$ 1,000,000

17.1.1. **Commercial General Liability and Automobile Liability Insurance**. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by District.

17.1.2. **Workers' Compensation and Employer's Liability Insurance**. Workers' Compensation Insurance and Employer's Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, Consultant shall be required to secure workers' compensation coverage for its employees. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of District for all work performed by Consultant, its employees, agents and subcontractors. If any class of employee or employees engaged in performing any portion of the Services under this

Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

17.1.3. **Professional Liability (Errors and Omissions)**. Professional Liability Insurance as appropriate to Consultant's profession, coverage to continue through completion of construction plus Five (5) years thereafter.

17.2. **Proof of Carriage of Insurance**. Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to District and approved by District. Certificates and insurance policies shall include the following:

17.2.1. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

17.2.2. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

17.2.3. An endorsement stating that District and its Board of Education, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance.

17.2.4. An endorsement stating that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District.

17.2.5. An endorsement stating that there shall be a waiver of any subrogation.

17.2.6. Consultant's insurance limit shall apply separately to each insured against whom a claim is made or suit is brought.

17.2.7. All policies except the Professional Liability, Workers' Compensation Insurance, and Employer's Liability Insurance Policies shall be written on an occurrence form.

17.2.8. Insurance written on a "claims made" basis shall be retroactive to a date that coincides with or precedes Consultant's commencement of Work, including subsequent policies purchased as renewals or replacements.

17.3. **Acceptability of Insurers**. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to District.

17.4. If Consultant normally carries insurance in an amount greater than the minimum amounts required herein, that greater amount shall become the minimum required amount of insurance for purposes of the Agreement. Therefore, Consultant hereby

acknowledges and agrees that all insurance carried by it shall be deemed liability coverage for all actions it performs in connection with the Agreement.

18. **Limitation of District Liability**. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

19. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the governing board of District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify District, in writing, and, at the sole option of District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from District. If Consultant performs any Services that is in violation of any laws, ordinances, rules or regulations, without first notifying District of the violation, Consultant shall bear all costs arising therefrom.

    19.1. **[Reserved]**

20. **Anti-Discrimination**. It is the policy of District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision making, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status and therefore Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, Consultant agrees to require like compliance by all of its subcontractor(s).

21. **Fingerprinting of Employees**. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services. Consultant expressly acknowledges that the following conditions shall apply to any work performed by Consultant and/or Consultant's employees on a school site:

    21.1. All site visits shall be arranged through District;

    21.2. Consultant and Consultant's employees shall inform District of their proposed activities and location at the school site, allowing District time to arrange site visits without a disruption to the educational process;

    21.3. Consultant and/or Consultant's employees shall check in with the school office each day immediately upon arriving at the school site;

    21.4. Once at such location, Consultant and Consultant's employees shall not change

locations without contacting District;

21.5. Consultant and Consultant's employees shall not use student restroom facilities; and

21.6. If Consultant and Consultant's employees find themselves alone with a student, Consultant and Consultant's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

22. **[RESERVE]**

23. **Confidentiality**. Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

24. **Notice**. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or electronic mail, addressed as follows:

District:	**Consultant:**
South San Francisco Unified School District 398 B Street South San Francisco, CA 94080 ATTN: Lori Shelton, Director of Bond Program EMAIL: lshelton@ssfusd.org	Achievement Engineering Corporation 1145 S. Third Street San Jose, CA 95112 Attn: Mobin Mahmoudi Geotechnical Project Manager Email: mobin@achieveng.com

Any notice personally given or sent by electronic mail shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

25. **Assignment**. The obligations of Consultant pursuant to this Agreement shall not be assigned by Consultant. Any such assignment shall be null and void.

26. **Integration/Entire Agreement of Parties**. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

27. **Amendments, Changes and Modifications.** This Agreement may not be amended, changed, modified, altered or terminated without the written agreement of both Parties hereto.

28. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

29. **Governing Law**. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which District's administrative offices are located.

30. **Waiver**. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

31. **Severability**. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

32. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

33. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

34. **Tolling of District's Claims.** Consultant agrees to toll all statutes of limitations for District's assertion of claims against Consultant that arise out of, pertain to, or relate to contractors' or subcontractors' claims against District involving Consultant's services under this Agreement, until the contractors' or subcontractors' claims are finally resolved.

35. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

36. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

37. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

38. **Execution of Other Documents**. The parties to the Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

39. **Counterparts.** This Agreement may be executed in one or more counterparts, and all counterparts together shall be construed as one document. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.

40. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 2026	Dated: June 11, 2026
South San Francisco Unified School District	Achievement Engineering Corp.
Signed By: _____	Signed By: _____
Print Name: Ted O	Print Name: Arash Firouzjaei
Print Title: Assistant Superintendent – Business Services	Print Title: President

Information regarding Consultant:

License No.: N/A

Address: 1145 S Third St.
San Jose, CA 95112

Telephone: (408) 217-9174

Facsimile: N/A

E-Mail: info@achieveng.com

Type of Business Entity:
_____ Individual
_____ Sole Proprietorship
_____ Partnership
_____ Limited Partnership
__X__ Corporation, State: CA
_____ Limited Liability Company
_____ Other: _____

27-2515543:
Employer Identification and/or Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of $600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, District requires Consultant to furnish the information requested in this section.

EXHIBIT A
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

Consultant's entire Proposal is **not** made part of this Agreement.

Project: Los Cerritos Elementary School Modernization
Project Address: 210 W. Orange Avenue, South San Francisco, California.

Major elements of the construction scope include construction of a new classroom building with library and support spaces, campus security upgrades (including a single point of entry, gates, and surveillance), accessibility improvements (ADA upgrades), and site enhancements such as play structure replacement and utility infrastructure improvements.

Building improvements include classroom refreshes with LED lighting, restroom additions and upgrades, kitchen modernization, HVAC and electrical system upgrades, and fire alarm improvements. The project also includes selective seismic work, limited interior reconfiguration, and demolition with associated hazardous materials abatement.

Requested Services

Scope of Services shall be inclusive of, but not limited to the specific tasks referenced below:

1. **Base Scope**

Task 1 - Site Investigation

- A. Review existing geotechnical and geologic data, if available.
- B. Coordinate with the District's architect and project team to confirm areas of proposed construction and sitework.
- C. Obtain exploration / encroachment permits as needed and notify USA for utility clearance.
- D. Perform a field investigation including soil borings and sampling to assess subsurface conditions and ground water elevation.
- E. Conduct laboratory testing to analyze soil classification, expansion, strength, and other properties relevant to design. Proposers should identify whether they recommend corrosion testing based on site conditions and include a separate line item in their fee proposal if applicable.
- F. The Proposer shall recommend an appropriate number and location of soil borings and/or test pits based on the proposed improvements and known site conditions. The boring program should be sufficient to support the design of new foundations, assess seismic hazards (including liquefaction potential if applicable), and comply with DSA and CGS requirements. The district will review and approve the proposed boring plan prior to mobilization.
- G. Proposers should include a recommended number, depth, and diameter of borings and describe any assumptions regarding boring locations and site access. If applicable, include traffic control, utility clearance, and backfill/restoration in the proposal. Provided an appropriate unit cost for additional site boring with defined depth.
- H. Provide options for the drill spoils generated such as spreading on-site or drumming and hazardous material off haul, if required.
- I. Insist on stormwater infiltration testing, as needed.

On-site activities, including soil boring and infiltration testing, must be scheduled during non-school hours (i.e., after 5:00 PM on weekdays or on weekends, staff development days or other non-school days) to avoid disruption to school operations. Proposers should confirm availability and include any associated cost implications in their proposal.

Task 2 - Geotechnical Report

- Provide a draft and final geotechnical report that includes:
  - Site and subsurface conditions
  - Seismic design parameters in accordance with 2022 CBC
  - Soil bearing capacity.
  - Foundation design recommendations (including shallow and deep options, such as pier foundations)
  - Site grading and subgrade preparation
  - Lateral earth pressures for retaining wall design, as needed.
  - Temporary shoring design recommendations, as needed.
  - Slope stability, as needed.
  - Slab-on-grade design (interior and exterior)
  - Pavement sections (AC and PCC)
  - Subsurface drainage and moisture protection
  - Ground improvement strategies, if needed

Task 3 - Geological Hazards Evaluation

- A Certified Engineering Geologist shall perform a geological hazards evaluation in accordance with DSA and CGS (CGS Note 48) requirements. The evaluation and resulting documentation shall include, but not be limited to:
  - Review of site historical aerial photographs
  - Summary of aerial photographic study and site visit (Geologic Reconnaissance
  - Summary of regional geology and seismicity
  - Summary of project site geology
  - Preparation of a site geologic map and representative geologic cross sections, as required.
  - Evaluation of geologic hazards including, but not limited to:
    - Fault rupture
    - Historical ground failures
    - Landslide hazards
    - Strong ground shaking
    - Liquefaction potential (including ground deformation/rupture evaluation) and seismic (dry sand) settlement potential.
    - Lateral spreading potential
    - Flooding and reservoir inundation potential
    - Seismically induced waves – tsunami and seiche, as appropriate
    - Volcanic eruption (although low here in the BA)
    - Potential for naturally occurring asbestos (NOA)

Task 4 - Hazmat Waste Characterization for Soil

- Conduct in situ soil testing for the purpose of hazardous waste characterization in support of offsite soil disposal. Ideally these samples would be taken during soil boring activities. Soil samples to be analyzed for hazardous waste classification in accordance with California Code of Regulations (CCR) Title 22.

- Analysis of the following parameters shall be carried out:
  - CAM 17 Metals – EPA Methods 6020B/7471
  - Volatile Organic Compounds (VOCs) with Gasoline Range Organics (GRO) – EPA Method 8260B
  - Semi-Volatile Organic Compounds (SVOCs), Low Level – EPA Method 8270C
  - Polycyclic Aromatic Hydrocarbons (PAHs/PARs) – EPA Method 8310 (HPLC)
  - Polychlorinated Biphenyls (PCBs) – EPA Method 8082
  - Organochlorine Pesticides – EPA Method 8081 (Low Level)
- Hazardous materials off-hauling fees. Assumptions on soil type and related trucking costs if any.

Task 5 - Design Phase Support – Document Review

- Available to provide interpretations of geotechnical recommendations as requested by Architect, Structural Engineer, or other design consultants, as well as responses to DSA Plan Check comments.
- Provide clarifications and responses to CGS review comments.
- Review DSA Plan Check submittal grading, foundation, landscape, and utility plans and specifications to confirm conformance with the geotechnical recommendations and provide a plan review letter.

A marked-up PDF of the Topo site plan has been prepared by the District and is included in the attachments. It outlines the areas of new construction and site improvements. Proposers should refer to this document when developing their scope and fee.

END OF EXHIBIT A

EXHIBIT B
HOURLY BILLING RATES

Consultant's entire proposal is **not** incorporated.

Attached both straight time and overtime rates here.

HOURLY BILLING RATES				
Personnel	**Unit**	**Regular Rate**	**Over Time Rate**	**Double Time Rate**
CPT Drilling (2 Man Crew) (Personnel rate, equipment mobilization, Prevailing wage included in hourly rate)	Half Day	$4,220	$4,970	$5,720
SPT Drilling (3 Man Crew) (Personnel rate, equipment mobilization, Prevailing wage included in hourly rate) - Minimum 4 hours	Hourly	$540	$690	$840
Geotechnical Engineer	Hourly	$275	$413	$550
Certified Engineering Geologist	Hourly	$275	$413	$550
Project Geologist	Hourly	$176	$264	$352
Project Manager	Hourly	$124	$186	$248
Staff Engineer/Geologist	Hourly	$124	$186	$248
Administrative	Hourly	$105	N/A	N/A

END OF EXHIBIT B

WORKERS' COMPENSATION CERTIFICATION

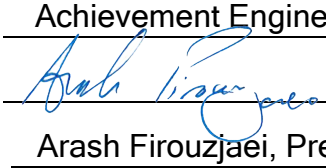
Labor Code Section 3700 provides, in relevant part:

> Every employer except the State shall secure the payment of compensation in one or more of the following ways:
>
> - By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
>
> - By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: 6/11/2026

Name of Consultant: Achievement Engineering Corp.

Signature: 

Print Name and Title: Arash Firouzjaei, President

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with District prior to performing any Services under this Agreement.)

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

The undersigned does hereby certify to District that I am a representative of Consultant entering into this Agreement with District; that I am familiar with the facts herein certified; and that I am authorized and qualified to execute this certificate on behalf of Consultant.

Consultant certifies that it has taken at least one of the following actions (check all that apply):

☒ The Work of the Agreement is either (i) at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of the Agreement shall come in contact with District pupils or (ii) if Consultant's employees or any subcontractor or supplier of any tier of the Contract interacts with pupils, such interaction shall only take place under the immediate supervision and control of the pupil's parent or guardian or a school employee, so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Consultant under the Agreement.

☐ Consultant, who is not a sole proprietor, has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Consultant's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). When Consultant performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to District pursuant to the subsequent arrest service. No work shall commence until the Department of Justice ascertains that Consultant's employees and any subcontractors' employees have not been convicted of a felony as defined in Education Code section 45122.1.

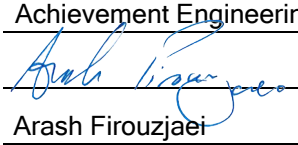
A complete and accurate list of Consultant's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto as ATTACHMENT "A."

☐ Consultant is a sole proprietor and intends to comply with the fingerprinting requirements of Education Code section 45125.1(h) with respect to all Consultant's employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and hereby agrees to District's preparation and submission of fingerprints such that the California Department of Justice may determine (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). No work shall commence until the Department of Justice ascertains that Consultant has not been convicted of a felony as defined in Education Code section 45122.1.

Consultant's responsibility for background clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of Consultant.

Date: 6/11/2026

Name of Consultant: Achievement Engineering Corp.

Signature: 

Print Name: Arash Firouzjaei

Title: President

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

ATTACHMENT "A"

List of Employees/Subcontractors

Name/Company: N/A

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

If further space is required for the list of employees/subcontractors, attach additional copies of this page.

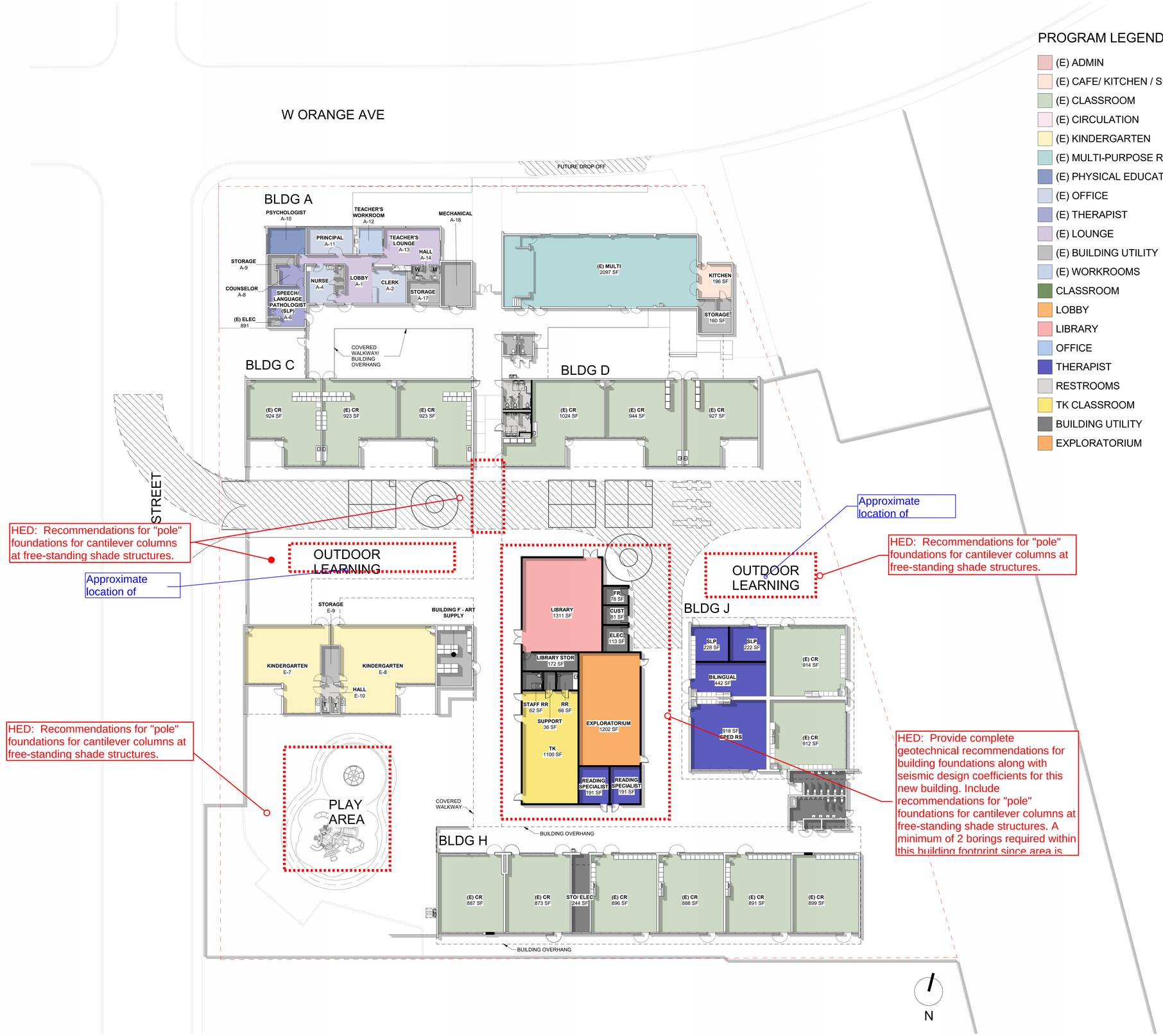
Date: 6/11/2026

Name of Consultant: Achievement Engineering Corp.

Signature: _____

Print Name: Arash Firouzjaei

Title: President



PROGRAM LEGEND

- (E) ADMIN
- (E) CAFE/ KITCHEN / SERV
- (E) CLASSROOM
- (E) CIRCULATION
- (E) KINDERGARTEN
- (E) MULTI-PURPOSE ROOM
- (E) PHYSICAL EDUCATION
- (E) OFFICE
- (E) THERAPIST
- (E) LOUNGE
- (E) BUILDING UTILITY
- (E) WORKROOMS
- CLASSROOM
- LOBBY
- LIBRARY
- OFFICE
- THERAPIST
- RESTROOMS
- TK CLASSROOM
- BUILDING UTILITY
- EXPLORATORIUM

CONCEPTUAL SITE PLAN

1/16" = 1'-0"

South San Francisco Unified School District

some client address

Los Cerritos Elementary School Modernization and Addition

210 W Orange Ave, South San Francisco, CA 94080

△	Date	Issued For

HED
417 Montgomery Street
Suite 400
San Francisco, California
94104 USA

(415) 981-2345

WWW.HED.DESIGN

©2023

2024-SS042-001

CONCEPTUAL SITE PLAN - PRIORITIZATION

A-101

ACHIEVEMENT ENGINEERING CORP.

San Jose
1145 S. Third Street
San Jose , CA 95112
(408) 217-9174

Elk Grove
9245 Laguna Springs Drive
Suite. 200
Elk Grove, CA 95758
(916) 509-7297

Fresno
1516 H Street
Fresno, CA 93721
(559) 603-0013

Santa Maria
2311 Skyway Drive
Unit 11
Santa Maria CA, 93454
(800) 653-1397

achieveng.com

June 03, 2026

Calvin Wong
Bond Project Manager
South San Francisco Unified School District
Measure T Bond Program
398 B Street
South San Francisco, CA 94080

Attn: Calvin Wong, clwong@ssfusd.org, Paul Anderson, pjanderson@kitchell.com, and Kent Brown, kbrown@kitchell.com

SUBJECT: Proposal for Geotechnical Engineering and Geological Hazards Evaluation Services for Los Cerritos Elementary School

Dear Mr. Wong,

Achievement Engineering Corporation (Achieveng) is pleased to submit this proposal to the South San Francisco Unified School District to provide Geotechnical Engineering, Geological Hazards Evaluation, and Hazardous Materials Characterization Services for the Los Cerritos Elementary School Modernization Project, located at 210 W. Orange Avenue in South San Francisco, California.

Based on the District's Request for Proposal dated May 18, 2026, Achieveng understands that the District is planning a comprehensive modernization of the Los Cerritos Elementary School campus as part of the Measure T Bond Program. Planned improvements include construction of a new classroom building with library and support spaces, campus security enhancements, accessibility upgrades, utility infrastructure improvements, classroom modernization, restroom renovations, kitchen upgrades, HVAC and electrical improvements, fire alarm upgrades, selective seismic improvements, demolition activities, and associated site development work.

Achieveng has extensive experience providing geotechnical engineering, geological hazards evaluation, environmental characterization, and construction support services for K-12 school districts and public infrastructure projects throughout California, including projects requiring coordination with the Division of the State Architect (DSA) and California Geological Survey (CGS). Our team understands the unique logistical constraints associated with working on occupied school campuses and will coordinate closely with the District, HED Architects, and the project team to safely and efficiently perform the necessary subsurface investigation and analysis.

ACHIEVEMENT ENGINEERING CORP.

Our proposed scope of services includes:

- Site investigation including soil borings, CPT exploration, infiltration testing, subsurface sampling, utility coordination, and laboratory testing
- Hazardous waste soil characterization in accordance with CCR Title 22
- Advanced seismic site classification utilizing in-house Shear Wave Velocity (Vs) profiling
- Preparation of a comprehensive Geotechnical Investigation Report meeting CBC, DSA, and CGS requirements
- Preparation of a Geological Hazards Evaluation in accordance with CGS Note 48
- Seismic hazard evaluation including liquefaction, settlement, lateral spreading, and fault-related hazards
- Design-phase consultation and response to DSA and CGS review comments
- Optional construction-phase services as Geotechnical Engineer of Record (GER)

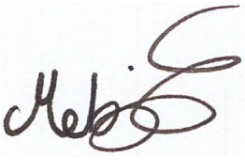
Achieveng will coordinate closely with the District and design team to confirm investigation locations, site access requirements, utility clearance, and scheduling of field activities during approved non-school hours. Our team is committed to providing practical engineering recommendations, responsive technical support, and timely deliverables that support the design process and facilitate regulatory review.

The following Task Detail outlines our proposed scope of services, deliverables, and assumptions for the Los Cerritos Elementary School Modernization Project.

We appreciate the opportunity to submit this proposal and look forward to supporting the District on this important modernization project. Should you have any questions regarding our proposal, please feel free to contact us.

Sincerely,

ACHIEVEMENT ENGINEERING CORP.



Mobin Mahmoudi, P.G.
Geotechnical Project Manager
(408) 217-9174 x206
mobin@achieveng.com

Task 1 – Site Investigation

Achievement Engineering will coordinate closely with school staff and the design team to finalize boring locations, access logistics, and safety planning. For proposal purposes, our preliminary plan includes four (1) borings, up to 20 feet deep for geotechnical purposes, (2) borings, up to 50 feet deep for geotechnical purposes, and (2) boreholes up to 10ft deep for environmental soil sampling with potential interior borings through slab-on-grade where necessary.

The field investigation will include:

- Initial site survey and drilling planning
- Private Utility Locating
- Utility clearance (USA DigAlert) and coordination with civil engineers for utility mapping
- Soil borings, sampling, and subsurface investigation using CPT method
- Infiltration Testing
- Site Class determination Using the Geophysical Method
- Surface restoration, and patch-back of interior boring locations
- Comprehensive safety planning for work within occupied campus buildings (if needed)

List of Geotechnical soil testing are included in the Laboratory testing section.

Task 2 – Geotechnical Investigation Report and Associated Laboratory Testing

We will prepare a draft and final geotechnical report addressing all requirements outlined in the RFP and consistent with CBC Chapter 16 and 18, Appendix J, and CGS Note 48. The report will include:

- Site and subsurface soil characterization
- Seismic design parameters in accordance with 2025 CBC and ASCE 7
- Evaluation of liquefaction, lateral spreading, seismic settlement, and ground rupture
- Foundation recommendations, including upgrades for seismic retrofit
- Slab-on-grade recommendations and criteria for new and existing floors
- Retaining wall design values and lateral earth pressures, if applicable
- Subgrade preparation and site grading criteria, including compaction and fill quality
- Subsurface drainage and moisture protection measures
- Temporary shoring, slope stability, and ground improvement options if required

Sample of soil will be collected at set intervals and from each geological layer identified during the drilling phase and selected for laboratory analysis for both Geotechnical and Hazardous waster purposes.

Laboratory Testing:

- Full Sieve Analysis with Wash (ASTM D422)
- Moisture Content (ASTM D2216)
- Atterberg Limits Test (ASTM 4318)
- Compaction Curves (ASTM D1557)
- Corrosion Testing (Minimum Resistivity, PH, Chloride and Sulfate)
- Compressibility ASTM D2435-04
- R-value ASTM D2844−18
- Direct Shear testing (UU) ASTM D3080-04

Advanced Seismic Site Classification

Achievement Engineering will conduct in-house Shear Wave Velocity (Vs) profiling using advanced geophysical equipment. This state-of-the-art, non-intrusive method is consistent with the latest CBC seismic code changes and is increasingly expected by DSA for determining seismic site class.

This testing supports:

- Non-destructive testing – No drilling required; rapid deployment on an occupied campus
- Efficient turnaround – Results available within 5-7 days
- Seismic site class determination – Directly supports DSA/CGS requirements for ASCE 7 (C, D, or E classification)
- Correlation to soil density and stratigraphy – Provides reliable input for geotechnical judgment and design
- Fault location insights – Identifies stratigraphic layering and seismic hazard conditions without invasive work
- Cost-effective alternative to CPT – Significantly lower cost and logistical complexity compared to traditional Cone Penetration Testing

This service can be performed alongside the planned borings or as a standalone assessment to enhance seismic site modeling. Incorporating Vs profiling will provide the district with the most accurate, rapid, and economical seismic data available for DSA plan review.

Task 3 – Geological Hazards Report

A full CGS Note 48-compliant evaluation of geological hazards, will he prepare by **Certified Geologist (PG)** and reviewed by **Certified Engineering Geologist (CEG)** from our team. Report will perform including:

- Review of site historical aerial photographs
- Summary of aerial photographic study and site visit (Geologic Reconnaissance)
- Summary of regional geology and seismicity
- Summary of project site geology
- Regional seismicity and fault mapping in relation to the campus
- Field reconnaissance and preparation of cross-sections/site geologic maps

The hazards report will include risk evaluations for:

- Fault rupture
- Historical ground failures
- Landslide hazards
- Strong ground shaking
- Liquefaction potential (including ground deformation/rupture evaluation) and seismic (dry sand) settlement potential.
- Lateral spreading potential
- Flooding and reservoir inundation potential
- Seismically induced waves – tsunami and seiche, as appropriate
- Volcanic eruption (although low here in the BA)
- Potential for naturally occurring asbestos (NOA)

As part of our preliminary review, our team will evaluate regional and site-specific geologic mapping. Figures included in Appendix A illustrate the site's location relative to regional fault systems, seismic hazard zones, and geologic formations. These maps will be supplemented with field reconnaissance and site-specific cross sections prepared by our Certified Engineering Geologist (CEG) as part of the hazards assessment.

Task 4 – Hazardous Waste Characterization for Soil

During the field investigation, our team will collect soil samples from (2) boreholes dedicated to environmental soil sampling for materials screening in accordance with **CCR Title 22**.

Environmental Testing:

- CAM 17 Metals – EPA Methods 6020B/7471
- Volatile Organic Compounds (VOCs) with Gasoline Range Organics (GRO) – EPA Method 8260B
- Semi-Volatile Organic Compounds (SVOCs), Low Level – EPA Method 8270C
- Polycyclic Aromatic Hydrocarbons (PAHs/PARs) – EPA Method 8310 (HPLC)
- Polychlorinated Biphenyls (PCBs) – EPA Method 8082
- Organochlorine Pesticides – EPA Method 8081 (Low Level)

List of CCR Title 22 tests are noted in the Laboratory testing section.

Task 5 – Design Phase Support

Achievement Engineering will remain engaged through schematic design, design development, and construction document phases. Services include:

- Participation in design team meetings
- Timely responses to DSA and CGS review comments
- Clarifications for civil, structural, and architectural coordination
- Geotechnical review of 100% construction documents for compliance with recommendations
- Issuance of a geotechnical conformance review letter for DSA submittals

Task 6 – Additional Service Options: (Construction Observation)

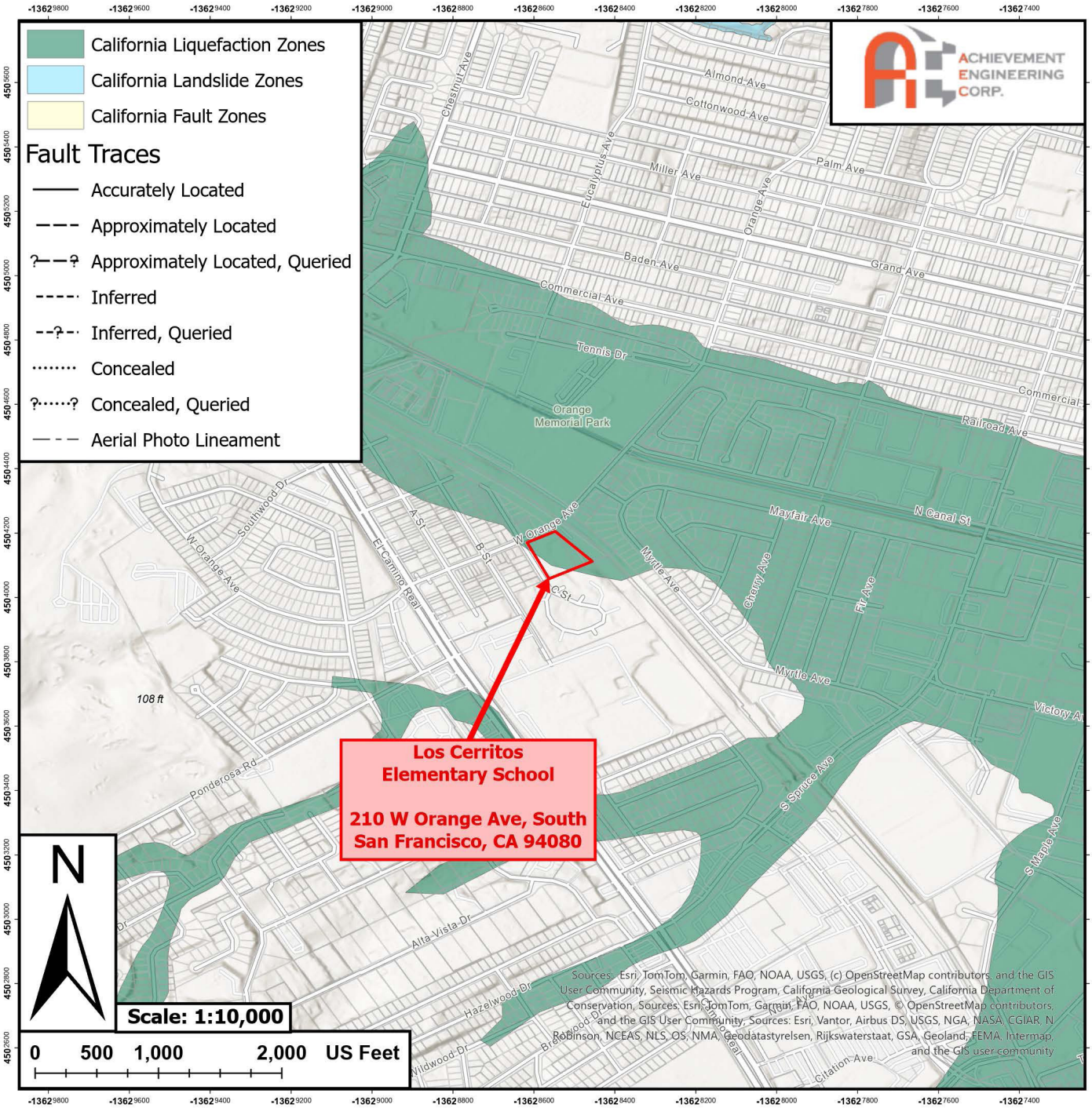
In addition to the above scope of work, Achievement Engineering can provide the District with optional services designed to enhance both pre-construction and construction-phase outcomes. These services are offered as add-ons to strengthen seismic modeling, improve field verification, and ensure conformance with DSA requirements.

Construction Phase Services

Our team can also provide observation and support during construction as the **Geotechnical Engineer of Record (GER)**. Estimated services include:

- Excavation and foundation subgrade observations
- Field density testing for backfill and compaction verification
- Submittal reviews for conformance with geotechnical recommendations
- Coordination with contractor and District's inspector (IOR)
- Attendance at construction meetings and issuance of final GER letter
- These services are proposed as optional and priced separately in the fee proposal

Appendix A: Hazard Map



Appendix B: Cost Estimate

Proposal Tasks and Fee- BASE Scope

Item	Item Note	Estimated # of Visits	Quantity per Visit	Total Quantity	Unit	Unit $/Unit	Total
Task 1- Site investigation Field work include drilling for both Geotech and Geohzard Report							
Site Visit by Project Manager	USA marking and Drilling planning	1	3	3	HOUR	$124.00	$372.00
Private Utility Locator	For the 8 borehole locations	1	1	1	Day	$2,200.00	$2,200.00
Drilling (SPT) (2) boreholes up to 20 ft. - Geotech (2) Borehole up 10ft - Envionrmental	Drilling cost $300/hr, 8 hours, $2,400 Prevailing wage rate addition $240/hr, 8 hours, $1,920 Weekend overtime addition (1.5x), $150/hr, 8 hours, $1,200	1	1	1	Day	$5,520.00	$5,520.00
Drilling (CPT) (2) boreholes 50 ft. - Liquefaction Geohazard	Half Day Rate: 25 Ton CPT Rig, $3,050 Saturday Surcharge $750/Day, $750 Field Soils & Materials Tester/Laborer: Group 3, $195/hr, 6 hours, $1,170	1	1	1	Day	$4,970.00	$4,970.00
Staff Engineer/Geologist	To Observe the Drilling Process & Log Soils (1.5x weekend O/T)	2	8	16	HOUR	$186.00	$2,976.00
Site Class determination Using the Geophysical Method	> Staff Engineer/Geologist (1.5x weekend O/T)	1	4	4	HOUR	$201.00	$804.00
Infiltration Test	> Staff Engineer/Geologist (1.5x weekend O/T)	1	8	8	HOUR	$201.00	$1,608.00
Administrative		1	6	6	HOUR	$105.00	$630.00
Task 1- Site investigation							**$19,080.00**
Task 2-Geotech Report & Soil Lab							
Geotechnical Engineer	Preparation of Geotech Report	1	14	14	HOUR	$275.00	$3,850.00
Drafting	Drafting Geotech Report	1	3	3	HOUR	$132.00	$396.00
Full Sieve Analysis with Wash	(ASTM D422)	1	6	6	TEST	$154.00	$924.00
Moisture Content	(ASTM D2216)	1	6	6	TEST	$44.00	$264.00
Atterberg Limits Test	(ASTM 4318)	1	6	6	TEST	$297.00	$1,782.00
Compaction Curves	(ASTM D1557)	1	1	1	TEST	$341.00	$341.00
Corrosion Testing	Minimum Resistivity, PH, Chloride and Sulfate	1	2	2	TEST	$423.00	$846.00
Compressibility	ASTM D2435-04	1	1	1	TEST	$502.00	$502.00
R-value	ASTM D2844−18	1	2	2	TEST	$527.00	$1,054.00
Direct Shear testing (UU)	ASTM D3080-04	1	2	2	TEST	$849.00	$1,698.00
Task 2-Geotech Report							**$11,657.00**
Task 3-GeoHazards Report							
Project Geologist	Preparation of Geohazard Report	1	16	16	HOUR	$176.00	$2,816.00
Certified Engineering Geologist	Review and Report	1	4	4	HOUR	$275.00	$1,100.00
Drafting	Drafting of Geohzard Report	1	4	4	HOUR	$132.00	$528.00
Task 3-GeoHazards Report							**$4,444.00**
Task 4-Hazards. Soil							
Hazardous Waste California Code of Regulations (CCR) Title 22. (2 Locations and at 2.5ft and 7.5ft)	CAM 17 Metals – EPA Methods 6020B/7471	1	4	4	TEST	$140.00	$560.00
	Volatile Organic Compounds (VOCs) with Gasoline Range Organics (GRO) – EPA Method 8260B	1	4	4	TEST	$145.00	$580.00
	Semi-Volatile Organic Compounds (SVOCs), Low Level – EPA Method 8270C	1	4	4	TEST	$152.00	$608.00
	Polycyclic Aromatic Hydrocarbons (PAHs/PARs) – EPA Method 8310 (HPLC) & Polychlorinated Biphenyls (PCBs) – EPA Method 8082	1	4	4	TEST	$191.00	$764.00
	Organochlorine Pesticides – EPA Method 8081 (Low Level)	1	4	4	TEST	$186.00	$744.00
	Terracore/5035 Kits (5 Vial)	1	2	2	UNIT	$31.00	$62.00
	Sample Disposal Fee	1	2	2	UNIT	$8.00	$16.00
Project Geologist	Geological Hazardaous waste report	1	3	3	HOUR	$176.00	$528.00
Project Geologist	Hazardous material off-hauling fees determination	1	3	3	HOUR	$176.00	$528.00
Task 4-Hazards. Soil							**$4,390.00**
Task 5- Design Doc Review							
Geotechnical Engineer	Review of construction documents for compliance with recommendations	1	4	6	HOUR	$275.00	$1,650.00
Task 5- Design Doc Review							**$1,650.00**
Total Base Fee							
	Add all services						**$41,221.00**
	Owner Controlled Contingency						**$10,000.00**
Total Base Fee							**$51,221.00**

Appendix B: Cost Estimate
(continued)

Additonal Ser. Fee	Task 6-Construction Observation							
	Item	Item Note	Estimated # of Visits	Quantity per Visit	Total Quantity	Unit	Unit $/Unit	Total
	Deep Foundation Observation	Poles	1	4	4	HOUR	$131.00	$524.00
	Shallow Foundation Observation	Building	1	4	4	HOUR	$131.00	$524.00
	Compaction Observation	Building	2	8	16	HOUR	$131.00	$2,096.00
	Nuclear Gauge	Equipment	2	8	16	HOUR	$31.00	$496.00
	Slab on Grade Inspection	Building	1	4	4	HOUR	$131.00	$524.00
	Surface Drainage Inspection	Building	1	4	4	HOUR	$131.00	$524.00
	Task 6-Construction Observation (minimum)							**$4,688.00**

Appendix C: Fee Schedule

Item#	Professional & Office Staff				Price	Unit
POS1	Project Principal				$275	/hour
POS2	Geotechnical Engineer (G.E.)				$275	/hour
POS3	Certified Engineer Geologist (C.E.G.)				$275	/hour
POS4	Principal Engineer				$275	/hour
POS5	Registered Professional Engineer				$231	/hour
POS6	Project Manager				$198	/hour
POS7	Staff Engineer				$176	/hour
POS8	Drafting				$132	/hour
POS9	Administrative				$105	/hour
POS10	Review of Welding Documents (WPS)				$193	/hour
POS11	Field Inspection Review & Preparation of Letter (up to 3 visits)				$231	/letter
POS12	Final Inspection Affidavit (up to 20 visits)				$693	/letter
POS13	Final Inspection Affidavit (up to 50 visits)				$1,155	/letter
POS14	Final Inspection Affidavit (up to 100 visits)				$1,760	/letter
POS15	Concrete / Shotcrete / Grout Mixed Design Review – Calculations Only				$341	/each
POS16	Welder Qualification (each position)				$770	/each
POS17	Laboratory Supervisor				$165	/hour
POS18	Laboratory Technician				$132	/hour
	Inspections				Price	Unit
INS1	Field Supervisor - Site Visit				$149	/hour
INS2	Special Inspection (Concrete, Post Tension, Masonry, Fireproofing)				$131	/hour
INS3	Special Inspection (Retrofit Epoxy, Expansion Bolt, Proof Load Test)				$131	/hour
INS4	Special Inspection (Soil, Segmental Retaining Wall, Asphalt)				$131	/hour
INS5	Special Inspection (Structural Steel and High-Strength Bolting) ICC				$131	/hour
INS6	Special Inspection (Structural Steel Welding) AWS and ICC				$138	/hour
INS7	Special Inspection (Structural Wood, Shear Wall Nailing)				$162	/hour
INS8	Concrete Slump & Sampling				$131	/hour
INS9	Special Inspection (DSA Masonry - DSA Shotcrete)				$162	/hour
INS10	Rebar Identification, Sample, Tag, and Release				$131	/hour
INS11	Material Sampling from Field				$131	/hour
INS12	NACE Level II				$171	/hour
INS13	NDT Level II (UT, MT, PT)				$162	/hour
INS14	NDT Level III				$220	/hour
INS15	Pickup & Delivery of Samples				$105	/hour
INS16	Structural Steel Material Verification				$138	/hour
INS17	CASp/ADA Inspection				$220	/hour
INS18	Concrete Core Drilling (Two-man Crew)				$341	/hour
INS19	SI - CalGreen				$147	/hour
INS20	Floor Flatness				$250	/hour
INS21	Firestopping				$165	/hour
	Exploratory & Field Testing Equipment				Price	Unit
EQP1	Schmidt Hammer				$11	/hour
EQP2	Torque Test				$11	/hour
EQP3	Pull Test				$35	/hour
EQP5	UT				$44	/hour
EQP6	MT				$44	/hour
EQP7	PT				$44	/hour
EQP8	Nuclear Gauge				$31	/hour
EQP9	Sand-cone				$22	/hour
EQP10	Core Drilling Machine				$83	/hour
EQP11	Torvane				$17	/hour
EQP12	Pocket Penetration				$17	/hour
EQP13	Concrete Scanning				$77	/hour
EQP14	Spray Fireproofing				$33	/hour
EQP15	Paint Intumescent Device				$33	/hour
EQP16	Fire Protection Coat				$25	/hour
EQP17	Moisture Measurement for Slab per Kit				$83	/each
EQP18	I-Pile Integrity Tester				$110	/hour
EQP19	Skidmore				$47	/hour
EQP20	High-Strength Bolts Torque Wrench				$33	/hour
	Laboratory Tests Description	**ASTM**	**AASHTO**	**CTM**	Price	Unit
	Concrete					

Appendix C: Fee Schedule
(continued)

CONC1	Concrete Compressive Strength Test	C39	T22	521	**$55**	**/each**
CONC2	Concrete Drilled Core Compressive Strength Test with Preparation	C42	T24	-	**$66**	**/each**
CONC3	Unit Weight of Concrete	C138	T121	518	**$61**	**/each**
CONC4	Flexural Test per Beam	C78	-	523	**$77**	**/each**
CONC5	Shotcrete Panel Test Coring with Sample Preparation	C1140	-	-	**$77**	**/each**
CONC6	Concrete Trial Batches	C94	-	-	**Quote**	**/each**
CONC7	Storage Concrete Beyond 28 days	-	-	-	**$55**	**/each**
CONC8	Coring / Evaluation of Pre-Constructions Panel (3 cores; Rebar # 3 to 7)	-	-	-	**$1,430**	**/panel**
CONC9	Coring / Evaluation of Pre-Constructions Panel (3 cores; Rebar # 8 to 11)	-	-	-	**Quote**	**/panel**
CONC10	Coring / Evaluation of Pre-Constructions Panel (3 cores; Rebar above #11)	-	-	-	**Quote**	**/panel**
CONC11	NS Grout Test Only	C109	-	-	**$50**	**/each**
CONC12	Grout CLSM - Compressive Strength Test Only	D4832	-	-	**$80**	**/each**
CONC13	Grout for Soil Nails or Tiebacks Compressive Strength Test Only	-	-	-	**$55**	**/each**
CONC14	Soil-Cement Mixture Molding and Compressive Strength Test - Molding and Compressive Test (Sample prep: ASTM D1632, D698, or D1557)	D1632	-	-	**$157**	**/each**
	Masonry					
MASN1	CMU Strength, Unit Weight, Absorption, Moisture content	C140	-	-	**$1,430**	**/set**
MASN2	Compression Test, 2" Cube Non-Shrink Grout or Mortar	C109	T106	-	**$55**	**/each**
MASN3	Compression Test, Mortar Cylinder (2" x 4")	C780	-	515	**$55**	**/each**
MASN4	Compression Test, Grout Prism (3" x 3" x 6")	C1019	-	-	**$55**	**/each**
MASN5	Compression Test, Masonry Prism	C1314	-	-	**$308**	**/each**
MASN6	Shear Test, Masonry Core	Title 24	-	-	**$101**	**/each**
MASN7	Compression/Shear Test, Masonry Core	Title 24	-	-	**$152**	**/each**
	Soils					
SOIL1	Full Sieve Particle Size Analysis with Wash	D6913	T88	202	**$154**	**/each**
SOIL2	Full Sieve Analysis with Wash - Bulk Sieve (if gravely or > 10 lb.)	D6913	T88	202	**$242**	**/each**
SOIL3	Particle - Size Gradation of Fine - Grained Soils with Hydrometer	D7928	T99	216	**$253**	**/each**
SOIL4	Modified Proctor Compaction - 4" mold	D1557	T180	216	**$341**	**/each**
SOIL5	Modified Proctor Compaction - 6" mold	D1557	T180	216	**$407**	**/each**
SOIL6	No. 200 Mesh Wash Particle Size Analysis	D1140	T11	-	**$101**	**/each**
SOIL7	Resistance R-Value & Expansion Pressure of Compacted Soils	D2844	T190	301	**$385**	**/each**
SOIL8	Consolidation Test	D2435	T216	219	**$583**	**/each**
SOIL9	Moisture Content	D2216	T265	226	**$44**	**/each**
SOIL10	Expansion Index	D4829	T190	-	**$506**	**/each**
SOIL11	Plasticity Index (Atterberg Limits)	D4318	T87 - T89 - T90	204	**$297**	**/each**
SOIL12	Unified Soil Classification System	D2487	-	-	**$495**	**/each**
SOIL13	Moisture Content & Unit Weight (2.0" to 2.5" dia.)	D7263	T99 - T180	-	**$50**	**/each**
SOIL14	Unconfined Compressive Strength	D2166	T208	-	**$80**	**/each**
SOIL15	Soil Cement	D1633	T38	-	**$80**	**/each**
SOIL16	Soil Cement with Cast In Lab	D1633	-	-	**$224**	**/each**
SOIL17	Isotropic Triaxial Compression - UU (per point)	D2850	T296	230	**$171**	**/each**
SOIL18	Isotropic Triaxial Compression - UU in Saturated Conditions (per point)	D2850	T296	230	**$286**	**/each**
SOIL19	Isotropic Triaxial Compression - CU (per point)	D4767	T297	230	**$308**	**/each**
SOIL20	Isotropic Triaxial Compression - CU (per point) - pore pressure measurements	D4767	T297	230	**$605**	**/each**
SOIL21	California Bearing Ratio (CBR) - without Compaction Curve	D1883	T193	-	**$670**	**/each**
SOIL22	Chloride, Sulfate Ion Concentration	D4327	-	417	**$132**	**/each**
SOIL23	Minimum Resistivity of Soil	-	-	643	**$231**	**/each**
SOIL24	pH of Soils	D4972	T289	643	**$58**	**/each**
SOIL25	Organic Content	D2974	T267	-	**$138**	**/each**
SOIL26	Direct Shear Test	D3080	-	-	**$485**	**/each**
	Asphalt	**ASTM**	**AASHTO**	**CTM**	**Price**	**Unit**
ASPH1	Moisture Content of Asphalt Mixture	D4643	T329	370	**$325**	**each**
ASPH2	Bulk Specific Gravity and Density of compacted Asphalt	D1188/D2726	T275	308	**$66**	**each**
ASPH3	Maximum Specific Gravity and Density of Asphalt Mixtures	D2041	T209	309	**$253**	**each**
ASPH4	Asphalt Content by Ignition Method	D6307	T329	382	**$429**	**each**
ASPH5	Asphalt Content by Ignition Method - Correction Factor	D6307	T308	382	**$429**	**each**
ASPH6	Gyratory Compaction	-	T312	-	**$400**	**each**
ASPH7	Air Voids Content	D3203	T269	-	**$150**	**each**
ASPH8	Stabilometer	D5160	-	308	**$530**	**each**
ASPH9	Hamburg Wheel Track	-	T324	366	**$1,909**	**each**
ASPH10	Moisture Susceptibility and Tensile Strength Ratio	-	T283	371	**$2,371**	**each**
ASPH11	Binder Recover (RAP)	D1856	-	-	**$332**	**each**

Appendix C: Fee Schedule
(continued)

ASPH12	Sieve Analysis of Extracted Aggregate	D5444	-	-	$248	each
	Aggregate	**ASTM**	**AASHTO**	**CTM**	**Price**	**Unit**
AGG1	Gradation - Coarse Aggregate	C136	T27	202	$341	/each
AGG2	Gradation - Fine Aggregate	C136	T27	202	$286	/each
AGG3	Gradation - Combined Coarse and Fine	C126	T27	202	$528	/each
AGG4	Specific Gravity and Absorption (Fine Aggregate)	C128	T84	208	$264	/each
AGG5	Specific Gravity and Absorption (Coarse Aggregate)	C127	T85	206	$264	/each
AGG6	No. 200 Mesh Wash Particle Size Analysis	C117	-	-	$297	/each
AGG7	Moisture Content	C566	T255	226	$50	/each
AGG8	Organic Impurities in Fine Aggregate	C40	T21	213	$182	/each
AGG9	Aggregate Soundness (Magnesium or Sodium Sulfate Soundness)	C88	104	214	$220	/fraction
AGG10	Evaluating Cleanness of Coarse Aggregate 1" x #4	-	-	227	$220	/each
AGG11	Los Angeles Abrasion 1.5" x 3/4"	-	-	-	$242	/each
AGG12	Sand Equivalent	D2419	T176	217	$160	/each
AGG13	Aggregate Durability Index	D3744	-	229	$264	/each
AGG14	Fractured Particles (Coarse Aggregate Angularity)	D5821	T335	205	$264	/each
AGG15	Percentage of Flat & Elongated Particles in Coarse Aggregate	D4791	-	235	$286	/each
AGG16	Uncompacted Void Content of Fine Aggregates	C1252	T304	234	$231	/each
AGG17	Percentage of crushed particles	D4791	-	235	$286	/each
	Steel	**ASTM**	**AASHTO**	**CTM**	**Price**	**Unit**
STL1	Rebar Tensile Test Up to #8	A370	-	670	$77	/each
STL2	Rebar Tensile Test #9 to #11	A370	-	670	$99	/each
STL3	Rebar Tensile Test #14	A370	-	670	$286	/each
STL4	Rebar Bend Test Up to #8	A370	-	670	$77	/each
STL5	Rebar Bend Test #9 to #11	A370	-	670	$99	/each
STL6	Rebar Bend Test #14	A370	-	670	$286	/each
STL7	Resistance Butt Welds Splices Up to #9	A370	-	670	$116	/each
STL8	Resistance Butt Welds Splices #11 to #14	A370	-	670	$242	/each
STL9	Mechanical Splices Up to #8	A370	-	670	$275	/each
STL10	Mechanical Splices #9 to #14	A370	-	670	$429	/each
STL11	7 Wires Strands	A1034	-	670	$385	/each
STL12	Sample Preparation	-	-	-	$99	/hour
STL13	High-Strength Bolt, Nut & Washer for ASTM A325, A490 Skidmore Test	-	-	-	$88	/each
STL14	High-Strength Bolt, Nut & Washer Proof Load and Hardness Test	-	-	-	$300	/each
STL15	AWS D1.1 - 3/8" Plate per Position (Tensile)	A370	-	-	$66	/each
STL16	AWS D1.1 - 1" Plate per Position (Tensile)	A370	-	-	$99	/each
STL17	AWS D1.1 - 3/8" Plate per Position (Bend)	A370	-	670	$61	/each
STL18	AWS D1.1 - 1" Plate per Position (Bend)	A370	-	670	$99	/each
STL19	Headed Bars Up to #8	A970	-	-	$99	/each
STL20	Headed Bars #9 to #11	A970	-	670	$149	/each
STL21	Headed Bars #14	-	-	687	$303	/each
STL22	Hardness Test	-	-	-	$80	each
STL23	Anchor bolts Tensile Up to 1" (Test Only)	-	-	-	$165	each
STL24	Anchor bolts Tensile 1"to 2" (Test Only)	-	-	-	$276	each
STL25	Anchor bolts Tensile 2" to 3" (Test Only)	-	-	-	$612	each
STL26	Enviro-Recycling Fee	-	-	-	$6	/each
	Miscellaneous	**ASTM**	**AASHTO**	**CTM**	**Price**	**Unit**
MISC1	Spray-Applied Fireproof Density	E605	-	-	$55	/each
MISC2	Spray-Applied Fireproof Adhesion/Cohesion	E736	-	-	$55	/each
MISC2	Contract Labor				At Cost + 20%	
MISC3	Outside Services				At Cost + 20%	
MISC4	Per Diem (or at cost, if higher)				$187	/day
MISC5	For Each Notary Stamp				$25	/each
MISC6	Notarized Doc Processing				$50	/each
MISC7	Travel Time				$66	/hour
MISC8	Mileage*				$0.70	/mile

***Mileage will be charged at the current IRS rate.**

Appendix C: Fee Schedule
(continued)

General Charges

These General Charges are established to ensure consistent scheduling, regulatory compliance, and uninterrupted Quality Assurance/Quality Control oversight across public and private projects.

1. ACHIEVENG requires a minimum of two (2) business days' notice to schedule inspectors and/or technicians. Requests made with less than two (2) business days' notice are subject to staff availability.

2. Inspection charges begin at the scheduled reporting time, including any required site access, safety orientation, or check-in procedures. All inspection hours will be billed in the following increments:
   - There will be a minimum two (2)-hour charge per assigned ACHIEVENG employee per site visit. Work durations of less than two (2) hours will be billed as two (2) hours.
   - After the initial two (2) hours, any additional time that an ACHIEVENG employee is required at the job site will be charged on an hour-by-hour basis, up to a maximum of eight (8) hours.

3. Work will be billed at adjusted rates under the following circumstances, or as otherwise required by applicable Union or DIR requirements for public works projects:
   - Work performed outside of normal workday hours (6:00 a.m. to 4:30 p.m., Monday through Friday) or in excess of eight (8) hours per day will be billed at one and one-half (1.5) times the unit rate.
   - Work performed on Saturdays will be billed at one and one-half (1.5) times the unit rate, up to eight (8) hours. Work exceeding eight (8) hours on Saturdays will be billed at two (2) times the unit rate.
   - Work performed on Sundays and recognized holidays will be billed at two (2) times the unit rate.
   - **Night work** performed between 4:30 p.m. and 4:00 a.m. that falls outside standard work hours will be billed at the applicable overtime rate, whichever is greater.

4. A Project Management and QA/QC oversight fee, equal to six percent (6%) of the inspection cost, will be applied to each invoice to cover coordination, scheduling, reporting review, and compliance documentation.

5. A fifty percent (50%) surcharge will be applied to laboratory tests performed on Saturdays or Sundays.

6. Requests made by CLIENT for management attendance at meetings at the job site will be charged at standard rate.

7. Attendance at meetings, including but not limited to Pre-Construction Meetings, Progress Meetings, coordination meetings, hearings, and presentations, will be billed at the applicable staff classification rate, including travel time when applicable.

8. In the event of a 'No-Show' (when the CLIENT or its representative is not present or the site is not ready at the scheduled date and time), a minimum two (2)-hour charge per assigned staff member will apply.

9. If an inspection results in a discrepancy, nonconformance, or failed test, additional time required for review, documentation, coordination, and verification of corrective actions will be billed in thirty (30)-minute increments at the

10. Mileage and travel time will not be charged for projects located within a thirty (30)-mile radius of the ACHIEVENG office from which the assigned ACHIEVENG employee is dispatched. Projects located beyond this radius will be billed for mileage and travel in accordance with the ACHIEVENG Fee Schedule, based on the distance from the ACHIEVENG office from which the assigned ACHIEVENG employee is dispatched to the project site.

11. The ACHIEVENG Fee Schedule rates will remain valid throughout the term of the agreement and may be subject to an annual adjustment not to exceed five percent (5%), subject to CLIENT approval where required by contract.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Lori Shelton, Director of Bond Program

DATE: June 25, 2026

RE: Approval of Professional Services Agreement with ACC Environmental Services, Inc. for Hazardous Material Consulting Services for the El Camino HS Modernization Project

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ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The South San Francisco Unified School District is acquiring the services of ACC Environmental Services, Inc. to provide Hazardous Material Consulting Services for the El Camino HS Modernization Project. The scope of work includes hazardous materials testing, monitoring, preparation of design specifications, pre-bid services and other related hazardous materials services for the select demolition and construction work to occur on campus.

On November 16, 2023, the Board of Trustees approved a Request for Qualifications (RFQ) for a pool of four (4) firms to provide hazardous materials consulting services. The District issued a Request for Proposal (RFP) for hazardous materials consulting services. After a thorough review, ACC Environmental Services, Inc., was selected on a best value basis, offering a fair and reasonable fee for scope of services and meeting all project requirements.

FISCAL IMPLICATIONS:

The cost of the services is $77,902.50. This will be paid for through the Measure T Bond Program (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the professional services agreement with ACC Environmental Services, Inc. to provide Hazardous Material Consulting Services for the El Camino HS Modernization project in the amount of $77,902.50.

INDEPENDENT CONSULTANT AGREEMENT FOR HAZARDOUS MATERIALS CONSULTING SERVICES (AGREEMENT #26026)

This Independent Consultant Agreement for Hazardous Material Consulting Services ("Agreement") is made and entered into as of the **26nd day of June, 2026** by and between the South San Francisco Unified School District, ("District") and **ACC Environmental Services, Inc.**, ("Consultant"), (together, "Parties").

WHEREAS, Public Contract Code section 20111, subdivision (d), provides that professional services, requiring specialized knowledge, training, or skill, are not subject to public bidding requirements; and

WHEREAS, Government Code section 53060, authorizes District to contract with any person(s) for the furnishing special services and advice in financial, economic accounting, engineering, legal or administrative matters through direct negotiation; and satisfactory performance of the services required; and

WHEREAS, District duly determined that it needs some or all of the services (collectively, "Services") to be provided pursuant to this Agreement; and

WHEREAS, Consultant is specially trained, experienced, and competent to perform the Services required by District, as needed on the basis set forth in this Agreement.

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. Consultant shall provide **Hazardous Materials Consulting Services** as further described in **Exhibit A**, attached hereto and incorporated herein by this reference ("Services").

2. **Term**. Consultant shall commence providing services under this Agreement on **June 26, 2026** and will diligently perform as required and complete performance by **June 30, 2027** ("Term"), unless this Agreement is terminated and/or otherwise cancelled prior to that time.

3. **Submittal of Documents**. Consultant shall not commence the Services under this Agreement until Consultant has submitted and District has approved the documents, certificate(s) and affidavit(s), and endorsement(s) of insurance required as indicated below:

   ___X___ Signed Agreement
   ___X___ Workers' Compensation Certification
   ___X___ Prevailing Wage Certification
   ___X___ Fingerprinting/Criminal Background Investigation Certification
   ___X___ Insurance Certificates and Endorsements
   ___X___ W-9 Form
   _____ Other: _____

4. **Compensation**. District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **Seventy-Seven Thousand Nine Hundred Two Dollars and 50 cents ($77,902.50).** District shall pay Consultant according to the following terms and conditions:

4.1. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by District. Payment shall be made within thirty (30) days after Consultant submits an invoice to District for Services actually completed and after District's written approval of the Services, or the portion of the Services for which payment is to be made. The schedule of deliverable Services is as follows:

4.1.1. Phase 1 Inspection/Survey	**$ 33,342.50**
4.1.2. Phase 2 Design	**$ 16,890.00**
4.1.3. Phase 3 Pre-Bid	**$ 17,670.00**
4.1.4. Owner Controlled allowance for unforeseen and follow up testing after initial test results.	**$10,000.00**
4.1.5. Total Agreement	**$77,902.50**

4.2. The Services shall be performed at the hourly billing rates and/or unit prices included in **Exhibit B**. If hourly billing applies, the itemized invoice shall reflect the hours spent by Consultant in performing its Services pursuant to this Agreement.

4.3. If Consultant works at more than one site, Consultant shall invoice for each site separately.

5. **Materials**. Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement, except as follows:

5.1. N/A

6. **Expenses**. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows:

6.1. N/A

7. **Independent Contractor**. Consultant represents and warrants that Consultant is an independent contractor or business entity that is: (i) free from the control and direction of District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.

8. **Performance of Services.**

8.1. **Standard of Care**. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings

obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

8.2. **Due Diligence.** Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

8.3. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.

8.4. **District Approval.** The Services completed herein must meet the approval of District and shall be subject to District's general right of inspection and supervision to secure the satisfactory completion thereof.

8.5. **New Project Approval.** Consultant and District recognize that Consultant's Services may include working on various Projects for District. Consultant shall obtain the approval of District prior to the commencement of a new Project.

9. **Originality of Services**. Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

10. **Deliverables.** Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission.

11. **Audit**. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

12. **Disputes.** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services, but will allow determination by the court of the State of California, in the county in which District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if

mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Consultant's right to bring a civil action against District. For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

13. **Termination**.

13.1. **For Convenience by District**. District may, at any time, with or without reason, terminate this Agreement for its own convenience and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by Consultant or no later than three days after the day of mailing, whichever is sooner.

13.2. **With Cause by District**. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

13.2.1. material violation of this Agreement by Consultant; or

13.2.2. any act by Consultant exposing District to liability to others for personal injury or property damage.

Written notice by District shall contain the reasons for such intention to terminate. Unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, District may secure the required services from another Consultant. If expenses, fees, and/or costs to District exceed the cost of providing the service pursuant to this Agreement, Consultant shall immediately pay the excess expenses, fees, and/or costs to District upon the receipt of District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

14. **Indemnification**.

14.1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant ("Claim"). Consultant shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Consultant's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. District shall have the right to accept or

reject any legal representation that Consultant proposes to defend the Indemnified Parties.

14.2. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim, subject to section 14.1 above. Consultant's obligation pursuant to this Article includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s) and to enforce the indemnity herein, subject to section 14.1 above. Consultant's obligation to indemnify shall not be restricted to insurance proceeds.

14.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant from amounts owing to Consultant.

15. **Insurance**.

15.1. **Coverage**. Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	**Minimum Requirement**
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 2,000,000
General Aggregate	$ 4,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Professional Liability	$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	$ 1,000,000

15.1.1. **Commercial General Liability and Automobile Liability Insurance**. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by District.)

15.1.2. **Workers' Compensation and Employer's Liability Insurance**. Workers' Compensation Insurance and Employer's Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, Consultant shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of

any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

15.1.3. **Professional Liability (Errors and Omissions)**. Professional Liability Insurance as appropriate to Consultant's profession, coverage to continue through completion of construction plus three (3) years thereafter.

15.2. **Proof of Carriage of Insurance**. Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to District and approved by District. Certificates and insurance policies shall include the following:

15.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

15.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

15.2.3. An endorsement stating that District and its Board of Trustees, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.

15.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employer's Liability Insurance Policies shall be written on an occurrence form.

15.3. **Acceptability of Insurers**. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to District.

15.4. If Consultant normally carries insurance in an amount greater than the minimum amounts required herein, that greater amount shall become the minimum required amount of insurance for purposes of the Agreement. Therefore, Consultant hereby acknowledges and agrees that all insurance carried by it shall be deemed liability coverage for all actions it performs in connection with the Agreement.

16. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the governing board of District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify District, in writing, and, at the sole option of District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written

termination notice from District. If Consultant performs any Services that is in violation of any laws, ordinances, rules or regulations, without first notifying District of the violation, Consultant shall bear all costs arising therefrom.

16.1. **Labor Code Requirements**: Consultant shall comply with all applicable provisions of the California Labor Code, Division 3, Part 7, Chapter 1, Articles 1 – 5, including, without limitation, the payment of the general prevailing per diem wage rates for public work projects of more than one thousand dollars ($1,000). Copies of the prevailing rate of per diem wages are on file with District.

16.1.1. **Registration**: If applicable, before a public works contract can be awarded, Consultant and its subcontractor(s) shall be registered with the Department of Industrial Relations in accordance with Labor Code section 1771.1. At least one week before commencing work, Consultant shall provide to District the name and DIR registration number for Consultant and any applicable subcontractor.

16.1.2. **Certified Payroll Records**: Consultant and its subcontractor(s) shall keep accurate certified payroll records of workers and shall electronically submit certified payroll records directly to the Department of Industrial Relations weekly or within ten (10) days of any request by District or the Department of Industrial Relations.

16.1.3. **Labor Compliance**: Consultant shall perform the Services of the Project while complying with all the applicable regulations, including section 16000, et seq., of Title 8 of the California Code of Regulations and is subject to labor compliance monitoring and enforcement by the Department of Industrial Relations.

17. **Certificates/Permits/Licenses/Registrations**. Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits, licenses, and registrations as are required by law in connection with the furnishing of Services pursuant to this Agreement.

18. **COVID-19 Requirements.** For all workers on District property, Consultant and Consultant's personnel shall comply with all applicable federal, state and local laws regarding COVID-19 including, without limitation, applicable terms in CDPH State Public Health Officer Orders.

19. **Anti-Discrimination**. It is the policy of District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, Consultant agrees to require like compliance by all of its subcontractor(s).

20. **Fingerprinting of Employees**. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services. Consultant expressly acknowledges that the following conditions shall apply to any work performed by Consultant and/or Consultant's employees on a school site:

20.1. All site visits shall be arranged through District;

20.2. Consultant and Consultant's employees shall inform District of their proposed activities and location at the school site, allowing District time to arrange site visits without a disruption to the educational process;

20.3. Consultant and/or Consultant's employees shall check in with the school office each day immediately upon arriving at the school site;

20.4. Once at such location, Consultant and Consultant's employees shall not change locations without contacting District;

20.5. Consultant and Consultant's employees shall not use student restroom facilities; and

20.6. If Consultant and Consultant's employees find themselves alone with a student, Consultant and Consultant's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

21. **Disabled Veteran Business Enterprises**. Education Code section 17076.11 requires school districts using funds allocated pursuant to the State of California School Facility Program for the construction or modernization of a school building to have a participation goal of at least three percent (3%), per year, of the overall dollar amount expended each year by the school district, for disabled veteran business enterprises ("DVBE"). In accordance therewith, Consultant must submit, upon request by District, appropriate documentation to District identifying the steps Consultant has taken to solicit DVBE participation in conjunction with this Agreement, if applicable.

22. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

23. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors**. District may evaluate Consultant in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:

23.1. Requesting that District employee(s) evaluate Consultant and Consultant's employees and subcontractors and each of their performance.

23.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

24. **Limitation of District Liability**. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

25. **Confidentiality**. Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential

and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

26. **Notice**. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or electronic mail transmission, addressed as follows:

District:	**Consultant**:
South San Francisco Unified School District 398 B Street South San Francisco, CA 94080 ATTN: Lori Shelton, Director of Bond Program EMAIL: lshelton@ssfusd.org	ACC Environmental Services, Inc. 7977 Capwell Drive, Suite 100 Oakland, CA 94621 ATTN: Mitchell Edwards Senior Project Manager Email: medwards@accenv.com

Any notice personally given or sent by email transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

27. **Assignment**. The obligations of Consultant pursuant to this Agreement shall not be assigned by Consultant. Any such assignment shall be null and void.

28. **Integration/Entire Agreement of Parties**. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

29. **California Law**. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which District's administrative offices are located.

30. **Waiver**. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

31. **Severability**. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

32. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

33. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

34. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

35. **Tolling of District's Claims.** Consultant agrees to toll all statutes of limitations for District's assertion of claims against Consultant that arise out of, pertain to, or relate to contractors' or subcontractors' claims against District involving Consultant's services under this Agreement, until the contractors' or subcontractors' claims are finally resolved.

36. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

37. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

38. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.

39. **Counterparts.** This Agreement may be executed in one or more counterparts, and all counterparts together shall be construed as one document. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.

40. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 2026	Dated: June 9, 2026
South San Francisco Unified School District	ACC Environmental Consultants, Inc.
Signed By: _____	Signed By:
Print Name: Ted O	Print Name: Mitchell Edwards
Print Title: Assistant Superintendent, Business Services	Print Title: Senior Project Manager

Information regarding Consultant:

License No.: 00004978

Address: 7977 Capwell Drive, Suite 100
Oakland, CA 94621

Telephone: 510-638-8400

Facsimile: 510-638-8404

E-Mail: medwards@accenv.com

Type of Business Entity:
_____ Individual
_____ Sole Proprietorship
_____ Partnership
_____ Limited Partnership
__X__ Corporation, State: California
_____ Limited Liability Company
_____ Other: _____

94-3002813: Employer Identification and/or Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of $600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, District requires Consultant to furnish the information requested in this section.

EXHIBIT A
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

Consultant's entire Proposal is **not** made part of this Agreement. The work will be performed **at El Camino High School at 1320 Mission Rd, South San Francisco, CA 94080**
The scope of Services is more specifically described herein.

1. SERVICES GENERALLY – PHASE 1

1.1. In general, the Services to be provided by the Consultant will include:

- 1.1.1. Construction document review
- 1.1.2. Building inspections/surveying and testing for:
  - 1.1.2.1. Asbestos-containing materials ("ACM"),
  - 1.1.2.2. Lead-containing materials ("LCM"), and
- 1.1.3. Identify other hazardous materials of importance required prior to demolition
- 1.1.4. Bulk sampling for ACM and LCM
- 1.1.5. X-Ray fluorescence (XRF) testing for LCM
- 1.1.6. Preparation of removal specifications and plans, identifying all items that require abatement prior to demolition
- 1.1.7. ACM and LCM abatement compliance inspections, including environmental and clearance air monitoring, quality control and assurance programs for field sampling
- 1.1.8. Project support and analytical services for an emergency or planned repair, renovation, and demolition projects as required by the district

1.2. Consultant will monitor the abatement work to ensure compliance with contract specifications and all federal, state, and local regulatory requirements applicable to such work.

1.3. Work shall be performed in accordance with:

- 1.3.1. Asbestos Hazard Emergency Response Act (AHERA),
- 1.3.2. Title 8 of the California Code of Regulations, including Sections 1529 and 1532.1,
- 1.3.3. Education Code Section 49410 et seq.,
- 1.3.4. Health and Safety Code section 25914 et seq.,
- 1.3.5. Labor Code Section 6501 et seq., and
- 1.3.6. All applicable local, state and federal laws, all in support of the construction commencing throughout the district.

2. DESIGN PHASE 2:

2.1. Prepare a detailed survey/inspection of the Site for the presence of asbestos and lead containing materials, which will include review of available pertinent existing historical documentation/previous reports of proposed areas where materials or areas of ACM and LCM may be located.

2.2. Meet with the District Representatives as needed to decide what abatement steps should be undertaken in connection with the modernization plans for the Site.

2.3. Develop a management plan to identify ACM and LCM.

2.4. The Consultant to include sampling of the asphalt where the LLB GC has done potholing.

2.5. Assess, sample and analyze materials for ACM at the Site:

2.5.1. Visual assessment of accessible areas.

2.5.2. Preliminary assessment to determine homogeneous area and sampling schemes.

2.5.3. Non-destructive bulk sampling and analysis by Polarized Light Microscopy (PLM) of suspect ACM. Analysis to be in accordance with United States Environmental Protection Agency (USEPA) protocol as found in the Asbestos Hazard Emergency Response Act (Code of Federal Regulation, Section 40, Part 763).

2.6. Assess, sample and analyze LCM at the respective Project sites:

2.6.1. Visual assessment of accessible areas.

2.6.2. Preliminary assessment to determine homogeneous areas and sampling schemes.

2.6.3. X-ray fluorescence (XRF) sampling of painted surfaces to assess lead content. If inconclusive, sample tests are to be provided.

2.7. Consultant shall provide seventy-two (72) hour notice to the designated representative of the district prior to starting any on-site assessment or sampling. The Consultant shall notify the district representative for all work to be performed, including the date and time of the Consultant's visit. Sampling may only be performed when staff and students are not present in the areas to be sampled. The Consultant shall not displace staff or students for sampling purposes.

2.8. Consultant shall provide a Hazardous Building Material Survey (HBMS) report for the Project site. HBMS reports shall include a summary of findings and recommendations, and individual detailed sections for ACM and LCM.

2.9. District will provide, if available, copies of any available existing hazardous material reports prepared by others, as-built/record drawings (CD, if available) and copies of relevant modernization design drawings currently in progress to the Consultant.

2.10. Consultant shall prepare a hazardous material cost estimate for asbestos, lead and other hazardous materials. Abatement cost estimates must be comprehensive and take into account the project schedule, phasing and level of effort required to complete the project.

3. PRE-BID PHASE 3

3.1. Consultant shall prepare an LCM/ACM scope of work and specifications for the Project site as directed by the district, which will include but not be limited to: work procedures, abatement drawings identifying type, extent and location at each building of ACM and LCM and disposal requirements, air sampling criteria and work area preparation.

3.2. Consultant shall assist District in the preparation of other bidding/contract documents for abatement contractors.

3.3. Consultant shall be available to attend Pre-Bid meetings to answer questions from bidding contractors.

EXHIBIT B
HOURLY BILLING RATES

Consultant's entire proposal is **not** incorporated.

Labor Category*	Hourly Rate*
Subject Matter Expert / Expert Witness	1.5x Hourly
Principal	360
Professional Engineer	297
Board Certified Industrial Hygienist (CIH)	295
Trainer	255
Principal Geologist	241
Associate Geologist or Senior Project Manager / Designer / Technical Oversight	221
Project Geologist / Project Manager	201
Staff Geologist	164
AutoCAD Draftsperson	156
Field Inspector – Project Scientist, Project Hygienist, or Technician (CAC, CSST, CDPH)	145
Project Coordinator	100

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 provides, in relevant part:

> Every employer except the State shall secure the payment of compensation in one or more of the following ways:
>
> - By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
>
> - By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: June 9, 2026

Name of Consultant: ACC Environmental Consultants, Inc.

Signature:

Print Name and Title: Mitchell Edwards / Senior Project Manager

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with District prior to performing any Services under this Agreement.)

PREVAILING WAGE AND
RELATED LABOR REQUIREMENTS CERTIFICATION

I hereby certify that I will conform to the State of California Public Works Contract requirements regarding prevailing wages, benefits, on-site audits with 48-hours' notice, payroll records, and apprentice and trainee employment requirements, for all Work on the above Project including, without limitation, labor compliance monitoring and enforcement by the Department of Industrial Relations.

Date: June 9, 2026

Name of Consultant: ACC Environmental Consultants, Inc.

Signature:

Print Name and Title: Mitchell Edwards / Senior Project Manager

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

The undersigned does hereby certify to District that I am a representative of Consultant entering into this Agreement with District; that I am familiar with the facts herein certified; and that I am authorized and qualified to execute this certificate on behalf of Consultant.

Consultant certifies that it has taken at least one of the following actions (check all that apply):

X The Work of the Agreement is either (i) at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of the Agreement shall come in contact with District pupils or (ii) if Consultant's employees or any subcontractor or supplier of any tier of the Contract interacts with pupils, such interaction shall only take place under the immediate supervision and control of the pupil's parent or guardian or a school employee, so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Consultant under the Agreement.

☐ Consultant, who is not a sole proprietor, has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Consultant's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). When Consultant performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to District pursuant to the subsequent arrest service. No work shall commence until the Department of Justice ascertains that Consultant's employees and any subcontractors' employees have not been convicted of a felony as defined in Education Code Section 45122.1.

A complete and accurate list of Consultant's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto as ATTACHMENT "A."

☐ Consultant is a sole proprietor and intends to comply with the fingerprinting requirements of Education Code section 45125.1(h) with respect to all Consultant's employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and hereby agrees to District's preparation and submission of fingerprints such that the California Department of Justice may determine (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). No work shall commence until the Department of Justice ascertains that Consultant has not been convicted of a felony as defined in Education Code Section 45122.1.

Consultant's responsibility for background clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of Consultant.

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

ATTACHMENT "A"

List of Employees/Subcontractors

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

If further space is required for the list of employees/subcontractors, attach additional copies of this page.

Date: June 9, 2026

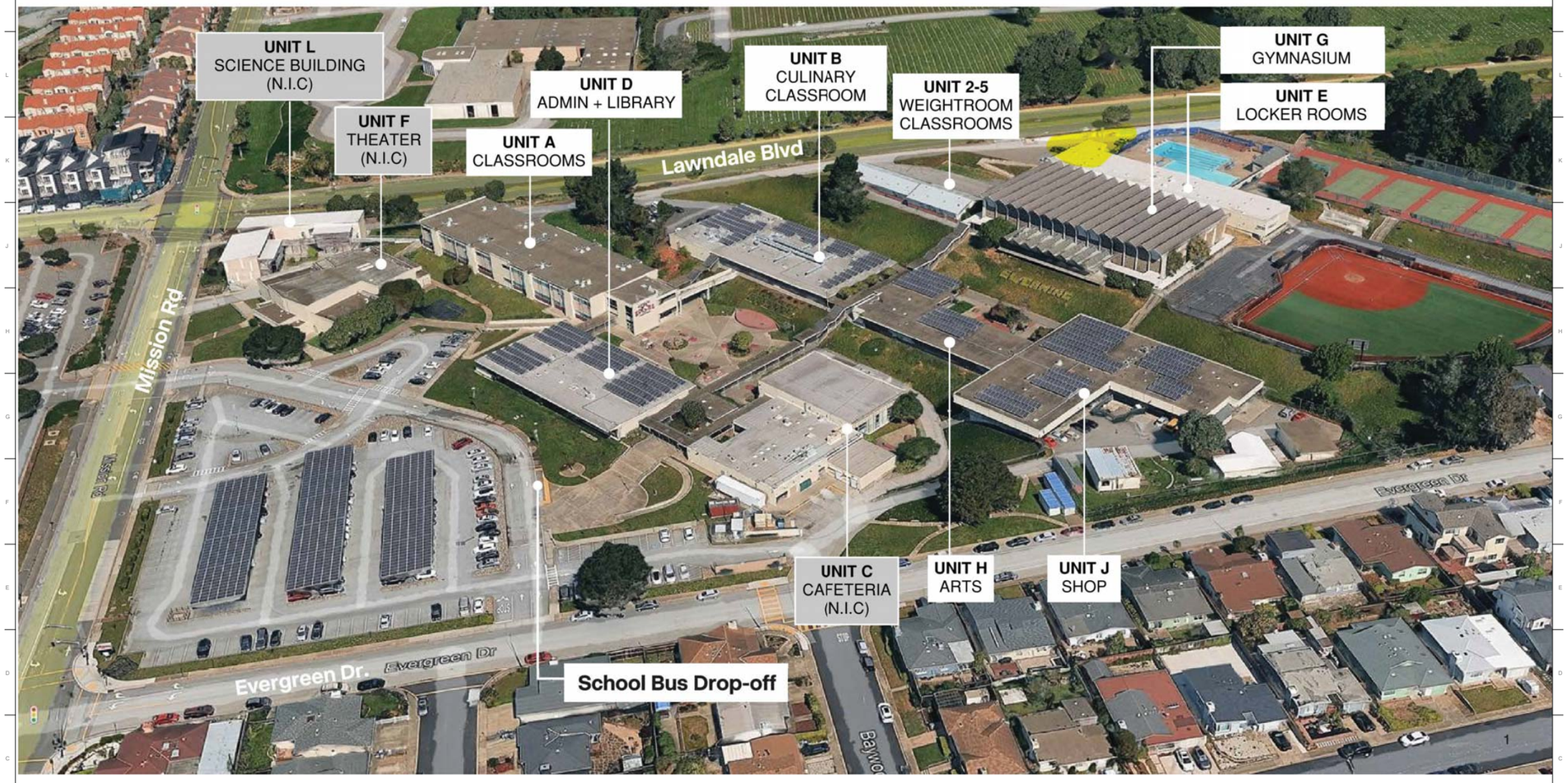
Name of Consultant: ACC Environmental Consultants, Inc.

Signature:

Print Name: Mitchell Edwards

Title: Senior Project Manager

The schematic documents prepared by Multistudio AOR dated April 24, 2026 have been made available to the proposing vendor as listed within the RFP attachment document index. A series of documents have been prepared following this campus site plan that addresses a broad graphic understanding of the proposed scope of modernization work, planned for this campus.



Multistudio

EL CAMINO HIGH SCHOOL

1320 MISSION ROAD, SOUTH SAN FRANCISCO, CA 94080

PROJECT NUMBER: 1124-0140.01

OWNER:
SSFUSD
398 B STREET
S SAN FRANCISCO
CA 94080
650.877.8700

ARCHITECT:
MULTISTUDIO
156 SOUTH PARK STREET
SAN FRANCISCO,
CA 94107
415.844.2110

STRUCTURAL:
THORNTON TOMASETTI
235 MONTGOMERY ST
SUITE 1050
SAN FRANCISCO, CA 94104
415.365.6952

CIVIL:
BKF ENGINEERS
1646 N. CALIFORNIA BLVD
SUITE 400
WALNUT CREEK, CA 94596
650.482.6427

LANDSCAPE:
BASE
145 LOWER TERRACE
SAN FRANCISCO, CA 94114
415.509.3728

ELECTRICAL / LOW V.
TEE
1305 MARINA VILLAGE
PARKWAY,
ALAMEDA, CA 94501
510.769.7600

MPFP:
TAYLOR ENGINEERS
1080 MARINA VILLAGE
PARKWAY,
ALAMEDA, CA 94501
510.263.1542

ELEVATOR:
JE SELLEN
414 NICORA PLACE
SONOMA, CA 95476
415.715.4678

ACOUSTIC:
SALTER ASSOCIATES
130 SUTTER ST, FL 5
SAN FRANCISCO, CA 94104
415.397.0442

ISSUE DATE: 2026-04-26

REVISIONS

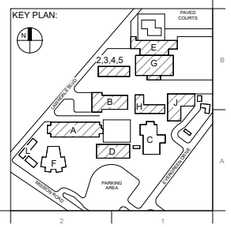
NUMBER	DESCRIPTION	DATE

UNLESS A PROFESSIONAL SEAL WITH SIGNATURE AND DATE IS AFFIXED, THIS DOCUMENT IS PRELIMINARY AND IS NOT INTENDED FOR CONSTRUCTION, RECORDING PURPOSES OR IMPLEMENTATION

NOT FOR CONSTRUCTION

SHEET FOR REFERENCE ONLY

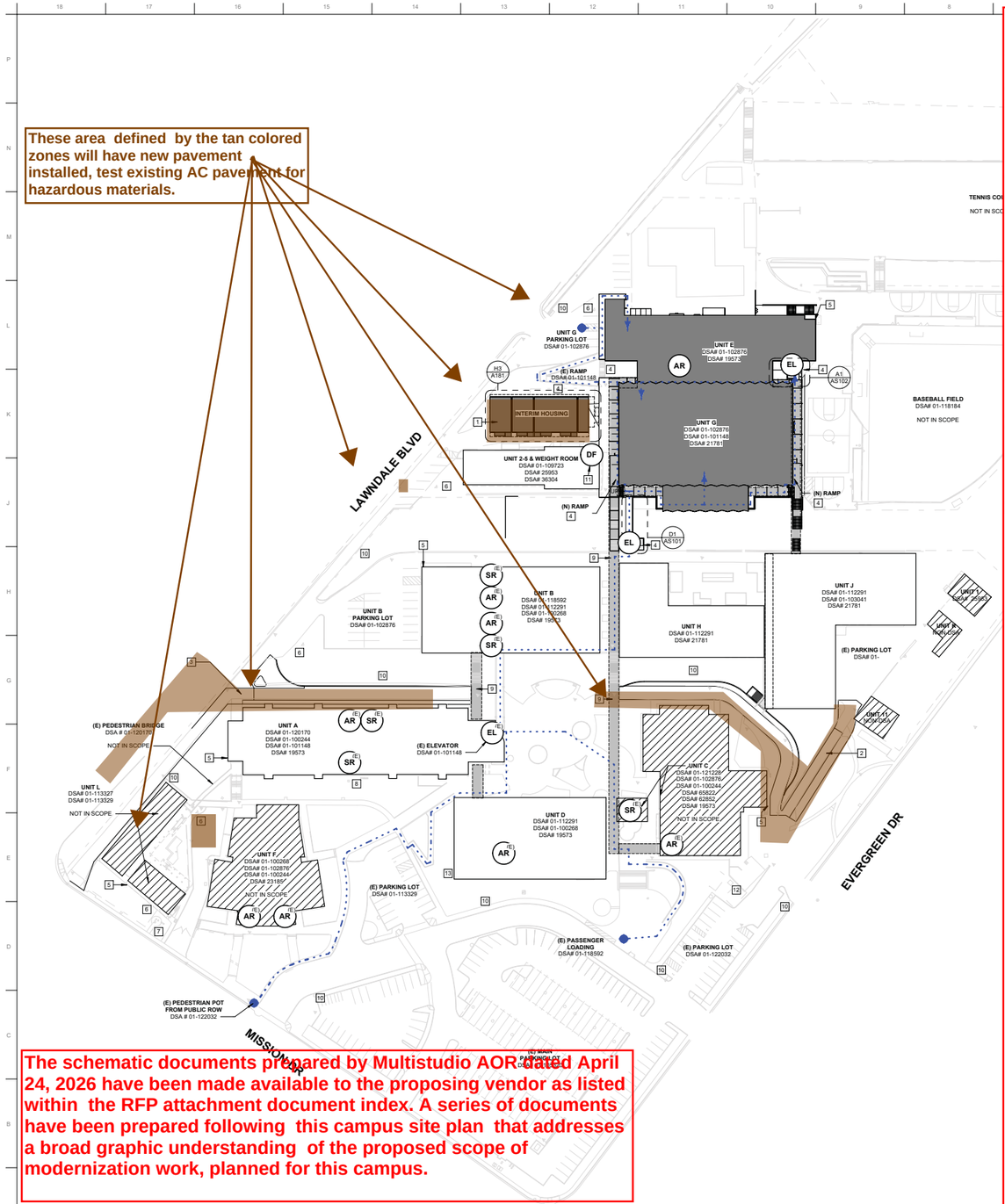
KEY PLAN:



EXISTING CONDITIONS

G002

SCHEMATIC DESIGN



The schematic documents prepared by Multistudio AOR dated April 24, 2026 have been made available to the proposing vendor as listed within the RFP attachment document index. A series of documents have been prepared following this campus site plan that addresses a broad graphic understanding of the proposed scope of modernization work, planned for this campus.

The project is primarily a campus infrastructure improvement project with various interior and exterior scope around the campus. the following list addresses limited broad scopes of work as listed. Vendor to provide all necessary hazardous material testing as appropriate for the existing school facilities The schematic documents prepared by Multistudio AOR dated April 24, 2026 have been made available to the proposing vendor as listed within the RFP attachment document index. **•Modernization of existing Gym (Bldg. G) and Locker** room (Bldg. E)-Existing restroom and changing room reconfiguration-New Restroom-New Elevator at Girls Locker room-Structural Upgrades at Gym-Fire protection/ Fire Alarm upgrades-Repair/replace gym flooring-ADA improvements-Replace/Repair doors-New LED lighting-Replace Secondary Transformer-Voluntary Structural Seismic wall/diaphragm upgrade for the gymnasium.**•New LED lighting** -Removal of existing Fluorescent lighting changing to LED fixtures, -Existing Bldg. A Classrooms, -Bldg. B-Culinary & Science, -Bldg. D, Admin/Library, -Bldg. E- Locker Rooms (included above)-Bldg. G- Gym (included above)-Bldg. H-Arts, -Bldg. J-Shop; -Bldg./Unit 2,3,4,5 & Weight Rm**•Site work**-New fire access lane, existing fire lane upgrades and improvements through center of campus, will require testing of existing AC paving, -New Elevator to Gym level-Alterations to covered walkways, (limited repairs and potential replacements),-Will require testing of exterior paint, -ADA POT improvements**•Building envelope scope,**-Roofing replacement, as noted on diagrams, -Window replacements, as noted on diagrams, -*Will require testing of exterior cement plaster and exterior paint,* **•Focused utility replacements and upgrades,**-Storm water, -Gas Lines, -Secondary electrical service distribution and transformer upgrades,-Fire water, domestic water separation,

ARCHITECTURAL SITE PLAN_FULL SITE A3
1" = 50'-0"

GENERAL NOTES (SITE PLAN)

1. COORDINATE ALL SPOT ELEVATIONS AND DIMENSIONS WITH CIVIL/LANDSCAPE/STRUCTURAL DRAWINGS.
2. REFER TO MEP FOR INFORMATION ON GROUND-MOUNTED EQUIPMENT.
3. PROVIDE CURB RAMPS AS REQUIRED BY ACCESSIBILITY STANDARDS.
4. PROVIDE POSITIVE DRAINAGE OF 1% MINIMUM / 2% MAXIMUM AT ALL EXTERIOR PAVED PEDESTRIAN AREAS SUCH AS SIDEWALKS, PATIOS, STAIRS, ETC. UNLESS NOTED OTHERWISE.
5. PROVIDE POSITIVE DRAINAGE AWAY FROM THE BUILDING OF 5% FOR A DISTANCE OF 10 FEET UNLESS NOTED OTHERWISE.
6. FINISH GRADE SLOPES SHALL BE NO STEEPER THAN 1 FOOT VERTICAL IN 3 FEET HORIZONTAL UNLESS NOTED OTHERWISE.
7. ALL STEEL EXPOSED TO WEATHER IS TO BE PREPPED FOR SPECIAL COATINGS AND FINISHED WITH HIGH PERFORMANCE PAINT UNLESS NOTED OTHERWISE.

SHEET NOTES

#	DESCRIPTION
1	INTERIM HOUSING SITE PREP, RAMP AND UTILITY CONNECTION AS WELL AS REMOVAL AND DISCONNECTION
2	FIRE LANE IMPROVEMENTS BASE SCOPE. SEE CIVIL AND LANDSCAPE DRAWINGS
3	FIRE LANE IMPROVEMENTS ALTERNATE SCOPE #1. SEE CIVIL AND LANDSCAPE DRAWINGS
4	UNIT G AND UNIT E PATH OF TRAVEL ADA EXTERIOR UPGRADES, INCLUDING NEW RAMPS WITH HANDRAILS, NEW ELEVATORS, AND EXISTING RAMP REGRADING. SEE CIVIL, ARCHITECTURAL AND STRUCTURAL DRAWINGS
5	NEW SECURITY CAMERA. SEE ELECTRICAL DRAWINGS
6	NEW DEDICATED FIRE SERVICES FOR UNITS A, B, E, F, G, L AND UNIT 2-5. HYDRANTS RECONNECTION AND NEW CONNECTION AT MAIN. NEW AFS RISER AT UNITS L, F, B AND E. SEE CIVI AND PLUMBING DRAWINGS
7	BACKFLOW PREVENTER REPLACEMENT. SEE CIVIL DRAWINGS
8	SEWER LINE REPLACEMENT. SEE CIVIL DRAWINGS
9	COVERED WALKWAY REPAIR AND REPLACEMENT. SEE STRUCTURAL AND MEP DRAWINGS
10	POLE LIGHT FIXTURE LED REPLACEMENT. SEE ELEC. DRAWINGS
11	DRINKING FOUNTAIN REPLACEMENT. SEE PLUMBING DRAWINGS
12	MAIN SWITCHBOARD AND FEEDER REPLACEMENT. SEE ELECTRICAL DRAWINGS
13	ON SITE SECONDARY TRANSFOMER NEAR UNIT D REPLACEMENT. SEE ELECTRICAL DRAWINGS

SITE PLAN LEGEND

- NEW SITE ELEMENT, SEE CIVIL LANDSCAPE AND ELECTRICAL DRAWINGS AS CALLED OUT ON PLAN U.N.O.
- EXISTING SITE ELEMENT TO REMAIN U.N.O.
- PROPERTY LINE
- ACCESSIBLE PATH OF TRAVEL
- ACCESSIBLE ENTRACE
- BUILDINGS W/ MAIN RENOVATION
- BUILDINGS W/ MINOR RENOVATION
- BUILDINGS NOT IN SCOPE
- COVERED WALKWAY
- EXISTING ELEMENT
- ACCESSIBLE ELEMENTS, SEE BELOW

SR STUDENT RESTROOM
AR ALL-GENDER RESTROOM
DF DRINKING FOUNTAIN
EL ELEVATOR

Multistudio

EL CAMINO HIGH SCHOOL

1320 MISSION ROAD, SOUTH SAN FRANCISCO, CA 94080

PROJECT NUMBER: 1124-0140.01

OWNER: SSFUSD
398 B STREET
S SAN FRANCISCO CA 94080
650.877.8700

ARCHITECT: MULTISTUDIO
156 SOUTH PARK STREET
SAN FRANCISCO, CA 94107
415.844.2110

STRUCTURAL: THORNTON TOMASETTI
235 MONTGOMERY ST SUITE 1050
SAN FRANCISCO, CA 94104
415.365.6952

CIVIL: BKF ENGINEERS
1646 N. CALIFORNIA BLVD SUITE 400
WALNUT CREEK, CA 94596
650.482.6427

LANDSCAPE: BASE
145 LOWER TERRACE
SAN FRANCISCO, CA 94114
415.509.3728

ELECTRICAL / LOW V: TEE
1305 MARINA VILLAGE PARKWAY,
ALAMEDA, CA 94501
510.769.7600

MFFP: TAYLOR ENGINEERS
1080 MARINA VILLAGE PARKWAY,
ALAMEDA, CA 94501
510.263.1542

ELEVATOR: JE SELLEN
414 NICORA PLACE
SONOMA, CA 95476
415.715.4678

ACOUSTIC: SALTER ASSOCIATES
130 SUTTER ST., FL 5
SAN FRANCISCO, CA 94104
415.397.0442

ISSUE DATE: 2026-04-26

REVISIONS

NUMBER	DESCRIPTION	DATE

UNLESS A PROFESSIONAL SEAL WITH SIGNATURE AND DATE IS AFFIXED, THIS DOCUMENT IS PRELIMINARY AND IS NOT INTENDED FOR CONSTRUCTION, RECORDING PURPOSES OR IMPLEMENTATION.

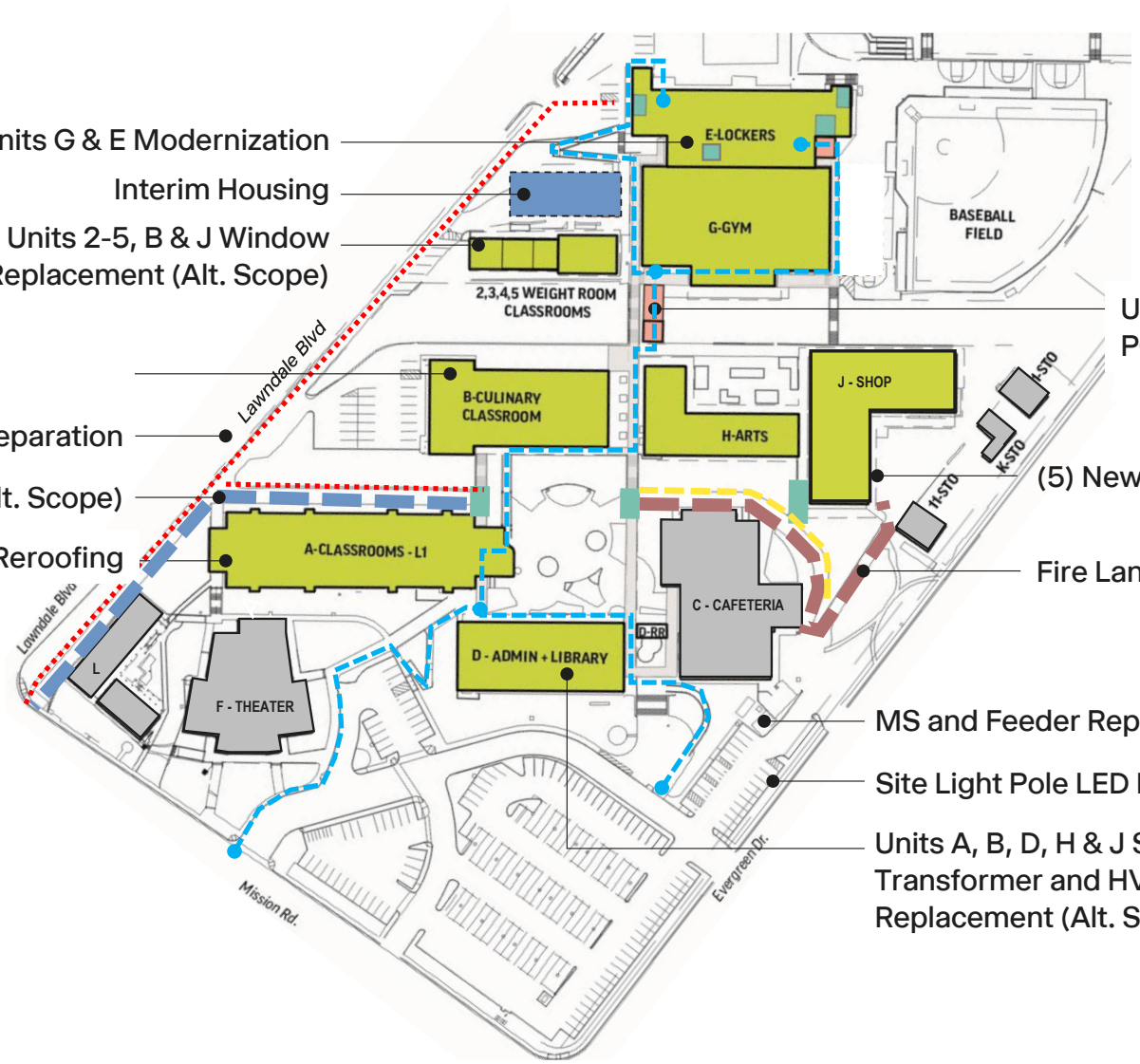
NOT FOR CONSTRUCTION

ARCHITECTURAL SITE PLAN & ACCESSIBILITY

AS100

SCHEMATIC DESIGN

Overall Project Scopes

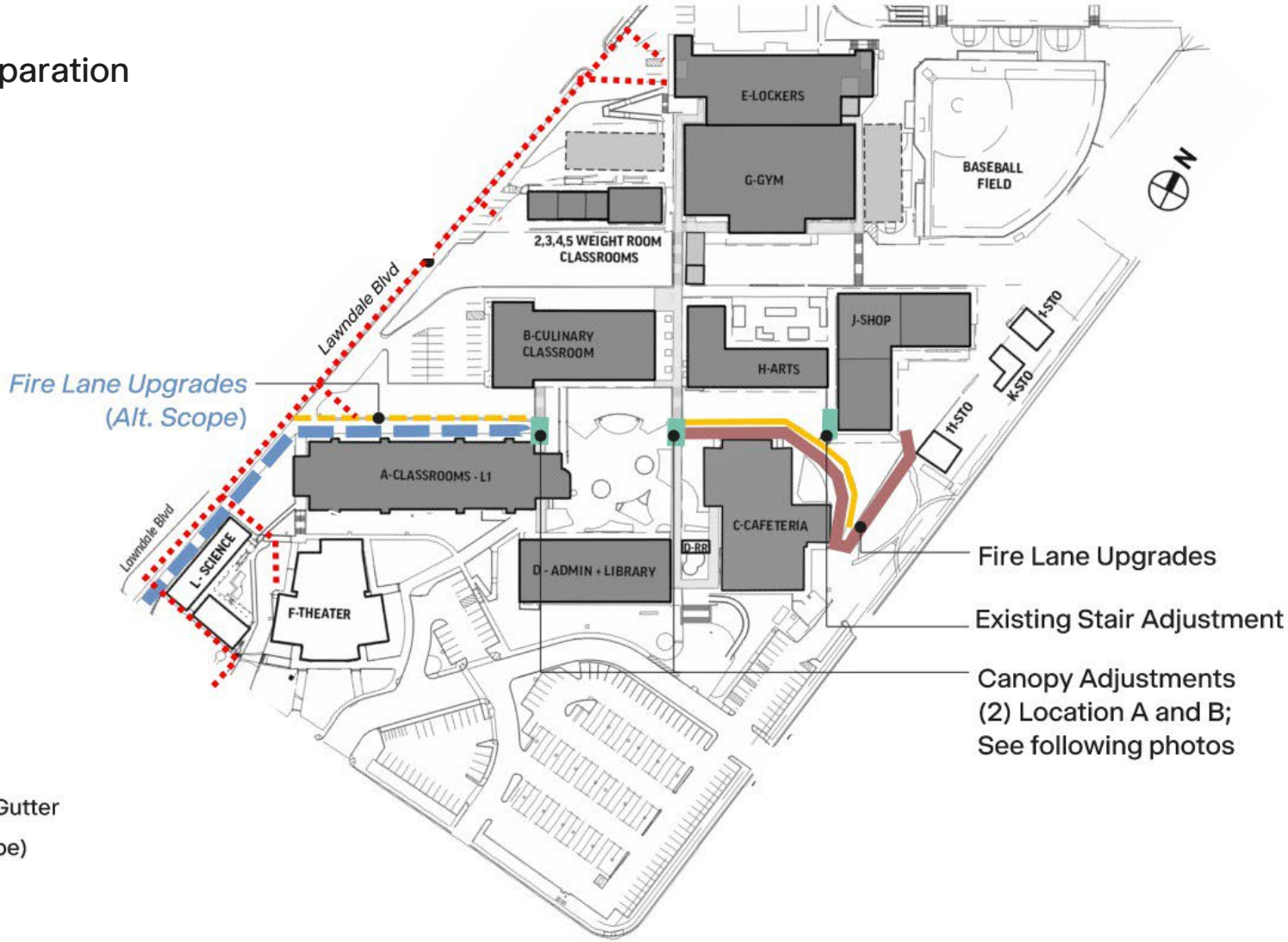


Legend

- Modernization
- Reconfiguration
- New Addition
- Temporary Addition
- Not In Scope
- Fire Access Lane
- Fire Access Lane (Alt. Scope)
- Fire Water Line
- New Retaining Wall
- Units G & E Path of Travel

Site

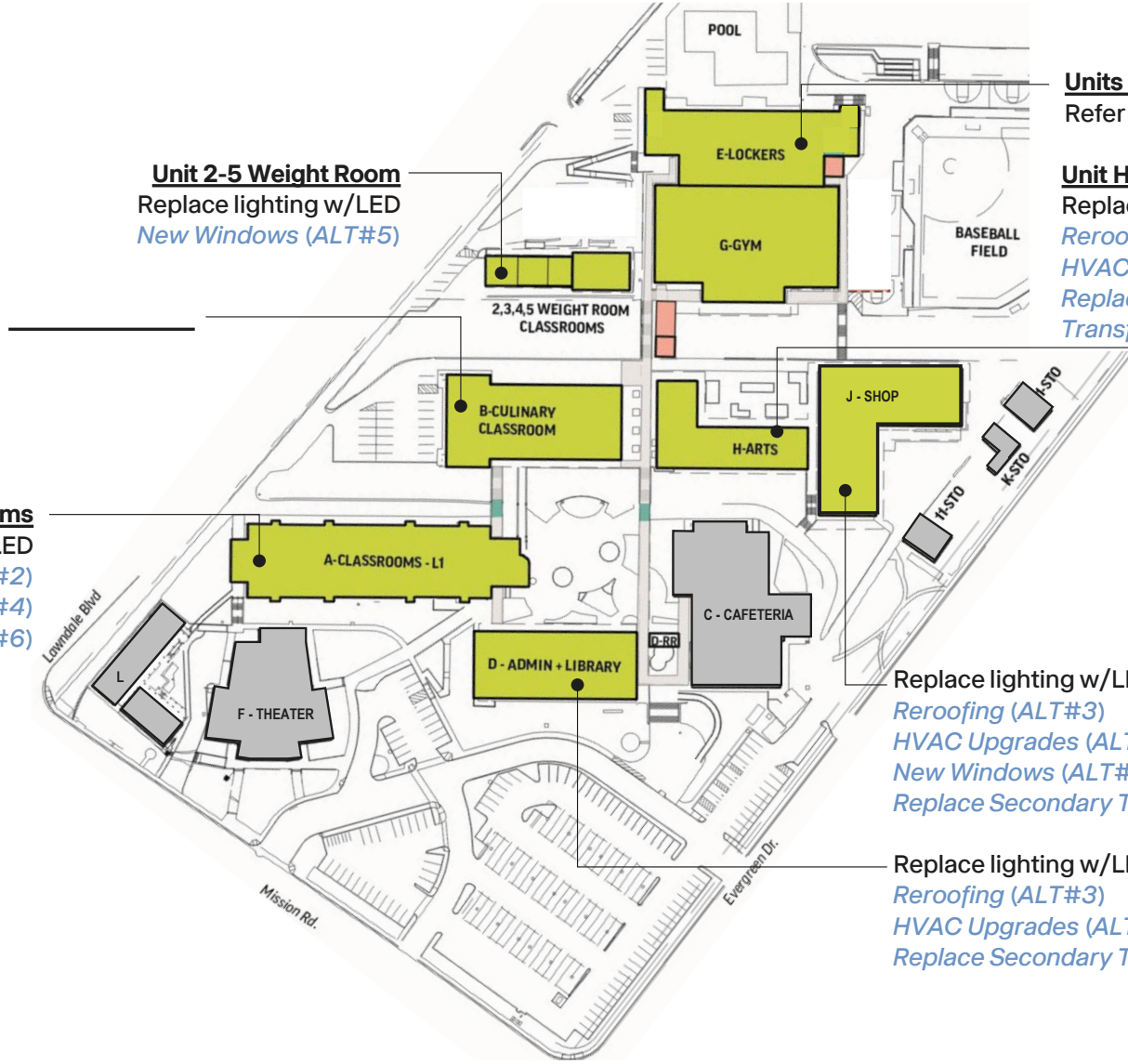
Fire Lane and Suppression Separation



Legend

- Fire Access Lane
- Fire Access Lane (Alt. Scope)
- Fire Water Line
- New Retaining Wall, Curb and Gutter
- New Curb and Gutter (Alt. Scope)
- Existing Canopy and Stair Adjustments

Campus Buildings
Units A, B, D, H, J & 2-5



Unit 2-5 Weight Room
Replace lighting w/LED
New Windows (ALT#5)

Unit A Classrooms
Replace lighting w/LED
Reroofing (ALT#2)
HVAC Upgrades (ALT#4)
Replace Secondary Transformer (ALT#6)

Units G & E
Refer to following slides

Unit H – Arts
Replace lighting w/LED
Reroofing (ALT#2)
HVAC Upgrades (ALT#4)
Replace Secondary Transformer (ALT#6)

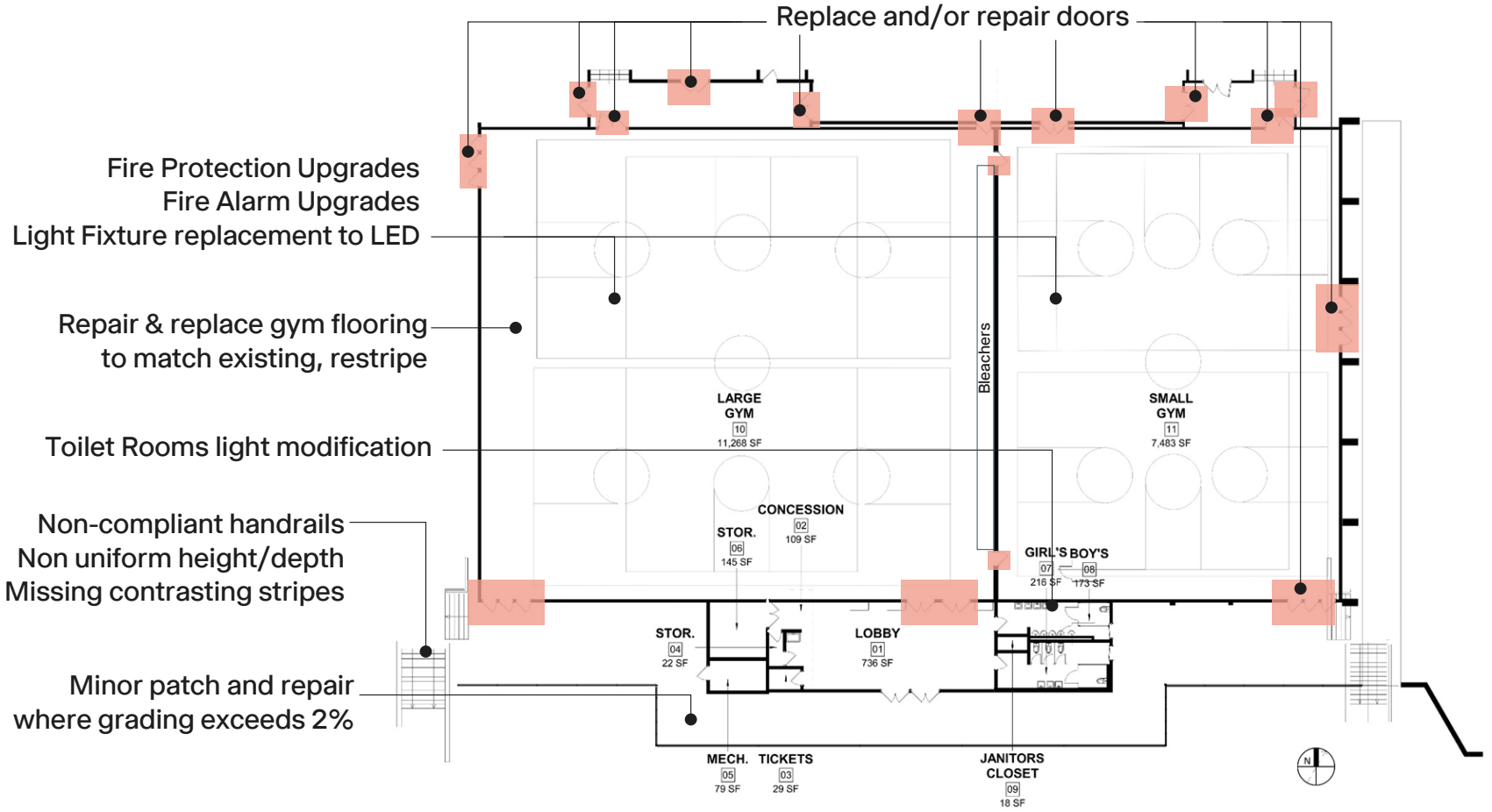
Replace lighting w/LED
Reroofing (ALT#3)
HVAC Upgrades (ALT#4)
New Windows (ALT#5)
Replace Secondary Transformer (ALT#6)

Replace lighting w/LED
Reroofing (ALT#3)
HVAC Upgrades (ALT#4)
Replace Secondary Transformer (ALT#6)

Legend

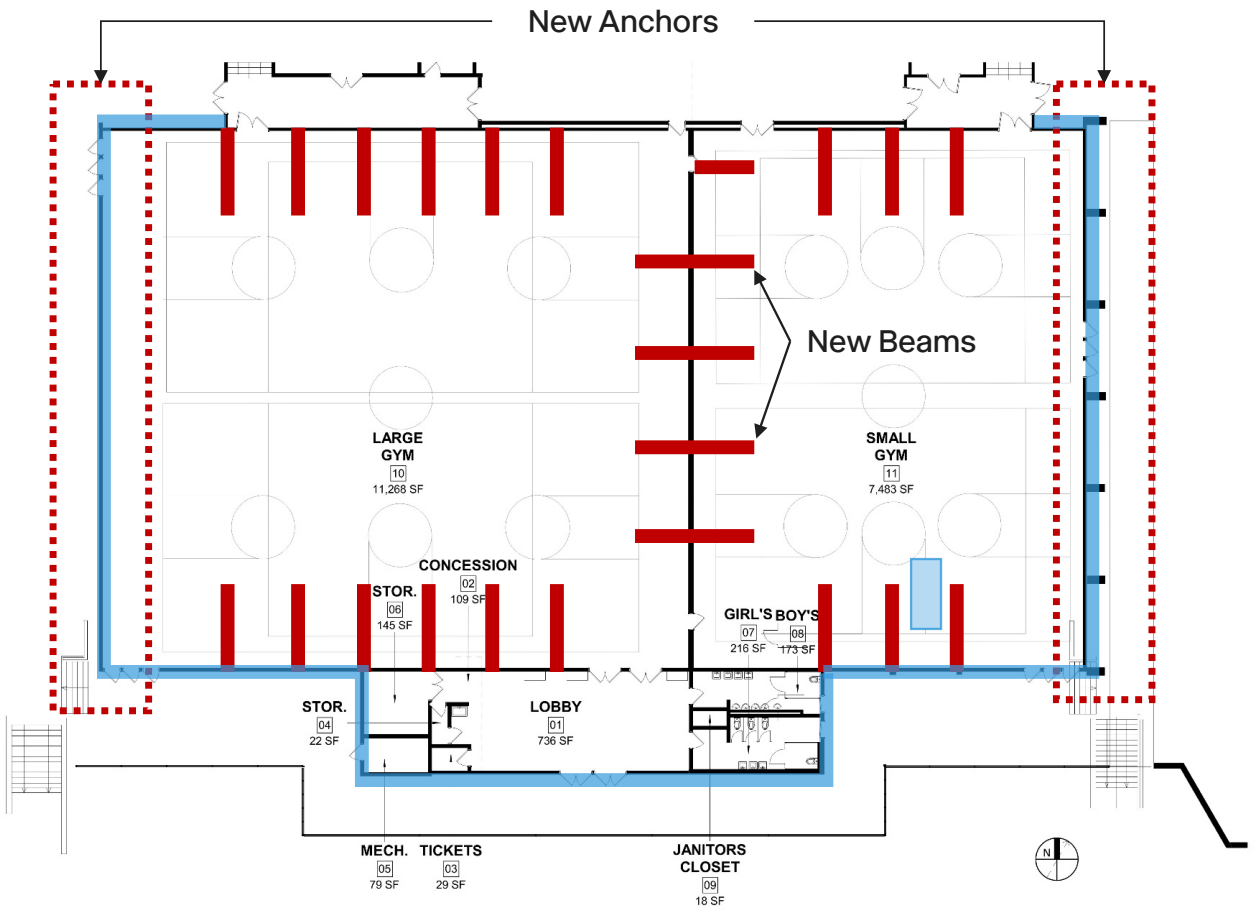
- Modernization
- New Addition
- Not In Scope

Campus Buildings
Unit G



Non-compliant doors

Campus Buildings
Unit G



Campus Buildings

Unit E

Replace /repair doors

Repair and refinishing at noncompliant floor surface

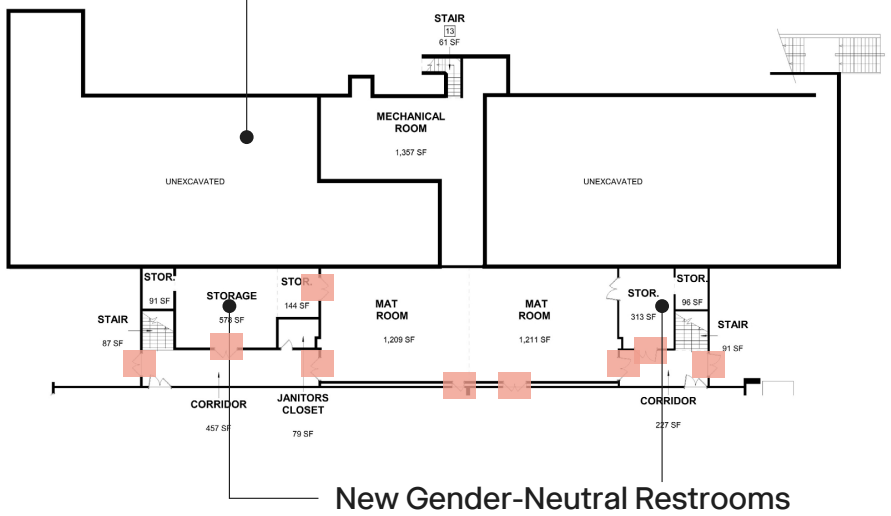
Replace storage tank

Replace secondary transformer

Replace exhaust fans/dampers

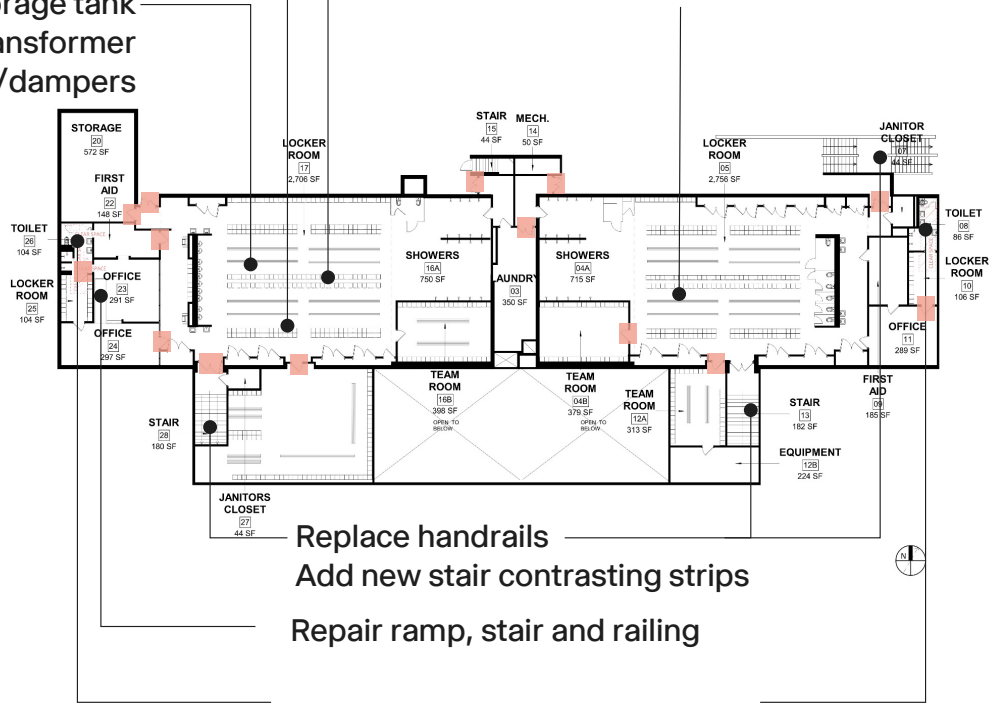
Fire Alarm Upgrades

Replace suspended ceiling and registers & Light Fixture to LED



New Gender-Neutral Restrooms

Unit E Lower Level



Replace handrails

Add new stair contrasting strips

Repair ramp, stair and railing

Unit E Upper Level

Legend

Non-compliant doors

June 9, 2026

Mr. Calvin Wong, Bond Project Manager
South San Francisco Unified School District
Measure T Bond Program
398 B Street
South San Francisco, CA 94080
Email: clwong@ssfusd.org

SUBJECT: Proposal for Hazardous Materials Consulting Services for El Camino High School (*Revision 1*)

Dear Mr. Wong:

ACC Environmental Consultants, Inc. (ACC) is pleased to submit this proposal to provide Hazardous Materials Consulting Services for El Camino High School located at 1320 Mission Road, South San Francisco, California in support of the El Camino High School Modernization Project. Our proposal has been formatted to meet the requirements of the District's Request for Proposal (RFP).

SUMMARY OF SCOPE

PHASE 1: INSPECTION / SURVEY

ACC will review existing hazardous materials survey data for the site to identify known and assumed hazardous materials (asbestos, lead, mold, universal wastes, etc.). After our review, ACC will visit the site and conduct a hazardous materials survey and investigation which will include the following:

Asbestos Survey: ACC's California Certified Asbestos Consultants (CACs) and California Certified Site Surveillance Technicians (CSSTs) will visit the site and visually inspect interior and exterior building areas related to this project for suspect asbestos containing materials (ACMs) taking into consideration any data collected from the prior District projects. Homogeneous materials will be identified and noted. Samples of each homogeneous material will be collected if sufficient data is not available to determine whether or not a material contains asbestos or if varying sample results collected during previous surveys require additional sampling. Samples will be collected using methods that avoid rendering the material friable during sampling. Samples will be placed in sealed and labeled containers and sent to a NIST/NVLAP accredited laboratory for analysis of bulk samples for asbestos content. ACC has budgeted for the collection and analysis of 700 bulk material samples for asbestos content using Polarized Light Microscopy (PLM). In addition, thirty-six (36) samples have been budgeted for further asbestos analysis by PLM utilizing a 1,000-point count method. All laboratory analyses are based on a standard five (5) business-day turnaround time.

Lead-based Paint Survey: ACC's California Department of Public Health (CDPH) Certified Lead Professionals will conduct a limited lead-based paint (LBP) screening of impacted exterior and interior areas for suspect LBP. The LBP survey will be conducted by X-ray fluorescence (XRF) testing using a SciAps portable XRF spectrum analyzer. For each test performed, test data recorded includes the location, component name, substrate composition, sample time, and sample result for lead content in milligrams per square centimeter (mg/cm2). Each test is assigned an arbitrary test sequential number by the XRF data management system as testing proceeds and information pertaining to test location, component tested, and substrate are entered for each test.

Universal Wastes: ACC will visually inspect HVAC units and quantify the number with refrigerant gases. Inventory of other universal wastes (e.g., fluorescent lighting fixtures, fluorescent light tubes, suspect PCB light ballasts, exit signs with back-up batteries) have been excluded from this proposal.

Reporting: Upon receipt of laboratory results, ACC will provide a final report with our findings and recommendations. Report contents shall include a text narrative of survey and sampling methodologies, survey findings, recommendations, sample location drawings, reference photos, and typical support documentation such as analytical data reports and professional certifications.

PHASE 2: DESIGN

Based on the information collected during PHASE 1: INSPECTION / SURVEY, ACC will prepare detailed hazardous materials abatement specifications for materials impacted by the project.

ACC anticipates the following specification sections will be required:

1. Section 00 31 27 – Existing Hazardous Materials Conditions.
2. Section 01 11 00 – Summary of Hazardous Materials Work.
3. Section 02 82 00 – Asbestos Abatement.
4. Section 02 83 00 – Lead-impacted Construction and Abatement; and
5. Section 02 84 00 – PCB Ballasts and Universal Wastes.

ACC will work closely with the Project Team to identify impacted hazardous materials and determine the most practical compliance approach. ACC will provide draft specifications at the 90% completion stage for review and comment. Upon receipt of comments, ACC will incorporate revisions and provide one (1) electronic PDF copy of the final Bid Documents for inclusion in the bid submittal.

Meetings: ACC has budgeted for one (1) meeting with the Project Team at the 90% submittal stage to review the specifications and address any final revisions prior to finalization.

PHASE 3: PRE-BID

Following the 90% PHASE 2: DESIGN with the District Project Team, ACC will provide the following:

Abatement Cost Estimate: At the 90% submittal stage, ACC will prepare a hazardous materials abatement cost estimate for the removal of identified materials. The estimate will consider the overall project schedule, including phasing, and will be prepared on a man-day basis.

Meetings: ACC has budgeted for three (3) meetings with the Project Team to review the abatement cost estimate and address any final revisions prior to finalization and to attend two (2) pre-bid meetings.

OWNER CONTROLLED ALLOWNANCE FOR UNFORSEEN AND FOLLOW-UP TESTING

Per the Contract requirements, ACC is carrying an Owner controlled allowance of up to $10,000 for unforeseen conditions or if initial surveys identify requirements for follow-up testing. This work is to be completed as determined by the District based on design considerations and initial survey data.

Special Conditions and / or Exclusions:

ACC's scope of work as described above is based on the following special conditions and / or exclusions:

- *The District will provide either an escort or keys and security access codes for access.*
- *Electronic Baseline Drawings in AutoCAD Format with building names and room labels (i.e., room names and numbers) of all buildings scheduled for renovation/demolition will be provided prior to the on-site survey.*
- *As-built drawings for existing architectural, mechanical, plumbing, electrical, structural, and civil for the buildings scheduled for renovation will be provided in pdf format prior to the on-site survey.*
- *Laboratory analyses are based on standard turn-around time (i.e., 5 – 10 days).*
- *In the process of sampling, ACC will be required to conduct limited destructive testing which will include the sampling of interior and exterior finishes. These finishes will be patched where necessary with caulking, light weight spackle compound, etc. and are not certified to be watertight and should only be considered temporary.*
- *If additional samples are required to be collected and analyzed above those that have been budgeted, ACC will be reimbursed in accordance with our Standard Rates. If less samples are collected than those budgeted, then the Foothill-De Anza Community College District will only be charged for the number of actual samples analyzed.*
- *Inventory for building chemicals are excluded from this proposal.*

- *Only one set of hazardous materials abatement specifications will be prepared. If the project is split into multiple bid packages requiring the hazardous materials abatement specifications to be developed for multiple scopes of work or bid packages, ACC will be reimbursed in accordance with our Standard Rates attached.*

PROPOSED COSTS

Proposed costs for the services described herein are as follows:

PHASE 1: INSPECTION / SURVEY

Category	Description of Work	No. of Item	Rate	Total
Senior Project Manager	PM / Report Review	8	$221.00	$1,768.00
Field Inspector	Prep./Hazardous Materials Inspections	120	$145.00	$17,400.00
Field Inspector	Final Reporting	16	$145.00	$2,320.00
AutoCAD Draftsperson	Drafting	8	$156.00	$1,248.00
Project Coordinator	Clerical, Data Entry, etc.	6	$125.00	$750.00
PLM Asbestos Analysis (5 Day)		590	$8.05	$4,749.50
PLM Roof / Asphalt Analysis (5 Day)		110	$23.00	$2,530.00
PLM 1000 Point Count Analysis (3-5 Day)		36	$63.25	$2,277.00
XRF Rental		1	$300.00	$300.00
			Total PHASE 1	**$33,342.50**

PHASE 2: DESIGN

Category	Description of Work	No. of Item	Rate	Total
Senior Project Manager	Specifications	60	$221.00	$13,260.00
Senior Project Manager	Meetings (1)	4	$221.00	$884.00
AutoCAD Draftsperson	Drafting	16	$156.00	$2,496.00
Project Coordinator	Clerical, Data Entry, etc.	2	$125.00	$250.00
			Total PHASE 2	**$16,890.00**

PHASE 3: PRE-BID

Category	Description of Work	No. of Item	Rate	Total
Senior Project Manager	Cost Estimate / Addendum Prep	60	$221.00	$13,260.00
Senior Project Manager	Meetings (3)	16	$221.00	$3,536.00
AutoCAD Draftsperson	Drafting	4	$156.00	$624.00
Project Coordinator	Clerical, Data Entry, etc.	2	$125.00	$250.00
			Total PHASE 3	**$17,670.00**

OWNER CONTROLLED ALLOWNANCE FOR UNFORSEEN AND FOLLOW-UP TESTING

Category	Description of Work	No. of Item	Rate	Total
Allowance	Allowance for Unforeseen and Follow-up Testing	1	$10,000.00	$10,000.00
			Total OWNER CONTROLLED ALLOWANCE	**$10,000.00**

Your acceptance of this proposal can be indicated by issuance of a notice to proceed and a mutually acceptable contract. Should you have any questions, please contact Mitch Edwards at (925) 383-4772.

Sincerely,

ACC ENVIRONMENTAL CONSULTANTS, INC.

Mitchell M. Edwards, CAC, CDPH I/A, PM, and PD
Senior Project Manager

ACC FEE SCHEDULE

ACC Environmental Consultants, Inc. (ACC) is presenting our Proposed Fee Schedule to support the South San Francisco Unified School District.

Labor Category*	Hourly Rate*
Subject Matter Expert / Expert Witness	1.5x Hourly
Principal	360
Professional Engineer	297
Board Certified Industrial Hygienist (CIH)	295
Trainer	255
Principal Geologist	241
Associate Geologist or Senior Project Manager / Designer / Technical Oversight	221
Project Geologist / Project Manager	201
Staff Geologist	164
AutoCAD Draftsperson	156
Field Inspector – Project Scientist, Project Hygienist, or Technician (CAC, CSST, CDPH)	145
Project Coordinator	100

*** Hourly Rate Conditions Above:**

- Rates apply between 6:00 AM and 8:00 PM, Monday through Friday.
- Overtime (hours greater than 8 and up to 12 in one working shift) and/or Night Hours (Monday–Thursday, 8:00 PM to 6:00 AM): 125% of base rates.
- Double-Time (hours greater than 12 in one working shift) and/or Weekend Hours (8:00 PM Friday to 6:00 AM Monday): 150% of base rates.
- Emergency Response (e.g., asbestos spill) when staff are pre-assigned:
  - May be billed at 125% (overtime) if ACC staff pre-assigned to an existing project.
  - May be billed at 150% (double-time) if ACC staff pre-assigned to an existing project.
- Minimum charge for Field Inspector: Four (4) hours per day.

Equipment / Sampling Supplies	Daily Rate
XRF Analyzer	$ 300
Core Drill	250
Soil Sampling Kit	100
Thermal Imaging Camera	75
Mold Air Sampling Pump	25
Moisture Meter	25
High Volume Air Sampling Pump	10
Low Volume Air Sampling Pump	10
Air-O-Cell Cassettes	12
Water Sample Bottle (250 ml)	10
PCM /TEM / Lead Air Sampling Cassettes	4
Wipe Sampling Tube / Ghost Wipe (50ml)	4

Other Direct Costs	Markup
Laboratory analysis and fees, non-listed rental equipment, non-listed sampling supplies, courier fees, shipping, etc.	Cost Plus 15%

Travel Expenditures	Cost Per Mile
Mileage (Travel between Project Sites, Sample Delivery, etc.)	Per Federal Mileage Rate

Term

This Fee Schedule is valid for services provided through **December 31, 2026**.
Rate changes shall be negotiated in good faith annually and approved in writing by both parties prior to implementation in accordance with contract requirements.

Laboratory Subcontractors

Laboratory Subcontractor Fee Schedules are available upon request.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Lori Shelton, Director of Bond Program

DATE: June 25, 2026

RE: Approval Agreement for Schematic Design Cost Estimating Services with HL Construction Management Inc. for the South San Francisco HS Modernization Project

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ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The South San Francisco Unified School District is acquiring the services of HL Construction Management, Inc. to provide Schematic Design Cost Estimating Services for the South San Francisco HS Modernization project under the Measure T Bond Program.

On March 26, 2026, the Board of Trustees approved a Request for Qualifications (RFQ) establishing a pool of four (4) pre-qualified firms to provide Cost Estimating services. From the pool, HL Construction Management Inc. was selected based on their qualifications, relevant experience, and ability to meet all project requirements.

FISCAL IMPLICATIONS:

The cost of services is $46,200.00. This will be paid for through the Measure T Bond Program (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the independent consultant agreement with HL Construction Management Inc. for Schematic Design Cost Estimating services for the South San Francisco HS Modernization project in the amount of $46,200.00.

INDEPENDENT CONSULTANT AGREEMENT FOR
COST ESTIMATING SERVICES
AGREEMENT #26037

This Independent Consultant Agreement for **Cost Estimating Services** ("Agreement") is made and entered into as of the **26th day of June, 2026** by and between the South San Francisco Unified School District, ("District") and **HL Construction Management, Inc.** ("Consultant"), (together, "Parties").

WHEREAS, Public Contract Code section 20111, subdivision (d), provides that professional services, requiring specialized knowledge, training, or skill, are not subject to public bidding requirements; and

WHEREAS, Government Code section 53060 authorizes the District to contract with any person(s) for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters through direct negotiation; and

WHEREAS, District duly determined that it needs some or all of the services (collectively, "Services") to be provided pursuant to this Agreement; and

WHEREAS, Consultant is specially trained, experienced, and competent to perform the Services required by District, as needed on the basis set forth in this Agreement.

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. Consultant shall provide Cost Estimating services as further described in **Exhibit A**, attached hereto and incorporated herein by this reference ("Services").

2. **Term**. Consultant shall commence providing services under this Agreement on **June 26, 2026,** and will diligently perform as required and complete performance by **November 20, 2026**, ("Term"), unless this Agreement is terminated and/or otherwise cancelled prior to that time.

3. **Submittal of Documents**. Consultant shall not commence the Services under this Agreement until Consultant has submitted and District has approved the documents, certificate(s) and affidavit(s), and endorsement(s) of insurance required as indicated below:

   X Signed Agreement
   X Workers' Compensation Certification
   _____ Prevailing Wage Certification
   _____ Fingerprinting/Criminal Background Investigation Certification
   X Insurance Certificates and Endorsements
   X W-9 Form
   _____ Other: _____

4. **Compensation**. District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **Forty-Six Thousand Two Hundred Dollars ($46,200).** District shall pay Consultant according to the following terms and conditions:

   4.1. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by District. Payment shall be made within thirty (30) days after Consultant submits an invoice to District for Services

actually completed and after District's written approval of the Services, or the portion of the Services for which payment is to be made. The Schedule of deliverable Services is as follows:

Schematic Design Cost Estimate	$35,000
Meetings/Follow Up/ VE (40hrs x $175/hr)- NTE, billed hourly	$5,600
Reconciliation with Architect's Estimator	$5,600
Total	**$46,200**

4.2. The Services shall be performed at the hourly billing rates and/or unit prices included in **Exhibit B**. If hourly billing applies, the itemized invoice shall reflect the hours spent by Consultant in performing its Services pursuant to this Agreement.

4.3. If Consultant works at more than one site, Consultant shall invoice for each site separately.

5. **Materials**. Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement, except as follows:

5.1. None.

6. **Expenses**. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows:

6.1. None.

7. **Independent Contractor**. Consultant represents and warrants that Consultant is an independent contractor or business entity that is: (i) free from the control and direction of District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.

8. **Performance of Services.**

8.1. **Standard of Care**. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

8.2. **Due Diligence.** Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

8.3. **Meetings.** Consultant and District agree to participate in meetings set forth in Exhibit A.

8.4. **District Approval.** The Services completed herein must meet the approval of District and shall be subject to District's general right of inspection and supervision to secure the satisfactory completion thereof.

9. **Audit**. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

10. **Disputes.** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services, but will allow determination by the court of the State of California, in the county in which District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Consultant's right to bring a civil action against District. For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

11. **Termination**.

11.1. **For Convenience by District**. District may, at any time, with or without reason, terminate this Agreement for its own convenience and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant.

Notice shall be deemed given when received by Consultant or no later than three days after the day of mailing, whichever is sooner.

11.2. **With Cause by District**. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

11.2.1. material violation of this Agreement by Consultant; or

11.2.2. any act by Consultant exposing District to liability to others for personal injury or property damage.

Written notice by District shall contain the reasons for such intention to terminate. Unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, District may secure the required services from another Consultant. If expenses, fees, and/or costs to District exceed the cost of providing the service pursuant to this Agreement, Consultant shall immediately pay the excess expenses, fees, and/or costs to District upon the receipt of District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

12. **Indemnification**.

12.1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant ("Claim"). Consultant shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Consultant's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties.

12.2. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim, subject to section 14.1 above. Consultant's obligation pursuant to this Article includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s) and to enforce the indemnity herein, subject to section 14.1 above. Consultant's obligation to indemnify shall not be restricted to insurance proceeds.

12.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant from amounts owing to Consultant.

13. **Insurance**.

13.1. **Coverage**. Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	**Minimum Requirement**
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 2,000,000
General Aggregate	$ 4,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Professional Liability	$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	$ 1,000,000

13.1.1. **Commercial General Liability and Automobile Liability Insurance**. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by District.)

13.1.2. **Workers' Compensation and Employer's Liability Insurance**. Workers' Compensation Insurance and Employer's Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, Consultant shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

13.1.3. **Professional Liability (Errors and Omissions)**. Professional Liability Insurance as appropriate to Consultant's profession, coverage to continue through completion of construction plus three (3) years thereafter.

13.2. **Proof of Carriage of Insurance**. Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to District and approved by District. Certificates and insurance policies shall include the following:

13.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

13.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

13.2.3. An endorsement stating that District and its Board of Trustees, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.

13.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employer's Liability Insurance Policies shall be written on an occurrence form.

13.3. **Acceptability of Insurers**. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to District.

13.4. If Consultant normally carries insurance in an amount greater than the minimum amounts required herein, that greater amount shall become the minimum required amount of insurance for purposes of the Agreement. Therefore, Consultant hereby acknowledges and agrees that all insurance carried by it shall be deemed liability coverage for all actions it performs in connection with the Agreement.

14. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the governing board of District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify District, in writing, and, at the sole option of District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from District. If Consultant performs any Services that is in violation of any laws, ordinances, rules or regulations, without first notifying District of the violation, Consultant shall bear all costs arising therefrom.

14.1. [Reserved]

15. **Certificates/Permits/Licenses/Registrations**. Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits, licenses, and registrations as are required by law in connection with the furnishing of Services pursuant to this Agreement.

16. **Anti-Discrimination**. It is the policy of District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability,

medical condition, marital status, sexual orientation, gender, or age and therefore Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, Consultant agrees to require like compliance by all of its subcontractor(s).

17. **Fingerprinting of Employees**. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services. Consultant expressly acknowledges that the following conditions shall apply to any work performed by Consultant and/or Consultant's employees on a school site:

    17.1. All site visits shall be arranged through District;

    17.2. Consultant and Consultant's employees shall inform District of their proposed activities and location at the school site, allowing District time to arrange site visits without a disruption to the educational process;

    17.3. Consultant and/or Consultant's employees shall check in with the school office each day immediately upon arriving at the school site;

    17.4. Once at such location, Consultant and Consultant's employees shall not change locations without contacting District;

    17.5. Consultant and Consultant's employees shall not use student restroom facilities; and

    17.6. If Consultant and Consultant's employees find themselves alone with a student, Consultant and Consultant's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

18. **[Reserved]**

19. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

20. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors**. District may evaluate Consultant in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:

    20.1. Requesting that District employee(s) evaluate Consultant and Consultant's employees and subcontractors and each of their performance.

    20.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

21. **Limitation of District Liability**. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

22. **Confidentiality**. Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

23. **Notice**. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or Electronic mail transmission, addressed as follows:

District:	**Consultant**:
South San Francisco Unified School District ATTN: **Lori Shelton** 398 B Street South San Francisco, CA 94080 **lshelton@ssfusd.org**	HL Construction Management, Inc. ATTN: **Ryan Craven** 678 N Lemon Hill Trail Orange, CA 92869 **rcraven@hlcminc.com**

Any notice personally given or sent by Email transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

24. **Assignment**. The obligations of Consultant pursuant to this Agreement shall not be assigned by Consultant. Any such assignment shall be null and void.

25. **Integration/Entire Agreement of Parties**. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

26. **California Law**. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which District's administrative offices are located.

27. **Waiver**. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

28. **Severability**. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

29. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

30. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

31. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

32. **Tolling of District's Claims.** Consultant agrees to toll all statutes of limitations for District's assertion of claims against Consultant that arise out of, pertain to, or relate to contractors' or subcontractors' claims against District involving Consultant's services under this Agreement, until the contractors' or subcontractors' claims are finally resolved.

33. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

34. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

35. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.

36. **Counterparts.** This Agreement may be executed in one or more counterparts, and all counterparts together shall be construed as one document. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.

37. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 2026	Dated: June 12, 2026
South San Francisco Unified School District	**HL Construction Management, Inc.**
Signed By: _____	Signed By: Ryan Craven
Print Name: Ted O	Print Name: Ryan Craven
Print Title: Assistant Superintendent of Business Services	Print Title: Principal

Information regarding Consultant:

License No.: 158131 (California)

Address: 678 N Lemon Hill Trail
Orange, CA 92869

Telephone: 949-584-5667

Facsimile: _____

E-Mail: RCraven@HLCMInc.com

88-0857009: Employer Identification and/or Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of $600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, District requires Consultant to furnish the information requested in this section.

Type of Business Entity:
____ Individual
____ Sole Proprietorship
____ Partnership
____ Limited Partnership
__X__ Corporation, State: California
____ Limited Liability Company
____ Other: _____

EXHIBIT A
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

Consultant's entire Proposal is not made part of this Agreement.

Consultant's duties and services under this Agreement shall not include preparing or assisting the District with any portion of the District's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the District. The District shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this Project. Consultant's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Consultant shall cooperate with the District to ensure that all bidders for a subsequent contract on any subsequent phase of this Project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by Consultant pursuant to this Agreement.

Consultant's Scope of Services:

The Consultant shall provide cost estimating services for the South San Francisco High School Modernization Project during the Schematic Design (SD) phase. Services shall include preparation of an SD-level construction cost estimate, participation in reconciliation with the design team's estimate, variance analysis, and ongoing support through the completion of the SD phase.

Tentative Schedule (target dates, subject to change):

- SD Design Documents Available (August20, 2026,approximate)
    - Develop initial estimate
- Estimating Coordination Meeting (September 11,2026, approximate)
- Reconciliation Meeting #1 (Week of October 5, 2026, approximate)
- Reconciliation Meeting #2 (Week of October 12, 2026, approximate)

The Consultant is required to attend the Estimating Coordination Meeting and both Reconciliation Meetings listed above.

The Consultant shall prepare the SD estimate in accordance with the District's format, based on Construction Specifications Institute (CSI) format, with costs broken out by building.

EXHIBIT B
HOURLY BILLING RATES

Consultant's entire proposal is **not** incorporated.

Please provide your hourly wages here.

Position	Hourly Rate
Principal	$175.00
Estimating Lead	$175.00
QA/QC Lead	$175.00
MEP Estimator	$175.00

□W□□□K□H□U□H

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 provides, in relevant part:

> Every employer except the State shall secure the payment of compensation in one or more of the following ways:
>
> - By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
>
> - By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: June 12, 2026

Name of Consultant: HL Construction Management, Inc.

Signature: Ryan Craven

Print Name and Title: Ryan Craven, Principal

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with District prior to performing any Services under this Agreement.)

HLCM

HLCMINC.COM

Building Partnerships

Calvin Wong
Bond Project Manager
SOUTH SAN FRANCISCO USD
398 B Street
South San Francisco, CA 94080

Dear Calvin:

PROPOSAL

HLCM PROPOSAL #: 26228A
PROPOSAL DATE: 05/27/26
PROJECT NAME: SOUTH SAN FRANCISCO USD:
SOUTH SAN FRANCISCO HS MODERNIZATION

PROJECT DESCRIPTION AND SCOPE OF WORK

- Locker Room Building
  - Locker room renovation
  - Pe building addition (new weight room, wrestling room, team room)
- Gym Modernization
  - Fire alarm
  - ADA restroom renovations and new spectator restrooms
  - ADA path of travel and door replacement
- S wing/CTE building
  - S wing programs, wellness, new restrooms
  - New dance studio / drama classroom
  - Sitework
  - Canopy demolition and undergrounding canopy site utilities
- Other
  - Temporary housing
  - Library re-certification

Initial Budget: $54,000,000

Proposal Fee	Amount
Schematic Design Cost Estimate	$ 35,000
VE	$ 5,600
Reconciliation	$ 5,600
Total	**$ 46,200**

- ❖ This proposal includes up to two revisions to each estimate milestone at the direction of SSFUSD.
- ❖ This proposal is valid for one year based on the date of this proposal.
- ❖ This proposal is based on each milestone building detail on itself. Milestone fees cannot be skipped, but if there needs to be a change to the number of estimates, a new proposal can be provided.
- ❖ If construction estimate exceeds estimated cost provided at time of proposal by more than 25%, fees need to be proportionally adjusted to match.

Exclusions:

- ❖ Site visit. If one is required, it would be considered an additional service.

If you have any questions on this proposal, please contact me at 949.584.5667 or email: RCraven@HLCMInc.com.

South San Francisco USD	HLCM
	Ryan Craven
Calvin Wong | Bond Project Manager	Ryan Craven I Principal

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: June 25, 2026

RE: Approval of Two-Year Legal Firm Contract Renewal with DWK

ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The District does business with the legal firm of Dannis Woliver Kelley (DWK) for education law issues such as facilities, bond, and property, as well as other business issues. This is a two-year agreement and covers the fiscal years 2026-27 and 2027-28. Staff are happy with the services provided and would like to renew the contract for another two years.

FISCAL IMPLICATIONS:

The fee structure for the firm is within reasonable amounts paid for similar services. Fees and billing practices are outlined in the agreement.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustee approve the renewal of the DWK contract for 2026-27 and 2027-28.

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into on May 27, 2026, by and between the South San Francisco Unified School District, hereinafter referred to as District, and Dannis Woliver Kelley, a professional corporation, hereinafter referred to as Attorney.

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

SCOPE OF SERVICES. District appoints Attorney to represent, advise, and counsel it from July 1, 2026, through and including June 30, 2028, and continuing thereafter as approved. Any services performed during the period between the above commencement date and the date of governing board action approving this Agreement are hereby ratified by said governing board approval.

Attorney agrees to prepare periodic reviews of relevant court decisions, legislation, and other legal issues. Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice. Nothing in this Agreement and nothing in Attorney's statements to District should be construed as a promise or guarantee about the outcome of any matter.

DISTRICT DUTIES. District shall be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments, ensure access for Attorney to communicate with the District's governing board as appropriate, perform the obligations it has agreed to perform under this Agreement and pay Attorney bills in a timely manner.

FEES AND BILLING PRACTICES. Except as hereinafter provided, District agrees to pay Attorney at the following hourly rates: two hundred seventy-five dollars ($275) to four hundred twenty dollars ($420) for Shareholders and Of Counsel; two hundred fifty-five dollars ($255) to three hundred thirty-five dollars ($335) for Special Counsel; two hundred five dollars ($205) to two hundred ninety-five dollars ($295) for Associates; one hundred forty dollars ($140) to two hundred five dollars ($205) for Law Clerks (up to $245 if licensed in another state); one hundred forty dollars ($140) to two hundred thirty dollars ($230) per hour for Paralegals; two hundred five dollars ($205) to three hundred thirty-five dollars ($335) for Legal Investigations Specialists; and four hundred fifteen dollars ($415) to four hundred ninety-five dollars ($495) for Shareholder Emeritus. Rates for individual attorneys, paralegals, law clerks, and legal investigations specialists may vary within the above ranges depending on the level of experience and qualifications and the nature of the legal services to be provided with the exception of Greg Dannis whose hourly rate shall be $500 for the 2026–2027 school year and $525 for the 2027–2028 school year.

Agreements for fees for legal services at other than the hourly rates set forth above may be made by mutual agreement for special projects, particular scopes of work, or for attorneys with specialized skills. The rates specified in this Agreement are subject to change at any time by Attorney following written notice to District and shall apply to all services rendered after such notice is given.

Time is billed in minimum increments of one-tenth (.1) of an hour, except the first entry for any day will be billed at a minimum of three-tenths (.3) of an hour. Actual travel time and time spent attending in-person or remote meetings is charged at the rates above. In the course of travel for a District matter, or while attending meetings with or for District, it may be necessary for Attorney to concurrently work for and bill other clients. If, during the course of representation of District, an insurance or other entity assumes responsibility for payment of all or partial fees of Attorney on a particular case or matter, District shall remain responsible for the difference between fees paid by the other entity and Attorney's hourly rates as specified in this Agreement unless otherwise agreed by the District and Attorney.

OTHER CHARGES. District agrees to reimburse Attorney for actual and necessary expenses and costs with respect to providing the above services, including support services such as copying charges (charged at $0.10 per page), postage (only charged if in excess of

$1.00), and computerized legal research and electronic record storage and review platforms (i.e., Westlaw, e-discovery). District agrees that such actual and necessary expenses may vary according to special circumstances necessitated by request of District or emergency conditions which occasionally arise. Such expenses shall be provided at cost unless otherwise specified. Any discount received on such services is passed along to District by Attorney.

District further agrees to pay third parties, indirectly through Attorney, for other costs and expenses including, but not limited to, costs of serving pleadings, filing fees and other charges assessed by courts and other public agencies, arbitrators' fees, court reporters' fees, jury fees, witness fees, investigation expenses, consultants' fees, and expert witness fees. District will reimburse Attorney for such costs or may, upon agreement of District and Attorney, advance payment to Attorney for such costs and expenses.

Occasionally Attorney may provide District officials and/or employees with food or meals at Attorney-sponsored trainings or when working with District officials and/or employees. Attorney may provide such food or meals without additional charge in exchange for the consideration provided by the District under this Agreement.

BILLING STATEMENT. Attorney shall send District a statement for fees and costs every calendar month. Attorney's statements shall clearly state the basis thereof, including the amount, rate and basis for calculations or other methods of determination of Attorney's fees. Upon District's request for additional statement information, Attorney shall provide a bill to District no later than ten (10) days following the request. District is entitled to make subsequent requests for bills at intervals of no less than thirty (30) days following the initial request. District shall pay Attorney's statements within thirty (30) days after each statement's date pursuant to the payment instructions provided on Attorneys' invoice.

ARBITRATION OF FEE DISPUTE. In order to avoid litigation in the event of any dispute concerning billings, it is agreed that any such dispute shall be submitted exclusively to binding arbitration before the American Arbitration Association. The arbitrator shall determine the rights and obligations of District and Attorney according to the substantive and procedural laws of California. District acknowledges that by agreeing to arbitration, District is giving up the right to a jury trial. Judgement on any arbitration award may be entered by any court of competent jurisdiction.

INDEPENDENT CONTRACTOR. It is expressly understood and agreed to by both parties that Attorney, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District. Attorney does not anticipate that in the course and scope of performing legal services it will have any interaction with any pupil that is not under the immediate supervision and control of a District employee or a pupil's parent or guardian. If District requests legal services in which Attorney will have unsupervised interaction with pupils, Attorney will comply with any applicable fingerprinting, background check, vaccine, or testing requirements.

CONSENT TO USE OF ELECTRONIC COMMUNICATION, GENERATIVE ARTIFICIAL INTELLIGENCE (AI) AND CLOUD SERVICES. To provide District with efficient and convenient legal services, Attorney will communicate and transmit documents using electronic communication services. Because electronic communication continues to evolve, there may be risks in communicating in this manner, including risks related to confidentiality and security. By entering into this Agreement, District is consenting to such use of electronic communication services with District and District's representatives and agents. In addition, Attorney uses cloud computing services with servers located in a facility other than Attorney's office. Most of Attorney's electronic data, including emails and documents, are stored in this manner. By entering into this Agreement, District understands and consents to having communications, documents and information pertinent to the District's matters stored through such cloud-based services. The Firm may also utilize Generative AI tools to facilitate certain legal services. Such tools are used solely as aids and do not replace legal judgment. The Firm will follow applicable confidentiality

standards where Client data is processed by third-party AI providers. By entering into this Agreement, District is consenting to such use of the tools identified herein.

FILE RETENTION. Attorney will retain files related to representation of District for a minimum period of seven (7) years after the conclusion of the Attorney's services for District. During this period, Attorney may retain such files exclusively in digital format and may destroy original paper documents provided by the District after they are digitized unless the District requests the return of originals in writing. At the expiration of the seven (7)-year period, Attorney may destroy such files, including paper or digital copies, unless District notifies Attorney in writing that District wishes to take possession of them. Attorney agrees to provide a digital copy of all files related to representation of District upon District's request, excluding Attorney's internal files (e.g., administrative records and attorney work product, including drafts, notes, internal memoranda, and research prepared for Attorney's internal use) which are the Attorney's property.

PRIVACY NOTICE OF COLLECTION OF PERSONAL INFORMATION. Attorney respects the District's privacy and aims to be transparent with District. For this reason, Attorney has adopted a privacy policy that describes all the information Attorney collects from or about District employees in the course of providing the District with legal services, as well as how Attorney uses this information and how long Attorney will retain it. Attorney's privacy policy, which also describes the District's rights as a consumer under applicable law, is accessible on Attorney's website at https://www.dwkesq.com/ccpa/. The terms and disclosures of this privacy policy are incorporated herein, and the signature on the agreement below confirms that District has read or will read Attorney's privacy policy. If the District has any questions regarding Attorney's privacy policy or its rights, the District should email Attorney at DataSecurity@dwkesq.com.

CONFLICT OF INTEREST. In some situations, where Attorney has relationships with other entities, the Rules of Professional Conduct and Business & Professions Code may require Attorney to provide disclosure or to obtain informed written consent before it can provide legal services for a client. Attorney represents many school and community college districts, county offices of education, joint powers authorities, SELPAs and other entities throughout California. The statutory and regulatory structure of the provision of education services results in many ways in which these entities interact which could result in a conflict between the interests of more than one of Attorney's clients. If Attorney becomes aware of a specific conflict of interest involving District, Attorney will comply with the legal and ethical requirements to fulfill its duties of loyalty and confidentiality to District. If District has any question about whether Attorney has a conflict of interest in its representation of District in any matter, it may contact Attorney or other legal counsel for clarification.

TERMINATION OF CONTRACT. District or Attorney may terminate this Agreement by giving reasonable written notice of termination to the other party.

COUNTERPARTS. This Agreement may be executed in duplicate originals, including facsimiles, each of which shall fully bind each party as if all had signed the same copy. Electronic copies of signatures shall be treated as originals for all purposes.

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

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

_____ _____

Shawnterra Moore, Ed.D. Date
Superintendent

DANNIS WOLIVER KELLEY

_____ May 27, 2026

Reid D. Shannon Date
Attorney at Law

At its public meeting of_____, 2026, the District's governing board approved this Agreement and authorized the Board President, Superintendent or Designee to execute this Agreement.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Toby Lee, Director - Facilities & Safety

DATE: June 25, 2026

RE: Approval of Agreement with Lakeshore Learning to Provide Furniture, Equipment, Instructional Materials, and Classroom Setup for the New Monte Verde Elementary School Transitional Kindergarten Classroom

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ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The District is constructing a new Transitional Kindergarten (TK) classroom at Monte Verde Elementary School to support the expansion of Transitional Kindergarten services and student enrollment needs.

This agreement with Lakeshore Learning will provide the furniture, equipment, instructional materials, delivery, installation, and classroom setup services necessary to furnish and equip the new classroom prior to occupancy in the Fall of 2026.

FISCAL IMPLICATIONS:

By this action, $33,098.51 will be paid from the Capital Facilities Fund (Fund 25).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the agreement with Lakeshore Learning to provide furniture, equipment, instructional materials, delivery, installation, and classroom setup services for the new Monte Verde Elementary School Transitional Kindergarten Classroom in the amount of $33,098.51.

AGREEMENT FOR PURCHASE AND INSTALLATION OF EQUIPMENT

THIS AGREEMENT is made and entered into this 10th day of June 2026, by and between Lakeshore Learning ("Contractor") and South San Francisco Unified School District ("District") ("Contract").

1. The Contractor shall furnish to the District for a total price of THIRTY-THREE THOUSAND NINETY-EIGHT 51/100 Dollars (**$33,098.51)** ("Contract Price"), the following services ("Services" or "Work"):

   Provide and install all furniture, fixtures, equipment, and instructional materials required for the Transitional Kindergarten Classroom at Monte Verde Elementary School. Services shall include delivery, assembly, installation, classroom setup, organization of materials, removal of packaging, and coordination with District staff. The scope includes the furniture package, instructional materials package, and white-glove classroom setup services as proposed by Lakeshore Learning Materials. A discretionary allowance of $3,000 is included for future teacher- and site-directed purchases after occupancy and classroom activation.

2. Payment for the Work shall be made in accordance with the Terms and Conditions.

   Contractor shall perform the Work at Monte Verde Elementary School, 2551 St. Cloud Drive, San Bruno, CA 94066 (Site"). The Project is the scope of Work performed at the Site.

3. Work shall be completed within TEN (10) consecutive calendar days ("Contract Time") from the date specified in the District's Notice to Proceed, unless terminated earlier by the District for cause or for convenience.

4. Contractor agrees that if the Work is not completed within the Contract Time and/or pursuant to the completion schedule, construction schedule, or project milestones developed pursuant to provisions of the Contract, it is understood, acknowledged, and agreed that the District will suffer damage which is not capable of being calculated. Pursuant to Government Code section 53069.85, Contractor shall pay to the District, as fixed and liquidated damages for these incalculable damages, the sum of One Thousand 0/100 Dollars ($ 1,000) per day for each and every calendar day of delay beyond the Contract Time or beyond any completion schedule, construction schedule, or project milestones established pursuant to the Contract.

5. This Contract incorporates by this reference the Contract Documents attached hereto.

   __X__ Notice to Proceed
   __X__ Insurance Certificates and Endorsements
   __X__ Exhibit "A" ("Scope of Work")

6. Contractor shall not commence the Work under this Contract until the Contractor has submitted and the District has approved the performance bond, payment (labor and material) bond, the certificate(s) and the endorsement(s) of insurance required under the Terms and Conditions and the District has issued a Notice to Proceed.

7. RESERVED

8. RESERVED

9. Any notice required or permitted to be given under this Contract shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile or email, addressed as follows:

District	**Contractor**
South San Francisco Unified School District Ted O. 398 B. Street South SF, CA 94080	Lakeshore Learning Stephen Day 2695 E. Dominguez St. Carson, CA 90895

Any notice personally given or sent by facsimile or email shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

10. Contractor shall guarantee all labor and material used in the performance of this Contract for a period of one (1) year from the date of the District's written approval of the Work.

11. This Contract incorporates by this reference the Terms and Conditions attached hereto. Contractor, by executing this Contract, agrees to comply with all the Terms and Conditions.

12. Each exhibit attached hereto is hereby incorporated herein by reference.

13. Each party has the full power and authority to enter into and perform this Contract, and the person signing this Contract on behalf of each party has been properly authorized and empowered to enter into this Contract.

14. This Contract may be executed in one or more counterparts, and all counterparts together shall be construed as one document. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Contract binding all the Parties hereto.

15. By signing this Contract, Contractor certifies, under penalty of perjury, that all the information provided in the Contract Documents is true, complete, and correct.

[SIGNATURES ON FOLLOWING PAGE]

Vice President of

ACCEPTED AND AGREED on the date indicated below:

Dated: JUNE 26th, 2026

South San Francisco Unified School District

Signature: _____

Print Name: Ted O

Print Title: Assistant Superintendent Business Services

Address: 398 B St. South SF, 94080

Dated: June 11th,2026

Lakeshore Learning

Signature: _____

Print Name: Mike Duong

Print Title: Vice President of Sales Operations

License No.: BL-005201-2026

Registration No.: UEI: QMR2KX8DS581

Address: 2695 E. Dominguez Street Carson, CA 90895

Information regarding Contractor:

Type of Business Entity:
_____ Individual
_____ Sole Proprietorship
_____ Partnership
_____ Limited Partnership
_____ Corporation, State: _____
__✓__ Limited Liability Company
_____ Other: _____

87-2802658 :
Employer Identification and/or Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of $600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, the District requires the Contractor to furnish the information requested in this section.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY; TERMS AND CONDITIONS FOLLOW]

TERMS AND CONDITIONS TO CONTRACT

1. NOTICE TO PROCEED: District shall provide a Notice to Proceed to Contractor pursuant to the Contract at which time Contractor shall proceed with the Work.

2. STANDARD OF CARE: Contractor shall perform, diligently prosecute and complete the Work in a good and workmanlike manner within the Contract Time, and in strict conformity with all Contract Documents.

3. SITE EXAMINATION: Contractor has examined the Site and certifies that it accepts all measurements, specifications and conditions affecting the Work to be performed at the Site. By submitting its quote, Contractor warrants that it has made all Site examination(s) that it deems necessary as to the condition of the Site, its accessibility for materials, workers and utilities, and Contractor's ability to protect existing surface and subsurface improvements. No claim for allowance of time or money will be allowed as to any other undiscovered condition on the Site.

4. PERMITS, LICENSES AND REGISTRATION: Contractor and all of its employees, agents, and subcontractors shall secure and maintain in force, at Contractor's sole cost and expense, all licenses, registration and permits as are required by law, in connection with the furnishing of materials, supplies, or services herein listed.

5. RESERVED

6. RESERVED

7. LABOR, MATERIALS AND EQUIPMENT: Contractor shall furnish all tools, equipment, apparatus, facilities, transportation, labor, and material necessary to furnish the services herein described, the services to be performed at such times and places as directed by and subject to the approval of the authorized District representative indicated in the Work specifications attached hereto. Unless otherwise specified, all materials shall be new and previously unused, and of the manufacturer's latest model or the best of their respective kinds and grades as noted or specified, and workmanship shall be of good quality.

8. RESERVED

9. INDEPENDENT CONTRACTOR: Contractor represents and warrants that Contractor is an independent contractor or business entity that is: (i) free from the control and direction of the District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of the District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Contractor understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to Consultant's employees.

10. CONTRACTOR SUPERVISION: Contractor shall provide competent supervision of personnel employed on the job Site, use of equipment, and quality of workmanship.

11. WORKERS: Contractor shall at all times enforce strict discipline and good order among its employees and the employees of its subcontractors and shall not employ or work any unfit person or anyone not skilled in work assigned to him or her. Any person in the employ of the Contractor or a subcontractor whom the District may deem incompetent or unfit shall be dismissed from the Site and shall not again be employed at Site without written consent from the District.

12. SUBCONTRACTORS: Subcontractors, if any, engaged by the Contractor for any Service or Work under this Contract shall be subject to the approval of the District. Contractor agrees to bind every subcontractor by the terms of the Contract as far as such terms are applicable to subcontractor's work, including, without limitation, all registration, indemnification, insurance, bond, and warranty requirements. If Contractor shall subcontract any part of this Contract, Contractor shall be fully responsible to the District for acts and omissions of its subcontractor and of persons either directly or indirectly employed by itself. Nothing contained in the Contract Documents shall create any contractual relations between any subcontractor and the District.

13. SAFETY AND SECURITY: Contractor is responsible for maintaining safety in the performance of this Contract. Contractor shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.

14. RESERVED

15. RESERVED

16. RESERVED

17. RESERVED

18. RESERVED

19. FORCE MAJEURE: "Force Majeure" means any event or circumstance unknown at the time of contracting that is beyond the parties' control and makes performance of the contract impractical or impossible. The Party seeking to have its performance obligation(s) excused must demonstrate that there was such an insuperable interference occurring without the party's intervention as could not have been prevented by the exercise of prudence, diligence, and care, by providing prompt notice to the other Party, including full particulars of such event, of its inability to perform its obligations due to such event, following commencement of the claiming Party's inability to so perform its obligations. To the extent satisfying these conditions, Force Majeure events include the following: acts of God, war, civil unrest, epidemic, fire, smoke, volcanic eruption, earthquake, strike, unusually severe weather, flood, or shortage of transportation facilities, lock out, or commandeering of materials, product, plant, or facilities by the government. Force Majeure shall not be based on a Party's financial inability to perform under this Agreement unless there exists extreme and unreasonable difficulty, expense, injury, or loss involved. A Force Majeure event does not include an act of negligence or intentional wrongdoing by a Party. Any Party claiming a Force Majeure event shall use reasonable diligence to remove the condition that prevents performance and shall not be entitled to suspend performance of its obligations in any greater scope or for any longer duration than is required by the Force Majeure event. Each Party shall use its best efforts to mitigate the effects of such Force Majeure event, remedy its inability to perform, and resume full performance of its obligations hereunder. Costs imposed by the government on sales or importation of goods or materials including, without limitation, tariffs or taxes, are not Force Majeure.

20. CORRECTION OF ERRORS: Contractor shall perform, at its own cost and expense and without reimbursement from the District, any work necessary to correct errors or omissions that are caused by the Contractor's failure to comply with the approved plans and specifications and the standard of care required herein. Schedule delays resulting from unauthorized work shall be Contractor's responsibility.

21. RESERVED

22. RESERVED

23. RESERVED

24. RESERVED.

25. PAYMENT: On a monthly basis, Contractor shall submit an application for payment based upon the estimated value for materials delivered or services performed under the Contract as of the date of submission ("Application for Payment"). Within thirty (30) days after District's approval of the Application for Payment, Contractor shall be paid a sum equal to ninety-five percent (95%) of the value of the Work performed (as verified by Architect and Inspector and certified by Contractor) up to the last day of the previous month, less the aggregate of previous payments and amount to be withheld. The District may withhold or deduct from any payment an amount necessary to protect the District from loss because of: (1) liquidated damages which have accrued as of the date of the application for payment; (2) any sums expended by the District in performing any of Contractor's obligations under the Contract which Contractor has failed to perform or has performed inadequately; (3) defective Work not remedied; (4) stop payment notices as allowed by state law; (5) reasonable doubt that the Work can be completed for the unpaid balance of the Total Contract price or by the scheduled completion date; (6) unsatisfactory prosecution of the Work by Contractor; (7) unauthorized deviations from the Contract; (8) failure of the Contractor to maintain or submit on a timely basis proper and sufficient documentation as required by the Contract or by District during the prosecution of the Work; (9) erroneous or false estimates by the Contractor of the value of the Work performed; (10) any sums representing expenses, losses, or damages, as determined by the District, incurred by the District for which Contractor is liable under the Contract; and (11) any other sums which the District is entitled to recover from Contractor under the terms of the Contract or pursuant to state law, including section 1727 of the California Labor Code. The failure by the District to deduct any of these sums from a progress payment shall not constitute a waiver

of the District's right to such sums. The District shall retain five percent (5%) from all amounts owing as retention. Retention shall be paid pursuant to Public Contract Code sections 7107, 7200 and 7201.

26. RESERVED

27. CHANGE IN SCOPE OF WORK:

27.1. Changes in Scope of Work. Any change in the scope of the Work, method of performance, nature of materials or price thereof, or any other matter materially affecting the performance or nature of the Work shall not be paid for or accepted unless such change, addition, or deletion is approved in advance and in writing by a valid change order executed by the District. Contractor specifically understands, acknowledges, and agrees that the District shall have the right to request any alterations, deviations, reductions, or additions to the Project or Work, and the cost thereof shall be added to or deducted from the amount of the Contract Price by fair and reasonable valuations. Contractor shall include maximums of ten percent (10%) mark-up for all tiers of subcontractors, five percent (5%) for overhead and profit, and two and one-half percent (2.5%) for bonds and insurance. Contractor also agrees to provide the District with all information requested to substantiate the cost of the change order and to inform the District whether the Work will be done by the Contractor or a subcontractor. In addition to any other information requested, Contractor shall submit, prior to approval of the change order, its request for a time extension (if any), as well as all information necessary to substantiate its belief that such change will delay the completion of the Work. If Contractor fails to submit its request for a time extension or the necessary supporting information, it shall be deemed to have waived its right to request such extension.

27.2. Allowances. If there is an Allowance, then Contractor shall not bill for or be due any portion of an Allowance unless Owner has identified specific work, Contractor has submitted a price for that work or Owner has proposed a price for that work, Owner has accepted the cost for that work, and Owner has executed an Allowance Expenditure Directive incorporating that work. Allowance Expenditure Directives shall be based on Contractor's costs, without overhead and profit, for products, delivery, installation, labor, insurance, payroll, taxes, bonding and equipment rental will be included in Allowance Expenditure Directive authorizing expenditure of funds from the Allowance. No overhead and profit shall be added to the Allowance Expenditure Directive.

28. INDEMNIFICATION:

28.1. To the furthest extent permitted by California law, Contractor shall indemnify and hold harmless the District and its Governing Board, agents, representatives, employees, consultants, and volunteers (the "Indemnified Parties") from any and all demands, damages, injuries, losses, expenses, liabilities, claims, suits, and actions (the "Claims") of any kind, nature, and description, including, but not limited to, attorneys' fees and costs, directly or indirectly arising from, arising out of, connected with, or resulting from the performance of this Contract unless the claims are caused by the active negligence or willful misconduct of the Indemnified Parties and/or defects in design furnished by the Architect, as found by a court or arbitrator of competent jurisdiction, in which case the Contractor's indemnification and hold harmless obligation shall be reduced by the proportion of the Indemnitees' and/or Architect's liability.

28.2. Contractor shall also, to the furthest extent permitted by California law, defend the Indemnified Parties at Contractor's own expense, including attorneys' fees and costs, from any and all claims directly or indirectly arising from, arising out of, connected with, or resulting from the performance of this Contract unless the claims are caused by the active negligence or willful misconduct of the Indemnified Parties and/or defects in design furnished by the Architect, as found by a court or arbitrator of competent jurisdiction, in which case, without impacting Contractor's obligation to provide an immediate and ongoing defense of the Indemnified Parties, the Contractor's defense obligation shall be retroactively reduced by the proportion of the Indemnitees' and/or Architect's liability. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the District.

28.3. Pursuant to Public Contract Code section 9201, the District shall provide timely notification to Contractor of the receipt of any third-party claim relating to this Contract. The District shall be entitled to recover its reasonable costs incurred in providing said notification.

28.4. If the Indemnitees provide their own defense due to failure to timely respond to tender of defense, rejection of tender of defense, or conflict of interest of proposed counsel, Contractor shall reimburse Indemnitees for any expenditures, including reasonable attorney's fees and costs.

28.5. The District may retain so much of the moneys due the Contractor as shall be considered necessary, until disposition of any such suit, claims or actions for damages or until the District has received written agreement from the Contractor that it will unconditionally defend the Indemnified Parties, and pay any damages due by reason of settlement or judgment.

28.6. The Contractor's defense and indemnification obligations hereunder shall survive the completion of Work, including the warranty/guarantee period, and/or the termination of the Contract.

29. RESERVED

30. CONTRACTOR'S INSURANCE:

30.1. The Contractor shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits not less than the amount indicated below. If Contractor normally carries insurance in an amount greater than the minimum amounts required by District, that greater amount shall become the minimum required amount of insurance for purposes of the Contract. Therefore, Contractor hereby acknowledges and agrees that all insurance carried by it shall be deemed liability coverage for all actions it performs in connection with the Contract.

Type of Coverage	**Minimum Requirement**
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 2,000,000
General Aggregate	$ 4,000,000
Automobile Liability Insurance - Any Auto	
Combined Single Limit	$ 1,000,000
Workers' Compensation	Statutory Limits
Employer's Liability	$ 1,000,000

30.1.1. Commercial General Liability and Automobile Liability Insurance. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Contractor, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

30.1.2. Workers' Compensation and Employers' Liability Insurance. Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Contractor shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Contract are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

30.2. Proof of Insurance. The Contractor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

30.2.1. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation notice will be sent, and length of notice period.

30.2.2. A clause stating: "This policy shall not be canceled until notice has been mailed to the District, stating date of cancellation. Date of cancellation shall not be less than thirty (30) days after date of mailing notice."

30.2.3. An endorsement stating that the District and its Governing Board, agents, representatives, employees, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, and Employers' Liability Insurance.

30.2.4. All policies except the Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.

30.2.5. An endorsement stating that Contractor's insurance policies shall be primary to any insurance or self-insurance maintained by District.

30.2.6. An endorsement stating that there shall be a waiver of any subrogation.

30.2.7. Contractor's insurance limit shall apply separately to each insured against whom a claim is made or suit is brought.

30.3. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

31. WARRANTY/QUALITY: All furniture, equipment, instructional materials, and related products furnished under this Agreement shall be new and free from defects in material and workmanship. Contractor shall provide the District with the full benefit of all applicable manufacturer warranties and shall furnish warranty documentation upon delivery of the products. Furniture and equipment manufactured by Lakeshore Learning shall be covered by the manufacturer's standard published warranties, including any lifetime warranties applicable to classroom furniture products. Contractor shall assign and transfer all such warranties to the District and shall reasonably assist the District in obtaining warranty service, repair, replacement, or other remedies available under the manufacturer's warranty program. The warranty obligations set forth herein are in addition to, and not in lieu of, any other rights or remedies available to the District under this Agreement or applicable law.

32. CONFIDENTIALITY: The Contractor shall maintain the confidentiality of any student, parent, personnel, and/or disciplinary information that Contractor encounters while performing the Work. This requirement shall be ongoing and shall survive the expiration or termination of this Contract.

33. LIMITATION OF DISTRICT LIABILITY: District's financial obligations under this Contract shall be limited to the payment of the compensation provided in this Contract. Notwithstanding any other provision of this Contract, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, or lost bonding capacity, arising out of or in connection with this Contract for the services performed in connection with this Contract.

34. COMPLIANCE WITH LAWS: Contractor shall give all notices and comply with all laws, ordinance, rules and regulations bearing on conduct of the Work as indicated or specified. If Contractor observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Contractor shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Contractor's receipt of a written termination notice from the District. If Contractor performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Contractor shall bear all costs arising therefrom.

35. LABOR CODE REQUIREMENTS: Contractor represents that Contractor and all Subcontractors shall not be presently debarred, suspended, proposed for disbarment, declared ineligible or excluded. Contractor shall comply with all applicable provisions of the California Labor Code, Division 2, Part 7, Chapter 1, Articles 1 – 5, including, without limitation, the payment of the general prevailing per diem wage rates for public work projects of more than one thousand dollars ($1,000). Copies of the prevailing rate of per diem wages are on file with the District or available online at http://www.dir.ca.gov/. In addition, the Contractor and each subcontractor shall comply with Section 1735 forbidding discrimination and Sections 1777.5 and 1777.6 concerning the employment of apprentices by Contractor or subcontractors.

35.1. RESERVED

36. ANTI-DISCRIMINATION: Contractor herein agrees to comply with the provisions of the California Fair Employment and Housing Act as set forth in part 2.8 of division 3 of the California Government Code, commencing at section 12900; the Federal Civil Rights Act of 1964, as set forth in Public Law 88-352, and all amendments thereto; Executive Order 11246; and all administrative rules and regulations

found to be applicable to Contractor and all of its subcontractors. In addition, the Contractor agrees to require like compliance by all its subcontractor(s).

37. RESERVED

38. ANTI-TRUST CLAIM: Contractor and its subcontractor(s) agree to assign to the District all rights, title, and interest in and to all causes of action they may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the Contract or a subcontract. This assignment shall be made and become effective at the time the District tenders final payment to the Contractor, without further acknowledgment by the parties.

39. CONTRACTOR CLAIMS: In the event of any demand by Contractor for (A) a time extension, including, without limitation, for relief from damages or penalties for delay assessed by the District under the Contract, (B) payment by the District of money or damages arising from work done by, or on behalf of, the Contractor pursuant to the Contract and payment of which is not otherwise expressly provided for or to which Contractor is not otherwise entitled to, or (C) an amount of payment disputed by the District, the parties shall attempt to resolve the dispute by those procedures set forth in Public Contract Code section 9204 and/or Article 1.5 (commencing with section 20104) of Chapter 1, Part, 3, Division 2, of the Public Contract Code, if applicable, the provisions of which are each attached hereto and incorporated herein by this reference. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, the Contractor shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to the Contractor's right to bring a civil action against the District. Pending resolution of the dispute, Contractor and its subcontractors shall continue to perform the Work under the Contract and shall not cause a delay of the Work, including the disputed work, during any dispute, claim, negotiation, mediation, or arbitration proceeding, except by written agreement of the District.

40. ATTORNEY FEES/COSTS: Should litigation be necessary to enforce any terms or provisions of this Contract, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

41. TERMINATION:

41.1. If Contractor fails to perform the Services and Contractor's duties to the satisfaction of the District, or if Contractor fails to fulfill in a timely and professional manner Contractor's obligations under this Contract, or if Contractor violates any of the terms or provisions of this Contract, District shall have the right to terminate this Contract and/or Contractor's right to perform the Work of the Contract for cause effective immediately upon the District giving written notice thereof to Contractor. Contractor and its performance bond surety, if any, shall be liable for all damages caused to the District by reason of Contractor's failure to perform and complete the Contract. In the event termination for cause is determined to have not been for cause, the termination shall be deemed to have been a termination for convenience effective as of the same date as the purported termination for cause.

41.2. District shall also have the right in its sole discretion to terminate the Contract and/or Contractor's right to perform the Work of the Contract for its own convenience upon District giving three (3) days' written notice thereof to the Contractor. In case of a termination for convenience, Contractor shall be paid for the actual cost for labor, materials, and services performed including, without limitation, Contractor's and its subcontractor(s)' mobilization and/or demobilization costs, that is unpaid and can be documented through timesheets, invoices, receipts, or otherwise. If Contractor objects to the termination for convenience, including disagreement on the actual cost, the District retains the right to all the options available to the District under a termination for cause.

41.3. Termination shall have no effect upon any of the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of termination.

42. ASSIGNMENT OF CONTRACT: Contractor shall not assign or transfer in any way any or all of its rights, burdens, duties, or obligations under this Contract without the prior written consent of the District.

43. TIME IS OF THE ESSENCE: Time is of the essence in the performance of and compliance with each of the provisions and conditions of this Contract.

44. CALCULATION OF TIME: For the purposes of this Contract, "days" refers to calendar days unless otherwise specified.

45. GOVERNING LAW: This Contract shall be governed by and construed in accordance with the laws of the State of California with venue of any action in a County in which the District administration office is located.

46. BINDING CONTRACT: This Contract shall be binding upon the parties hereto and upon their successors and assigns, and shall inure to the benefit of said parties and their successors and assigns.

47. DISTRICT WAIVER: District's waiver of any term, condition, covenant or waiver of a breach of any term, condition or covenant shall not constitute the waiver of any other term, condition or covenant or the waiver of a breach of any other term, condition or covenant.

48. CAPTIONS AND INTERPRETATIONS: Paragraph headings in this Contract are used solely for convenience, and shall be wholly disregarded in the construction of this Contract. No provision of this Contract shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Contract shall be construed as if jointly prepared by the parties.

49. INVALID TERM: If any provision of this Contract is declared or determined by any court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining parts, terms and provisions shall not be affected thereby, and said illegal, unenforceable or invalid part, term or provision will be deemed not to be a part of this Contract.

50. PROVISIONS REQUIRED BY LAW DEEMED INSERTED: Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included therein.

51. ENTIRE CONTRACT: This Contract sets forth the entire agreement between the parties hereto and fully supersedes any and all prior agreements, understandings, written or oral, between the parties hereto pertaining to the subject matter thereof.

52. NO ORAL MODIFICATIONS: No oral agreement or conversation with any officer, agent, or employee of District, either before or after execution of Contract, shall affect or modify any of the terms or obligations contained in any of the documents comprising the Contract.

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Public Contract Code section 9204

(a) The Legislature finds and declares that it is in the best interests of the state and its citizens to ensure that all construction business performed on a public works project in the state that is complete and not in dispute is paid in full and in a timely manner.

(b) Notwithstanding any other law, including, but not limited to, Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2, Chapter 10 (commencing with Section 19100) of Part 2, and Article 1.5 (commencing with Section 20104) of Chapter 1 of Part 3, this section shall apply to any claim by a contractor in connection with a public works project.

(c) For purposes of this section:

(1) "Claim" means a separate demand by a contractor sent by registered mail or certified mail with return receipt requested, for one or more of the following:

(A) A time extension, including, without limitation, for relief from damages or penalties for delay assessed by a public entity under a contract for a public works project.

(B) Payment by the public entity of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public works project and payment for which is not otherwise expressly provided or to which the claimant is not otherwise entitled.

(C) Payment of an amount that is disputed by the public entity.

(2) "Contractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who has entered into a direct contract with a public entity for a public works project.

(3) (A) "Public entity" means, without limitation, except as provided in subparagraph (B), a state agency, department, office, division, bureau, board, or commission, the California State University, the University of California, a city, including a charter city, county, including a charter county, city and county, including a charter city and county, district, special district, public authority, political subdivision, public corporation, or nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency.

(B) "Public entity" shall not include the following:

(i) The Department of Water Resources as to any project under the jurisdiction of that department.

(ii) The Department of Transportation as to any project under the jurisdiction of that department.

(iii) The Department of Parks and Recreation as to any project under the jurisdiction of that department.

(iv) The Department of Corrections and Rehabilitation with respect to any project under its jurisdiction pursuant to Chapter 11 (commencing with Section 7000) of Title 7 of Part 3 of the Penal Code.

(v) The Military Department as to any project under the jurisdiction of that department.

(vi) The Department of General Services as to all other projects.

(vii) The High-Speed Rail Authority.

(4) "Public works project" means the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.

(5) "Subcontractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who either is in direct contract with a contractor or is a lower tier subcontractor.

(d) (1) (A) Upon receipt of a claim pursuant to this section, the public entity to which the claim applies shall conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide the claimant a written statement identifying what portion of the claim is disputed and what portion is undisputed. Upon receipt of a claim, a public entity and a contractor may, by mutual agreement, extend the time period provided in this subdivision.

(B) The claimant shall furnish reasonable documentation to support the claim.

(C) If the public entity needs approval from its governing body to provide the claimant a written statement identifying the disputed portion and the undisputed portion of the claim, and the governing body does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, the public entity shall have up to three days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension, expires to provide the claimant a written statement identifying the disputed portion and the undisputed portion.

(D) Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. If the public entity fails to issue a written statement, paragraph (3) shall apply.

(2) (A) If the claimant disputes the public entity's written response, or if the public entity fails to respond to a claim issued pursuant to this section within the time prescribed, the claimant may demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the public entity shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(B) Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the public entity shall provide the claimant a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. Any disputed portion of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the public entity and the claimant sharing the associated costs equally. The public entity and claimant shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject to applicable procedures outside this section.

(C) For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

(D) Unless otherwise agreed to by the public entity and the contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.

(E) This section does not preclude a public entity from requiring arbitration of disputes under private arbitration or the Public Works Contract Arbitration Program, if mediation under this section does not resolve the parties' dispute.

(3) Failure by the public entity to respond to a claim from a contractor within the time periods described in this subdivision or to otherwise meet the time requirements of this section shall result in the claim being deemed rejected in its entirety. A claim that is denied by reason of the public entity's failure to have responded to a claim, or its failure to otherwise meet the time requirements of this section, shall not constitute an adverse finding with regard to the merits of the claim or the responsibility or qualifications of the claimant.

(4) Amounts not paid in a timely manner as required by this section shall bear interest at 7 percent per annum.

(5) If a subcontractor or a lower tier subcontractor lacks legal standing to assert a claim against a public entity because privity of contract does not exist, the contractor may present to the public entity a claim on behalf of a subcontractor or lower tier subcontractor. A subcontractor may request in writing, either on their own behalf or on behalf of a lower tier subcontractor, that the contractor present a claim for work which was performed by the subcontractor or by a lower tier subcontractor on behalf of the subcontractor. The subcontractor requesting that the claim be presented to the public entity shall furnish reasonable documentation to support the claim. Within 45 days of receipt of this written request, the contractor shall notify the subcontractor in writing as to whether the contractor presented the claim to the public entity and, if the original contractor did not present the claim, provide the subcontractor with a statement of the reasons for not having done so.

(e) The text of this section or a summary of it shall be set forth in the plans or specifications for any public works project that may give rise to a claim under this section.

(f) A waiver of the rights granted by this section is void and contrary to public policy, provided, however, that (1) upon receipt of a claim, the parties may mutually agree to waive, in writing, mediation and proceed directly to the commencement of a civil action or binding arbitration, as applicable; and (2) a public entity may prescribe reasonable change order, claim, and dispute resolution procedures and requirements in addition to the provisions of this section, so long as the contractual provisions do not conflict with or otherwise impair the timeframes and procedures set forth in this section.

(g) This section applies to contracts entered into on or after January 1, 2017.

(h) Nothing in this section shall impose liability upon a public entity that makes loans or grants available through a competitive application process, for the failure of an awardee to meet its contractual obligations.

(i) This section shall remain in effect only until January 1, 2027, and as of that date is repealed, unless a later enacted statute that is enacted before January 1, 2027, deletes or extends that date.

Public Contract Code sections 20104 – 20104.6

§ 20104.

(a) (1) This article applies to all public works claims of three hundred seventy-five thousand dollars ($375,000) or less which arise between a contractor and a local agency.

(2) This article shall not apply to any claims resulting from a contract between a contractor and a public agency when the public agency has elected to resolve any disputes pursuant to Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2.

(b) (1) "Public work" means "public works contract" as defined in Section 1101 but does not include any work or improvement contracted for by the state or the Regents of the University of California.

(2) "Claim" means a separate demand by the contractor for (A) a time extension, (B) payment of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public work and payment of which is not otherwise expressly provided for or the claimant is not otherwise entitled to, or (C) an amount the payment of which is disputed by the local agency.

(c) The provisions of this article or a summary thereof shall be set forth in the plans or specifications for any work which may give rise to a claim under this article.

(d) This article applies only to contracts entered into on or after January 1, 1991.

§ 20104.2.

For any claim subject to this article, the following requirements apply:

(a) The claim shall be in writing and include the documents necessary to substantiate the claim. Claims must be filed on or before the date of final payment. Nothing in this subdivision is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims.

(b) (1) For claims of less than fifty thousand dollars ($50,000), the local agency shall respond in writing to any written claim within 45 days of receipt of the claim, or may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the local agency may have against the claimant.

(2) If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the local agency and the claimant.

(3) The local agency's written response to the claim, as further documented, shall be submitted to the claimant within 15 days after receipt of the further documentation or within a period of time no greater than that taken by the claimant in producing the additional information, whichever is greater.

(c) (1) For claims of over fifty thousand dollars ($50,000) and less than or equal to three hundred seventy-five thousand dollars ($375,000), the local agency shall respond in writing to all written claims within 60 days of receipt of the claim, or may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the local agency may have against the claimant.

(2) If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the local agency and the claimant.

(3) The local agency's written response to the claim, as further documented, shall be submitted to the claimant within 30 days after receipt of the further documentation, or within a period of time no greater than that taken by the claimant in producing the additional information or requested documentation, whichever is greater.

(d) If the claimant disputes the local agency's written response, or the local agency fails to respond within the time prescribed, the claimant may so notify the local agency, in writing, either within 15 days of receipt of the local agency's response or within 15 days of the local agency's failure to respond within the time prescribed, respectively, and demand an informal conference to meet and confer for settlement of the issues in dispute. Upon a demand, the local agency shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(e) Following the meet and confer conference, if the claim or any portion remains in dispute, the claimant may file a claim as provided in Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time the claimant submits his or her written claim pursuant to subdivision (a) until the time that claim is denied as a result of the meet and confer process, including any period of time utilized by the meet and confer process.

(f) This article does not apply to tort claims and nothing in this article is intended nor shall be construed to change the time periods for filing tort claims or actions specified by Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code.

§ 20104.4.

The following procedures are established for all civil actions filed to resolve claims subject to this article:

Agreement for Purchase & Installation of Equipment

(a) Within 60 days, but no earlier than 30 days, following the filing or responsive pleadings, the court shall submit the matter to nonbinding mediation unless waived by mutual stipulation of both parties. The mediation process shall provide for the selection within 15 days by both parties of a disinterested third person as mediator, shall be commenced within 30 days of the submittal, and shall be concluded within 15 days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to the court or by stipulation of both parties. If the parties fail to select a mediator within the 15-day period, any party may petition the court to appoint the mediator.

(b) (1) If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 1141.11 of that code. The Civil Discovery Act (Title 4 (commencing with Section 2016.010) of Part 4 of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.

(2) Notwithstanding any other provision of law, upon stipulation of the parties, arbitrators appointed for purposes of this article shall be experienced in construction law, and, upon stipulation of the parties, mediators and arbitrators shall be paid necessary and reasonable hourly rates of pay not to exceed their customary rate, and such fees and expenses shall be paid equally by the parties, except in the case of arbitration where the arbitrator, for good cause, determines a different division. In no event shall these fees or expenses be paid by state or county funds.

(3) In addition to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, any party who after receiving an arbitration award requests a trial de novo but does not obtain a more favorable judgment shall, in addition to payment of costs and fees under that chapter, pay the attorney’s fees of the other party arising out of the trial de novo.

(c) The court may, upon request by any party, order any witnesses to participate in the mediation or arbitration process.

§ 20104.6.

(a) No local agency shall fail to pay money as to any portion of a claim which is undisputed except as otherwise provided in the contract.

(b) In any suit filed under Section 20104.4, the local agency shall pay interest at the legal rate on any arbitration award or judgment. The interest shall begin to accrue on the date the suit is filed in a court of law.

EXHIBIT "A"

SCOPE OF WORK

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SCOPE OF WORK

Contractor shall furnish, deliver, unload, assemble, install, and place into service all furniture, equipment, instructional materials, and accessories required for the Transitional Kindergarten (TK) Classroom Project at [School Name], South San Francisco Unified School District.

The Work shall include, but not be limited to:
Procurement and delivery of all furniture and equipment identified in the approved Lakeshore Learning classroom package and associated quotations.
Procurement and delivery of instructional materials, curriculum support materials, manipulatives, classroom supplies, storage items, learning center materials, and other educational resources identified in the approved instructional materials package.

Delivery of all items to the project site, including unloading, transportation within the campus, assembly, installation, setup, and placement in locations designated by District staff. Removal and lawful disposal of all packing materials, pallets, crates, and other delivery-related debris generated by the Work.
Coordination with District staff regarding delivery dates, installation activities, classroom layout, and final placement of furniture and materials.
Provision of all applicable manufacturer warranties, operation and maintenance information, and warranty documentation for furniture and equipment furnished under this Agreement. Inclusion of a Principal Discretionary Materials Allowance in the amount identified in the Agreement to be utilized for additional classroom materials, furnishings, supplies, or instructional resources as directed by the District.
Contractor shall provide all labor, materials, equipment, transportation, supervision, and incidentals necessary to complete the Work in a complete and functional manner.
All products shall be new, free from defects, and suitable for use in a public-school Transitional Kindergarten classroom environment. Installation and setup shall be completed in accordance with manufacturer recommendations and District requirements.
The total compensation under this Agreement shall not exceed the amount stated in the Agreement, including all furniture, equipment, instructional materials, delivery, assembly, installation, warranty obligations, and allowance amounts.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/10/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Marsh & McLennan Agency LLC
Marsh & McLennan Ins. Agency LLC
1 Polaris Way #300
Aliso Viejo CA 92656

License#: 0H18131 LAKESEQUIP

CONTACT NAME: Patricia Warren
PHONE (A/C, No, Ext): **FAX (A/C, No):**
E-MAIL ADDRESS: occerts@MarshMMA.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hartford Fire Insurance Company	19682
INSURER B : FEDERAL INSURANCE COMPANY	20281
INSURER C : The Continental Insurance Company	35289
INSURER D : XL Specialty Insurance Company	37885
INSURER E : Sentry Casualty Company	28460
INSURER F :	

INSURED
Lakeshore Learning Materials, LLC
2695 E. Dominguez Street
Carson, CA 90895

COVERAGES **CERTIFICATE NUMBER:** 1444024677 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [X] PRO-JECT [ ] LOC OTHER:	N	N	72ECSOF0A3E	7/1/2025	7/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 500,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	**AUTOMOBILE LIABILITY** ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY [X]	N	N	73653102	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C D	X **UMBRELLA LIAB** [X] OCCUR **EXCESS LIAB** [ ] CLAIMS-MADE DED [X] RETENTION $ 10,000	N	N	7034190458 US00101090LI25A	7/1/2025 7/1/2025	7/1/2026 7/1/2026	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000
E E	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	N	9016910001 9016910002	7/1/2025 7/1/2025	7/1/2026 7/1/2026	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Hired Auto Physical Damage (Symbol 8):
Limit - Lesser of Actual Cash Value or Cost of Repair minus deductible
Comprehensive Ded - $1,000
Collision Ded - $1,000

RE: Evidence of coverage.

CERTIFICATE HOLDER

Monte Verde Elementary School
2551 Saint Cloud Dr.
San Bruno, CA 94066

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Patricia Bobzean

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2695 E. Dominguez St.
Carson, CA 90895
Phone: 800-421-5354
Fax: 310-632-8314
To view products, go to: www.LakeshoreLearning.com

South San Francisco USD (25555)
Monte Verde Elementary School: Transitional Kindergarten
Enrollment of 24.

Design, Delivery & Installation by Lakeshore is available and free for orders totaling $25,000 or more that ship to a single location within the contiguous United States. Additional charges may apply. For details, visit Lakeshorelearning.com/DDI.

Legend:
Lakeshore Exclusive Items
Shown in Design Layout

Tables & Seating

Item #	Description	EC Page	Price	Qty	Total	Notes
LK353	Flex-Space Jr.® Mobile Rectangular Table - 30" x 60"	147	$ 699.00	5	$ 3,495.00	*GREENGUARD® GOLD Certified*
LK972	Flex-Space Jr.® Ergo Stacking Chair - 13 1/2"	147	$ 89.99	28	$ 2,519.72	
LK974	Flex-Space Jr.® Ergo Stacking Chair - 17 1/2"	147	$ 104.99	2	$ 209.98	

Block Play

Item #	Description	EC Page	Price	Qty	Total	Notes
GG908	A Spot for Everyone Classroom Carpet for 30 Kids - 9' x 12' - Green	165	$ 579.00	1	$ 579.00	
LK227	Flex-Space Jr.® Mobile Cubbies & Shelves Storage Unit	144	$ 1,199.00	1	$ 1,199.00	*GREENGUARD® GOLD Certified*
LK126	Flex-Space Jr.® Clear-View Bins - Set of 6	144	$ 99.50	1	$ 99.50	
LA201	Unit Block Storage Cabinet - Starter Set	21	$ 449.00	1	$ 449.00	*GREENGUARD® GOLD Certified*
B250A	Hardwood Unit Blocks - Starter Set	20	$ 399.00	1	$ 399.00	
HH817	Lakeshore Giant Treehouse	61	$ 329.00	1	$ 329.00	*GREENGUARD® GOLD Certified*
HH806	Treehouse Furniture Set	61	$ 179.00	1	$ 179.00	

Dramatic Play Center

Item #	Description	EC Page	Price	Qty	Total	Notes
LC115	Comfy Round Classroom Carpet - 6' Diameter - Forest Green	165	$ 189.00	1	$ 189.00	
LK231	Flex-Space Jr.® Mobile Preschool Storage Unit	143	$ 979.00	1	$ 979.00	*GREENGUARD® GOLD Certified*
FF660	Help-Yourself Dress-Up Center	59	$ 699.00	1	$ 699.00	*GREENGUARD® GOLD Certified*
LL363	Dishwasher-Safe Plastic Baskets - Set of 3	59	$ 58.99	1	$ 58.99	
DG128	Heavy-Duty All-In-One Kitchen	137	$ 1,399.00	1	$ 1,399.00	*GREENGUARD® GOLD Certified*
WB338	Shatterproof School Mirror	59	$ 219.00	1	$ 219.00	*GREENGUARD® GOLD Certified*
AA909	Heavy-Duty Adjustable Round Table - 30" Diameter - Low	93	$ 279.00	1	$ 279.00	*GREENGUARD® GOLD Certified*
LC305SG	Comfy Stool - 12" - Sage Green	154	$ 129.00	2	$ 258.00	
LC55	Super Housecleaning Set	54	$ 59.99	1	$ 59.99	
JJ581	Stand for Housecleaning Set	54	$ 79.99	1	$ 79.99	
EE558	Lakeshore Hardwood Doll Crib	63	$ 129.00	1	$ 129.00	
TT788	Doll Bedding Set	63	$ 29.99	1	$ 29.99	

Teacher Resources/Circle Time

Item #	Description	EC Page	Price	Qty	Total	Notes
LK398	Flex-Space Store-It-All Mobile Locking Media Tower - Maple	0	$ 1,199.00	1	$ 1,199.00	*GREENGUARD® GOLD Certified*
LC405GR	Flex-Space Washable Comfy Floor Seat - Green	0	$ 79.99	2	$ 159.98	

Library

Item #	Description	EC Page	Price	Qty	Total	Notes
LC102	Comfy Round Classroom Carpet - 9' Diameter - Charcoal	165	$ 399.00	1	$ 399.00	
LK244	Flex-Space Jr.® Mobile Book Center	143	$ 999.00	1	$ 999.00	*GREENGUARD® GOLD Certified*
LM145	Natural Color Big Bins - Set of 3	143	$ 43.50	1	$ 43.50	
DD430SG	Calming Colors® Premium Teardrop Beanbag Seat - Sage Green	154	$ 139.00	2	$ 278.00	
LC570X	Calming Colors® Giant Pillows - Set of 4 Colors	153	$ 389.00	1	$ 389.00	

Sensory & Calming Corner

Item #	Description	EC Page	Price	Qty	Total	Notes
LK108	Flex-Space Jr.® Mobile Classroom Nook	143	$ 2,199.00	1	$ 2,199.00	*GREENGUARD® GOLD Certified*
AA859	Washable Sensory Pillows	101	$ 129.00	1	$ 129.00	

Writing & Language Center

Item #	Description	EC Page	Price	Qty	Total	Notes
LK231	Flex-Space Jr.® Mobile Preschool Storage Unit	143	$ 979.00	1	$ 979.00	*GREENGUARD® GOLD Certified*

Arts & Crafts

Item #	Description	EC Page	Price	Qty	Total	Notes
LK230	Flex-Space Jr.® Mobile Holds-It-All Storage Unit	144	$ 1,199.00	1	$ 1,199.00	*GREENGUARD® GOLD Certified*
LK129	Flex-Space Jr.® Clear-View Bins - Set of 8	144	$ 129.00	1	$ 129.00	
EE148	Indoor/Outdoor Painting Center for 4 - Natural Colors	70	$ 499.00	1	$ 499.00	

Math & Manipulatives

Item #	Description	EC Page	Price	Qty	Total	Notes
LK227	Flex-Space Jr.® Mobile Cubbies & Shelves Storage Unit	144	$ 1,199.00	1	$ 1,199.00	*GREENGUARD® GOLD Certified*
LK126	Flex-Space Jr.® Clear-View Bins - Set of 6	144	$ 99.50	1	$ 99.50	

Small Group Direct Instruction

Item #	Description	EC Page	Price	Qty	Total	Notes
LK357	Flex-Space Jr.® Mobile Group Table	147	$ 979.00	1	$ 979.00	*GREENGUARD® GOLD Certified*
HH956NA	Premium Wobble Chair - 12" - Natural	148	$ 89.99	6	$ 539.94	
LK974	Flex-Space Jr.® Ergo Stacking Chair - 17 1/2"	147	$ 104.99	1	$ 104.99	

Science

Item #	Description	EC Page	Price	Qty	Total	Notes
LK231	Flex-Space Jr.® Mobile Preschool Storage Unit	143	$ 979.00	1	$ 979.00	*GREENGUARD® GOLD Certified*

tem #	Description	EC Page	Pr e	Qty	Total	Notes
Sand & Water						
Item #	**Description**	**EC Page**	**Price**	**Qty**	**Total**	**Notes**
LC983	Pre chool Two-Station Sand & Water Table - Natural Colors	27	$ 399.00	1	$ 399.00	
				Subtotal	**$ 26,740.07**	
				Less 5% Discount	**$ 1,337.00**	
				Grand Total:	**$ 25,403.07**	

**Please include appropriate sales tax for your area or provide us with your sales tax exempt number.

When placing your order please reference proposal # c.747 on your purchase order.

Prices are subject to change. Please check our website for the most up-to-date pricing.

Prices good for 90 days.

LAKESHORE LEARNING ORDER — TK CURRICULUM MATERIALS					
Item #	Description	EC Page	Price	Qty	Total
Block Play					
LM826	Hardwood Community Vehicles - Set of 10	21	$49.99	1	$49.99
GG932	Mini Hardwood Vehicles - Set of 15		$39.99	1	$39.99
RJ10	Block Play Traffic Signs	21	$29.99	1	$29.99
RR653	Lakeshore Community Block Play People	23	$49.99	1	$49.99
RR759	Lakeshore Block Play People with Differing Abilities	23	$34.99	1	$34.99
LL226X	Animal Kingdom Blocks - Complete Set	25	$86.99	1	$86.99
RA362	Soft & Squeezy Wild Animals	64	$39.99	1	$39.99
DC346	Classic Dinosaur Collection	65	$79.99	1	$79.99
DD965X	Lakeshore Pose & Play Families - Complete Set		$119.00	1	$119.00
Dramatic Play Center					
LDA177	Indestructible Play Dishes - 12-Service Set	51	$59.99	1	$59.99
HH642	Indestructible Pots & Pans Playset	50	$49.99	1	$49.99
RR900X	Let's Go Shopping Food Baskets - Complete Set	52	$159.99	1	$159.99
LM366	Best-Buy Multicultural Play Food Assortment	53	$59.99	1	$59.99
Music & Listening					
EG648	Egg Shakers - Set of 12	43	$24.99	2	$49.98
TT681	Activity Scarves	35	$24.99	2	$49.98
Library					
RE992	Alphabet Theme Book Library	182	$46.50	1	$46.50
RE988	Community & Careers Theme Book Library	182	$47.50	1	$47.50
RE993	Five Senses Theme Book Library	183	$46.50	1	$46.50
RE985	Farms Theme Book Library	183	$38.50	1	$38.50
EE538	Hear Myself Sound Phone	177	$7.99	5	$39.95
RA218	Animals Up Close Photo Books		$79.50	1	$79.50
RA397	Kindness & Compassion Paperback Library		$109.50	1	$109.50
RE437	Feelings & Emotions Paperback Library		$99.50	1	$99.50
Calming Corner					
BK465X	Expressing Emotions Hardcover Library	171	$105.00	1	$105.00
EE621	Social-Emotional Photo Library		$29.99	1	$29.99
Writing & Language Center					
FF955X	Story Sequencing Cards - Complete Set	180	$39.99	1	$39.99
AA248	Building Language Photo Library	177	$49.99	1	$49.99
LL165	Lakeshore Alphabet Cones	185	$29.99	1	$29.99
EE258	Tactile Letters - Uppercase	186	$16.99	1	$16.99
EE259	Tactile Letters - Lowercase	186	$16.99	1	$16.99
PP717	Lakeshore Magic Board	184	$16.99	5	$84.95
AA720	Magic Board Pre-Writing Practice Cards	192	$39.99	5	$199.95
LL628	Double-Sided Magnetic Write & Wipe Board		$9.99	5	$49.95
DD108	Write & Wipe Broad-Tip Markers - Set of 8 Colors	73	$8.99	2	$17.98
DD104	Write & Wipe Thin-Line Markers - Set of 8 Colors	195	$7.99	2	$15.98
LC206	Magnetic Letters - Uppercase	194	$12.99	1	$12.99

LC207	Magnetic Letters - Lowercase	194	$12.99	1	$12.99
LL248	Alphabet Sounds Picture Magnets		$27.99	1	$27.99
JJ311	Alphabet Bingo		$13.99	1	$13.99
LA299	Learn the Alphabet! Dough Mats		$16.99	1	$16.99
Arts & Crafts					
TA9	Newsprint Easel Paper - 18" x 24" Pack of 500 Sheets	68	$24.99	1	$24.99
LC1340X	Nylon-Bristle Paintbrushes - Set of 10	72	$14.99	1	$14.99
PX2020	Lakeshore Fully Washable Liquid Tempera Paint - Pint - Set of 10 Colors	68	$45.50	1	$45.50
LC2915	Heavy-Duty Adjustable Vinyl Paint Apron - Red	72	$11.99	5	$59.95
LC386	People Colors® Jumbo Colored Pencils - Set of 12	75	$9.99	1	$9.99
LA371	Classroom Clay & Dough Designer Kit	79	$69.99	1	$69.99
AX6	Lakeshore Dough - Yellow	78	$14.99	1	$14.99
AX4	Lakeshore Dough - Blue	78	$14.99	1	$14.99
AX2	Lakeshore Dough - Red	78	$14.99	1	$14.99
LA299	Learn the Alphabet! Dough Mats	78	$19.99	1	$19.99
DF468	Sponge Painting Design Set		$39.99	1	$39.99
GG173	Crinkle-Cut Craft Scissors Center		$44.99	1	$44.99
DS344	Dough Scissors - Set of 10		$14.99	1	$14.99
Math & Manipulatives					
AA382	Easy-Grip Jumbo Pegs & Pegboard Set	201	$24.99	3	$74.97
DD743	Hands-On Patterning Tray	198	$12.99	4	$51.96
LC1665X	Lakeshore Math Counters Library 1		$239.99	1	$239.99
DD192	Nuts About Patterning!	200	$36.99	1	$36.99
LL407	How Much Does It Weigh? Measurement Center		$69.99	1	$69.99
RA802	Dominoes		$34.99	1	$34.99
RR740	Giant Activity Dice		$24.99	1	$24.99
FD117	Indestructible Giant Beads & Patterns		$49.99	1	$49.99
LL917	Shape Sorting Center	207	$19.99	1	$19.99
HH461	Numbers & Counting Folder Game Library - Pre K-K		$39.99	1	$39.99
HH463	Patterning & Sorting Folder Game Library - Pre K-K		$39.99	1	$39.99
EE643	Construct-A-Number Math Activity Center	202	$59.99	1	$59.99
JJ247	Scoop-A-Bug Sorting Kit	6	$39.99	1	$39.99
TH4530	Pattern Blocks Design Cards		$16.99	1	$16.99
LL688	Learn to Count! Dough Mats		$14.99	1	$14.99
Science					
TT549	Lakeshore Magnifier Center	211	$89.99	1	$89.99
PP542	Insects & Spiders Magnetic Activity Tin	212	$29.99	1	$29.99
LL601	Animals Science Viewer	212	$24.99	2	$49.98
HH585	Insects Specimen Center		$49.99	1	$49.99
PP753	House Building Engineering Center	210	$69.99	1	$69.99

PP751	Bridge Building Engineering Center	210	$59.99	1	$59.99
PP385X	Washable Sensory Play Materials - Complete Set		$199.99	1	$199.99
PP273	Sensory Tubs - Set of 3		$39.99	1	$39.99
Sand & Water					
PP439	Lakeshore Water Play Kit	29	$99.50	1	$99.50
EE256	Sift & Find Alphabet Shells	26	$34.99	1	$34.99
Gross Motor					
EE607	Easy-Grip Safety Tweezers - Set of 12		$12.99	1	$12.99
LL308	Fine Motor Tweezer Tongs - Set of 4		$9.99	1	$9.99
EE600X	Feed-The-Animals Fine Motor Games - Complete Set		$85.00	1	$85.00
TS281Z	Easy-Squeeze Scissors - Set of 12		$34.99	1	$34.99
SE416	Step & Balance Sensory Stones		$69.99	1	$69.99
FC589	Soft and Safe Comet Balls		$49.99	1	$49.99
CW527	Swing and Catch Cups (set of 6 colors)		$21.99	1	$21.99
DD127	Lakeshore Wrist Ribbons - Set of 12		$29.99	2	$59.98
Social Studies					
PP774	Celebrating Diversity Book Set	216	$49.99	1	$49.99
RE995	Cultures of the World Theme Book Library	183	$45.50	1	$45.50
RR850X	Multicultural Stories Paperback Library	174	$113.50	1	$113.50
				SUBTOTAL	**$4,695.44**
				GRAND TOTAL	**$4,695.44**

Item	Amount
Furniture & Equipment Package	$25,403.07
Instructional Materials Package	$4,695.44
Principal Discretionary Allowance	$3,000.00
Total Contract Amount	**$33,098.51**

Monte Verde Elementary School

TK Classroom Furniture Layout

Item	Amount
Furniture & Equipment Package	$25,403.07
Instructional Materials Package	$4,695.44
Principal Discretionary Allowance	$3,000.00
Total Contract Amount	**$33,098.51**

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Toby Lee, Director - Facilities & Safety

DATE: June 25, 2026

RE: Approval of Agreement with Lakeshore Learning to Provide Furniture, Equipment, Instructional Materials, and Classroom Setup for the New Junipero Serra Elementary School Transitional Kindergarten Classroom

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ALIGNMENT WITH STRATEGIC PLAN:

☐ **Goal 1:** Exceptional Instruction
☐ **Goal 2:** Engaged Students
☐ **Goal 3:** Purposeful Partnerships
☐ **Goal 4:** Empowered Educators
☐ **Goal 5:** Equity-Centered Systems
☒ **N/A:** Not Applicable

BACKGROUND:

The District is constructing a new Transitional Kindergarten (TK) classroom at Junipero Serra Elementary School to support the expansion of Transitional Kindergarten services and student enrollment needs.

This agreement with Lakeshore Learning will provide the furniture, equipment, instructional materials, delivery, installation, and classroom setup services necessary to furnish and equip the new classroom prior to occupancy in the Fall of 2026.

FISCAL IMPLICATIONS:

By this action, $33,108.01 will be paid from the Capital Facilities Fund (Fund 25).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Agreement with Lakeshore Learning to provide furniture, equipment, instructional materials, delivery, installation, and classroom setup services for the new Junipero Serra Elementary School Transitional Kindergarten Classroom in the amount of $33,108.01.

AGREEMENT FOR PURCHASE & INSTALLATION OF EQUIPMENT

THIS AGREEMENT is made and entered into this 26th day of June 2026, by and between Lakeshore Learning ("Contractor") and South San Francisco Unified School District ("District") ("Contract").

1. The Contractor shall furnish to the District for a total price of THIRTY-THREE THOUSAND ONE HUNDRED EIGHT 01/100 Dollars ($33,108.01) ("Contract Price"), the following services ("Services" or "Work"):

   Provide and install all furniture, fixtures, equipment, and instructional materials required for the Transitional Kindergarten Classroom at Junipero Serra Elementary School. Services shall include delivery, assembly, installation, classroom setup, organization of materials, removal of packaging, and coordination with District staff. The scope includes the furniture package, instructional materials package, and white-glove classroom setup services as proposed by Lakeshore Learning Materials. A discretionary allowance of $3,000 is included for future teacher- and site-directed purchases after occupancy and classroom activation.

2. Payment for the Work shall be made in accordance with the Terms and Conditions.

   Contractor shall perform the Work at Junipero Serra Elementary School, 151 Victoria Street Daly City, CA 94015 ("Site"). The Project is the scope of Work performed at the Site.

3. Work shall be completed within TEN (10) consecutive calendar days ("Contract Time") from the date specified in the District's Notice to Proceed, unless terminated earlier by the District for cause or for convenience.

4. Contractor agrees that if the Work is not completed within the Contract Time and/or pursuant to the completion schedule, construction schedule, or project milestones developed pursuant to provisions of the Contract, it is understood, acknowledged, and agreed that the District will suffer damage which is not capable of being calculated. Pursuant to Government Code section 53069.85, Contractor shall pay to the District, as fixed and liquidated damages for these incalculable damages, the sum of One Thousand 0/100 Dollars ($ 1,000) per day for each and every calendar day of delay beyond the Contract Time or beyond any completion schedule, construction schedule, or project milestones established pursuant to the Contract.

5. This Contract incorporates by this reference the Contract Documents attached hereto.

- [X] Notice to Proceed
- [X] Insurance Certificates and Endorsements
- [X] Exhibit "A" ("Scope of Work")

6. Contractor shall not commence the Work under this Contract until the Contractor has submitted and the District has approved the performance bond, payment (labor and material) bond, the certificate(s) and the endorsement(s) of insurance required under the Terms and Conditions and the District has issued a Notice to Proceed.

7. RESERVED
8. RESERVED

9. Any notice required or permitted to be given under this Contract shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile or email, addressed as follows:

District	**Contractor**
South San Francisco Unified School District Ted O. 398 B St. South SF, 94080	Lakeshore Learning Stephen Day 2695 E. Dominguez St. Carson, CA 90895

Any notice personally given or sent by facsimile or email shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

10. Contractor shall guarantee all labor and material used in the performance of this Contract for a period of one (1) year from the date of the District's written approval of the Work.

11. This Contract incorporates by this reference the Terms and Conditions attached hereto. Contractor, by executing this Contract, agrees to comply with all the Terms and Conditions.

12. Each exhibit attached hereto is hereby incorporated herein by reference.

13. Each party has the full power and authority to enter into and perform this Contract, and the person signing this Contract on behalf of each party has been properly authorized and empowered to enter into this Contract.

14. This Contract may be executed in one or more counterparts, and all counterparts together shall be construed as one document. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Contract binding all the Parties hereto.

15. By signing this Contract, Contractor certifies, under penalty of perjury, that all the information provided in the Contract Documents is true, complete, and correct.

[SIGNATURES ON FOLLOWING PAGE]

ACCEPTED AND AGREED on the date indicated below:

Dated: June 26th, 2026

South San Francisco Unified School District

Signature: _____

Print Name: Ted O

Print Title: Assistant Superintendent Business Services

Address: 398 B St. South SF, 94080

Dated: June 11th, 2026

Lakeshore Learning

Signature: _____

Print Name: Mike Duong

Print Title: Vice President of Sales Operations

License No.: BL-005201-2026

Registration No.: UEI: QMR2KX8DS581

Address: 2695 E. Dominguez Street Carson, CA 90895

Information regarding Contractor:

Type of Business Entity:
_____ Individual
_____ Sole Proprietorship
_____ Partnership
_____ Limited Partnership
_____ Corporation, State: _____
__✓__ Limited Liability Company
_____ Other: _____

87-2802658 :
Employer Identification and/or Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of $600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, the District requires the Contractor to furnish the information requested in this section.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY; TERMS AND CONDITIONS FOLLOW]

TERMS AND CONDITIONS TO CONTRACT

1. NOTICE TO PROCEED: District shall provide a Notice to Proceed to Contractor pursuant to the Contract at which time Contractor shall proceed with the Work.

2. STANDARD OF CARE: Contractor shall perform, diligently prosecute and complete the Work in a good and workmanlike manner within the Contract Time, and in strict conformity with all Contract Documents.

3. SITE EXAMINATION: Contractor has examined the Site and certifies that it accepts all measurements, specifications and conditions affecting the Work to be performed at the Site. By submitting its quote, Contractor warrants that it has made all Site examination(s) that it deems necessary as to the condition of the Site, its accessibility for materials, workers and utilities, and Contractor's ability to protect existing surface and subsurface improvements. No claim for allowance of time or money will be allowed as to any other undiscovered condition on the Site.

4. PERMITS, LICENSES AND REGISTRATION: Contractor and all of its employees, agents, and subcontractors shall secure and maintain in force, at Contractor's sole cost and expense, all licenses, registration and permits as are required by law, in connection with the furnishing of materials, supplies, or services herein listed.

5. RESERVED

6. RESERVED

7. LABOR, MATERIALS AND EQUIPMENT: Contractor shall furnish all tools, equipment, apparatus, facilities, transportation, labor, and material necessary to furnish the services herein described, the services to be performed at such times and places as directed by and subject to the approval of the authorized District representative indicated in the Work specifications attached hereto. Unless otherwise specified, all materials shall be new and previously unused, and of the manufacturer's latest model or the best of their respective kinds and grades as noted or specified, and workmanship shall be of good quality.

8. RESERVED

9. INDEPENDENT CONTRACTOR: Contractor represents and warrants that Contractor is an independent contractor or business entity that is: (i) free from the control and direction of the District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of the District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Contractor understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to Consultant's employees.

10. CONTRACTOR SUPERVISION: Contractor shall provide competent supervision of personnel employed on the job Site, use of equipment, and quality of workmanship.

11. WORKERS: Contractor shall at all times enforce strict discipline and good order among its employees and the employees of its subcontractors and shall not employ or work any unfit person or anyone not skilled in work assigned to him or her. Any person in the employ of the Contractor or a subcontractor whom the District may deem incompetent or unfit shall be dismissed from the Site and shall not again be employed at Site without written consent from the District.

12. SUBCONTRACTORS: Subcontractors, if any, engaged by the Contractor for any Service or Work under this Contract shall be subject to the approval of the District. Contractor agrees to bind every subcontractor by the terms of the Contract as far as such terms are applicable to subcontractor's work, including, without limitation, all registration, indemnification, insurance, bond, and warranty requirements. If Contractor shall subcontract any part of this Contract, Contractor shall be fully responsible to the District for acts and omissions of its subcontractor and of persons either directly or indirectly employed by itself. Nothing contained in the Contract Documents shall create any contractual relations between any subcontractor and the District.

13. SAFETY AND SECURITY: Contractor is responsible for maintaining safety in the performance of this Contract. Contractor shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.

14. RESERVED

15. RESERVED

16. RESERVED

17. RESERVED

18. RESERVED

19. FORCE MAJEURE: "Force Majeure" means any event or circumstance unknown at the time of contracting that is beyond the parties' control and makes performance of the contract impractical or impossible. The Party seeking to have its performance obligation(s) excused must demonstrate that there was such an insuperable interference occurring without the party's intervention as could not have been prevented by the exercise of prudence, diligence, and care, by providing prompt notice to the other Party, including full particulars of such event, of its inability to perform its obligations due to such event, following commencement of the claiming Party's inability to so perform its obligations. To the extent satisfying these conditions, Force Majeure events include the following: acts of God, war, civil unrest, epidemic, fire, smoke, volcanic eruption, earthquake, strike, unusually severe weather, flood, or shortage of transportation facilities, lock out, or commandeering of materials, product, plant, or facilities by the government. Force Majeure shall not be based on a Party's financial inability to perform under this Agreement unless there exists extreme and unreasonable difficulty, expense, injury, or loss involved. A Force Majeure event does not include an act of negligence or intentional wrongdoing by a Party. Any Party claiming a Force Majeure event shall use reasonable diligence to remove the condition that prevents performance and shall not be entitled to suspend performance of its obligations in any greater scope or for any longer duration than is required by the Force Majeure event. Each Party shall use its best efforts to mitigate the effects of such Force Majeure event, remedy its inability to perform, and resume full performance of its obligations hereunder. Costs imposed by the government on sales or importation of goods or materials including, without limitation, tariffs or taxes, are not Force Majeure.

20. CORRECTION OF ERRORS: Contractor shall perform, at its own cost and expense and without reimbursement from the District, any work necessary to correct errors or omissions that are caused by the Contractor's failure to comply with the approved plans and specifications and the standard of care required herein. Schedule delays resulting from unauthorized work shall be Contractor's responsibility.

21. RESERVED.

22. RESERVED

23. RESERVED

24. RESERVED

25. PAYMENT: On a monthly basis, Contractor shall submit an application for payment based upon the estimated value for materials delivered or services performed under the Contract as of the date of submission ("Application for Payment"). Within thirty (30) days after District's approval of the Application for Payment, Contractor shall be paid a sum equal to ninety-five percent (95%) of the value of the Work performed (as verified by Architect and Inspector and certified by Contractor) up to the last day of the previous month, less the aggregate of previous payments and amount to be withheld. The District may withhold or deduct from any payment an amount necessary to protect the District from loss because of: (1) liquidated damages which have accrued as of the date of the application for payment; (2) any sums expended by the District in performing any of Contractor's obligations under the Contract which Contractor has failed to perform or has performed inadequately; (3) defective Work not remedied; (4) stop payment notices as allowed by state law; (5) reasonable doubt that the Work can be completed for the unpaid balance of the Total Contract price or by the scheduled completion date; (6) unsatisfactory prosecution of the Work by Contractor; (7) unauthorized deviations from the Contract; (8) failure of the Contractor to maintain or submit on a timely basis proper and sufficient documentation as required by the Contract or by District during the prosecution of the Work; (9) erroneous or false estimates by the Contractor of the value of the Work performed; (10) any sums representing expenses, losses, or damages, as determined by the District, incurred by the District for which Contractor is liable under the Contract; and (11) any other sums which the District is entitled to recover from Contractor under the terms of the Contract or pursuant to state law, including section 1727 of the California Labor Code. The

failure by the District to deduct any of these sums from a progress payment shall not constitute a waiver of the District's right to such sums. The District shall retain five percent (5%) from all amounts owing as retention. Retention shall be paid pursuant to Public Contract Code sections 7107, 7200 and 7201.

26. RESERVED

27. CHANGE IN SCOPE OF WORK:

27.1. Changes in Scope of Work. Any change in the scope of the Work, method of performance, nature of materials or price thereof, or any other matter materially affecting the performance or nature of the Work shall not be paid for or accepted unless such change, addition, or deletion is approved in advance and in writing by a valid change order executed by the District. Contractor specifically understands, acknowledges, and agrees that the District shall have the right to request any alterations, deviations, reductions, or additions to the Project or Work, and the cost thereof shall be added to or deducted from the amount of the Contract Price by fair and reasonable valuations. Contractor shall include maximums of ten percent (10%) mark-up for all tiers of subcontractors, five percent (5%) for overhead and profit, and two and one-half percent (2.5%) for bonds and insurance. Contractor also agrees to provide the District with all information requested to substantiate the cost of the change order and to inform the District whether the Work will be done by the Contractor or a subcontractor. In addition to any other information requested, Contractor shall submit, prior to approval of the change order, its request for a time extension (if any), as well as all information necessary to substantiate its belief that such change will delay the completion of the Work. If Contractor fails to submit its request for a time extension or the necessary supporting information, it shall be deemed to have waived its right to request such extension.

27.2. Allowances. If there is an Allowance, then Contractor shall not bill for or be due any portion of an Allowance unless Owner has identified specific work, Contractor has submitted a price for that work or Owner has proposed a price for that work, Owner has accepted the cost for that work, and Owner has executed an Allowance Expenditure Directive incorporating that work. Allowance Expenditure Directives shall be based on Contractor's costs, without overhead and profit, for products, delivery, installation, labor, insurance, payroll, taxes, bonding and equipment rental will be included in Allowance Expenditure Directive authorizing expenditure of funds from the Allowance. No overhead and profit shall be added to the Allowance Expenditure Directive.

28. INDEMNIFICATION:

28.1. To the furthest extent permitted by California law, Contractor shall indemnify and hold harmless the District and its Governing Board, agents, representatives, employees, consultants, and volunteers (the "Indemnified Parties") from any and all demands, damages, injuries, losses, expenses, liabilities, claims, suits, and actions (the "Claims") of any kind, nature, and description, including, but not limited to, attorneys' fees and costs, directly or indirectly arising from, arising out of, connected with, or resulting from the performance of this Contract unless the claims are caused by the active negligence or willful misconduct of the Indemnified Parties and/or defects in design furnished by the Architect, as found by a court or arbitrator of competent jurisdiction, in which case the Contractor's indemnification and hold harmless obligation shall be reduced by the proportion of the Indemnitees' and/or Architect's liability.

28.2. Contractor shall also, to the furthest extent permitted by California law, defend the Indemnified Parties at Contractor's own expense, including attorneys' fees and costs, from any and all claims directly or indirectly arising from, arising out of, connected with, or resulting from the performance of this Contract unless the claims are caused by the active negligence or willful misconduct of the Indemnified Parties and/or defects in design furnished by the Architect, as found by a court or arbitrator of competent jurisdiction, in which case, without impacting Contractor's obligation to provide an immediate and ongoing defense of the Indemnified Parties, the Contractor's defense obligation shall be retroactively reduced by the proportion of the Indemnitees' and/or Architect's liability. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the District.

28.3. Pursuant to Public Contract Code section 9201, the District shall provide timely notification to Contractor of the receipt of any third-party claim relating to this Contract. The District shall be entitled to recover its reasonable costs incurred in providing said notification.

28.4. If the Indemnitees provide their own defense due to failure to timely respond to tender of defense, rejection of tender of defense, or conflict of interest of proposed counsel, Contractor shall reimburse Indemnitees for any expenditures, including reasonable attorney's fees and costs.

28.5. The District may retain so much of the moneys due the Contractor as shall be considered necessary, until disposition of any such suit, claims or actions for damages or until the District has received written agreement from the Contractor that it will unconditionally defend the Indemnified Parties, and pay any damages due by reason of settlement or judgment.

28.6. The Contractor's defense and indemnification obligations hereunder shall survive the completion of Work, including the warranty/guarantee period, and/or the termination of the Contract.

29. RESERVED

30. CONTRACTOR'S INSURANCE:

30.1. The Contractor shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits not less than the amount indicated below. If Contractor normally carries insurance in an amount greater than the minimum amounts required by District, that greater amount shall become the minimum required amount of insurance for purposes of the Contract. Therefore, Contractor hereby acknowledges and agrees that all insurance carried by it shall be deemed liability coverage for all actions it performs in connection with the Contract.

Type of Coverage	**Minimum Requirement**
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 2,000,000
General Aggregate	$ 4,000,000
Automobile Liability Insurance - Any Auto	
Combined Single Limit	$ 1,000,000
Workers' Compensation	Statutory Limits
Employer's Liability	$ 1,000,000

30.1.1. Commercial General Liability and Automobile Liability Insurance. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Contractor, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

30.1.2. Workers' Compensation and Employers' Liability Insurance. Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Contractor shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Contract are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

30.2. Proof of Insurance. The Contractor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

30.2.1. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation notice will be sent, and length of notice period.

30.2.2. A clause stating: "This policy shall not be canceled until notice has been mailed to the District, stating date of cancellation. Date of cancellation shall not be less than thirty (30) days after date of mailing notice."

30.2.3. An endorsement stating that the District and its Governing Board, agents, representatives, employees, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, and Employers' Liability Insurance.

30.2.4. All policies except the Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.

30.2.5. An endorsement stating that Contractor's insurance policies shall be primary to any insurance or self-insurance maintained by District.

30.2.6. An endorsement stating that there shall be a waiver of any subrogation.

30.2.7. Contractor's insurance limit shall apply separately to each insured against whom a claim is made or suit is brought.

30.3. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

31. WARRANTY/QUALITY: All furniture, equipment, instructional materials, and related products furnished under this Agreement shall be new and free from defects in material and workmanship. Contractor shall provide the District with the full benefit of all applicable manufacturer warranties and shall furnish warranty documentation upon delivery of the products. Furniture and equipment manufactured by Lakeshore Learning shall be covered by the manufacturer's standard published warranties, including any lifetime warranties applicable to classroom furniture products. Contractor shall assign and transfer all such warranties to the District and shall reasonably assist the District in obtaining warranty service, repair, replacement, or other remedies available under the manufacturer's warranty program. The warranty obligations set forth herein are in addition to, and not in lieu of, any other rights or remedies available to the District under this Agreement or applicable law.

32. CONFIDENTIALITY: The Contractor shall maintain the confidentiality of any student, parent, personnel, and/or disciplinary information that Contractor encounters while performing the Work. This requirement shall be ongoing and shall survive the expiration or termination of this Contract.

33. LIMITATION OF DISTRICT LIABILITY: District's financial obligations under this Contract shall be limited to the payment of the compensation provided in this Contract. Notwithstanding any other provision of this Contract, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, or lost bonding capacity, arising out of or in connection with this Contract for the services performed in connection with this Contract.

34. COMPLIANCE WITH LAWS: Contractor shall give all notices and comply with all laws, ordinance, rules and regulations bearing on conduct of the Work as indicated or specified. If Contractor observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Contractor shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Contractor's receipt of a written termination notice from the District. If Contractor performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Contractor shall bear all costs arising therefrom.

35. LABOR CODE REQUIREMENTS: Contractor represents that Contractor and all Subcontractors shall not be presently debarred, suspended, proposed for disbarment, declared ineligible or excluded. Contractor shall comply with all applicable provisions of the California Labor Code, Division 2, Part 7, Chapter 1, Articles 1 – 5, including, without limitation, the payment of the general prevailing per diem wage rates for public work projects of more than one thousand dollars ($1,000). Copies of the prevailing rate of per diem wages are on file with the District or available online at http://www.dir.ca.gov/. In addition, the Contractor and each subcontractor shall comply with Section 1735 forbidding discrimination and Sections 1777.5 and 1777.6 concerning the employment of apprentices by Contractor or subcontractors.

35.1. RESERVED

35.2. RESERVED

36. ANTI-DISCRIMINATION: Contractor herein agrees to comply with the provisions of the California Fair Employment and Housing Act as set forth in part 2.8 of division 3 of the California Government Code, commencing at section 12900; the Federal Civil Rights Act of 1964, as set forth in Public Law 88-352, and all amendments thereto; Executive Order 11246; and all administrative rules and regulations found to be applicable to Contractor and all of its subcontractors. In addition, the Contractor agrees to require like compliance by all its subcontractor(s).

37. RESERVED

38. ANTI-TRUST CLAIM: Contractor and its subcontractor(s) agree to assign to the District all rights, title, and interest in and to all causes of action they may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the Contract or a subcontract. This assignment shall be made and become effective at the time the District tenders final payment to the Contractor, without further acknowledgment by the parties.

39. CONTRACTOR CLAIMS: In the event of any demand by Contractor for (A) a time extension, including, without limitation, for relief from damages or penalties for delay assessed by the District under the Contract, (B) payment by the District of money or damages arising from work done by, or on behalf of, the Contractor pursuant to the Contract and payment of which is not otherwise expressly provided for or to which Contractor is not otherwise entitled to, or (C) an amount of payment disputed by the District, the parties shall attempt to resolve the dispute by those procedures set forth in Public Contract Code section 9204 and/or Article 1.5 (commencing with section 20104) of Chapter 1, Part, 3, Division 2, of the Public Contract Code, if applicable, the provisions of which are each attached hereto and incorporated herein by this reference. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, the Contractor shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to the Contractor's right to bring a civil action against the District. Pending resolution of the dispute, Contractor and its subcontractors shall continue to perform the Work under the Contract and shall not cause a delay of the Work, including the disputed work, during any dispute, claim, negotiation, mediation, or arbitration proceeding, except by written agreement of the District.

40. ATTORNEY FEES/COSTS: Should litigation be necessary to enforce any terms or provisions of this Contract, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

41. TERMINATION:

41.1. If Contractor fails to perform the Services and Contractor's duties to the satisfaction of the District, or if Contractor fails to fulfill in a timely and professional manner Contractor's obligations under this Contract, or if Contractor violates any of the terms or provisions of this Contract, District shall have the right to terminate this Contract and/or Contractor's right to perform the Work of the Contract for cause effective immediately upon the District giving written notice thereof to Contractor. Contractor and its performance bond surety, if any, shall be liable for all damages caused to the District by reason of Contractor's failure to perform and complete the Contract. In the event termination for cause is determined to have not been for cause, the termination shall be deemed to have been a termination for convenience effective as of the same date as the purported termination for cause.

41.2. District shall also have the right in its sole discretion to terminate the Contract and/or Contractor's right to perform the Work of the Contract for its own convenience upon District giving three (3) days' written notice thereof to the Contractor. In case of a termination for convenience, Contractor shall be paid for the actual cost for labor, materials, and services performed including, without limitation, Contractor's and its subcontractor(s)' mobilization and/or demobilization costs, that is unpaid and can be documented through timesheets, invoices, receipts, or otherwise. If Contractor objects to the termination for convenience,

including disagreement on the actual cost, the District retains the right to all the options available to the District under a termination for cause.

41.3. Termination shall have no effect upon any of the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of termination.

42. ASSIGNMENT OF CONTRACT: Contractor shall not assign or transfer in any way any or all of its rights, burdens, duties, or obligations under this Contract without the prior written consent of the District.

43. TIME IS OF THE ESSENCE: Time is of the essence in the performance of and compliance with each of the provisions and conditions of this Contract.

44. CALCULATION OF TIME: For the purposes of this Contract, "days" refers to calendar days unless otherwise specified.

45. GOVERNING LAW: This Contract shall be governed by and construed in accordance with the laws of the State of California with venue of any action in a County in which the District administration office is located.

46. BINDING CONTRACT: This Contract shall be binding upon the parties hereto and upon their successors and assigns, and shall inure to the benefit of said parties and their successors and assigns.

47. DISTRICT WAIVER: District's waiver of any term, condition, covenant or waiver of a breach of any term, condition or covenant shall not constitute the waiver of any other term, condition or covenant or the waiver of a breach of any other term, condition or covenant.

48. CAPTIONS AND INTERPRETATIONS: Paragraph headings in this Contract are used solely for convenience, and shall be wholly disregarded in the construction of this Contract. No provision of this Contract shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Contract shall be construed as if jointly prepared by the parties.

49. INVALID TERM: If any provision of this Contract is declared or determined by any court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining parts, terms and provisions shall not be affected thereby, and said illegal, unenforceable or invalid part, term or provision will be deemed not to be a part of this Contract.

50. PROVISIONS REQUIRED BY LAW DEEMED INSERTED: Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included therein.

51. ENTIRE CONTRACT: This Contract sets forth the entire agreement between the parties hereto and fully supersedes any and all prior agreements, understandings, written or oral, between the parties hereto pertaining to the subject matter thereof.

52. NO ORAL MODIFICATIONS: No oral agreement or conversation with any officer, agent, or employee of District, either before or after execution of Contract, shall affect or modify any of the terms or obligations contained in any of the documents comprising the Contract.

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Public Contract Code section 9204

(a) The Legislature finds and declares that it is in the best interests of the state and its citizens to ensure that all construction business performed on a public works project in the state that is complete and not in dispute is paid in full and in a timely manner.

(b) Notwithstanding any other law, including, but not limited to, Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2, Chapter 10 (commencing with Section 19100) of Part 2, and Article 1.5 (commencing with Section 20104) of Chapter 1 of Part 3, this section shall apply to any claim by a contractor in connection with a public works project.

(c) For purposes of this section:

(1) "Claim" means a separate demand by a contractor sent by registered mail or certified mail with return receipt requested, for one or more of the following:

(A) A time extension, including, without limitation, for relief from damages or penalties for delay assessed by a public entity under a contract for a public works project.

(B) Payment by the public entity of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public works project and payment for which is not otherwise expressly provided or to which the claimant is not otherwise entitled.

(C) Payment of an amount that is disputed by the public entity.

(2) "Contractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who has entered into a direct contract with a public entity for a public works project.

(3) (A) "Public entity" means, without limitation, except as provided in subparagraph (B), a state agency, department, office, division, bureau, board, or commission, the California State University, the University of California, a city, including a charter city, county, including a charter county, city and county, including a charter city and county, district, special district, public authority, political subdivision, public corporation, or nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency.

(B) "Public entity" shall not include the following:

(i) The Department of Water Resources as to any project under the jurisdiction of that department.

(ii) The Department of Transportation as to any project under the jurisdiction of that department.

(iii) The Department of Parks and Recreation as to any project under the jurisdiction of that department.

(iv) The Department of Corrections and Rehabilitation with respect to any project under its jurisdiction pursuant to Chapter 11 (commencing with Section 7000) of Title 7 of Part 3 of the Penal Code.

(v) The Military Department as to any project under the jurisdiction of that department.

(vi) The Department of General Services as to all other projects.

(vii) The High-Speed Rail Authority.

(4) "Public works project" means the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.

(5) "Subcontractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who either is in direct contract with a contractor or is a lower tier subcontractor.

(d) (1) (A) Upon receipt of a claim pursuant to this section, the public entity to which the claim applies shall conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide the claimant a written statement identifying what portion of the claim is disputed and what portion is undisputed. Upon receipt of a claim, a public entity and a contractor may, by mutual agreement, extend the time period provided in this subdivision.

(B) The claimant shall furnish reasonable documentation to support the claim.

(C) If the public entity needs approval from its governing body to provide the claimant a written statement identifying the disputed portion and the undisputed portion of the claim, and the governing body does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, the public entity shall have up to three days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension, expires to provide the claimant a written statement identifying the disputed portion and the undisputed portion.

(D) Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. If the public entity fails to issue a written statement, paragraph (3) shall apply.

(2) (A) If the claimant disputes the public entity's written response, or if the public entity fails to respond to a claim issued pursuant to this section within the time prescribed, the claimant may demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the public entity shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(B) Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the public entity shall provide the claimant a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. Any disputed portion of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the public entity and the claimant sharing the associated costs equally. The public entity and claimant shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject to applicable procedures outside this section.

(C) For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

(D) Unless otherwise agreed to by the public entity and the contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.

(E) This section does not preclude a public entity from requiring arbitration of disputes under private arbitration or the Public Works Contract Arbitration Program, if mediation under this section does not resolve the parties' dispute.

(3) Failure by the public entity to respond to a claim from a contractor within the time periods described in this subdivision or to otherwise meet the time requirements of this section shall result in the claim being deemed rejected in its entirety. A claim that is denied by reason of the public entity's failure to have responded to a claim, or its failure to otherwise meet the time requirements of this section, shall not constitute an adverse finding with regard to the merits of the claim or the responsibility or qualifications of the claimant.

(4) Amounts not paid in a timely manner as required by this section shall bear interest at 7 percent per annum.

(5) If a subcontractor or a lower tier subcontractor lacks legal standing to assert a claim against a public entity because privity of contract does not exist, the contractor may present to the public entity a claim on behalf of a subcontractor or lower tier subcontractor. A subcontractor may request in writing, either on their own behalf or on behalf of a lower tier subcontractor, that the contractor present a claim for work which was performed by the subcontractor or by a lower tier subcontractor on behalf of the subcontractor. The subcontractor requesting that the claim be presented to the public entity shall furnish reasonable documentation to support the claim. Within 45 days of receipt of this written request, the contractor shall notify the subcontractor in writing as to whether the contractor presented the claim to the public entity and, if the original contractor did not present the claim, provide the subcontractor with a statement of the reasons for not having done so.

(e) The text of this section or a summary of it shall be set forth in the plans or specifications for any public works project that may give rise to a claim under this section.

(f) A waiver of the rights granted by this section is void and contrary to public policy, provided, however, that (1) upon receipt of a claim, the parties may mutually agree to waive, in writing, mediation and proceed directly to the commencement of a civil action or binding arbitration, as applicable; and (2) a public entity may prescribe reasonable change order, claim, and dispute resolution procedures and requirements in addition to the provisions of this section, so long as the contractual provisions do not conflict with or otherwise impair the timeframes and procedures set forth in this section.

(g) This section applies to contracts entered into on or after January 1, 2017.

(h) Nothing in this section shall impose liability upon a public entity that makes loans or grants available through a competitive application process, for the failure of an awardee to meet its contractual obligations.

(i) This section shall remain in effect only until January 1, 2027, and as of that date is repealed, unless a later enacted statute that is enacted before January 1, 2027, deletes or extends that date.

Public Contract Code sections 20104 – 20104.6

§ 20104.

(a) (1) This article applies to all public works claims of three hundred seventy-five thousand dollars ($375,000) or less which arise between a contractor and a local agency.

(2) This article shall not apply to any claims resulting from a contract between a contractor and a public agency when the public agency has elected to resolve any disputes pursuant to Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2.

(b) (1) "Public work" means "public works contract" as defined in Section 1101 but does not include any work or improvement contracted for by the state or the Regents of the University of California.

(2) "Claim" means a separate demand by the contractor for (A) a time extension, (B) payment of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public work and payment of which is not otherwise expressly provided for or the claimant is not otherwise entitled to, or (C) an amount the payment of which is disputed by the local agency.

(c) The provisions of this article or a summary thereof shall be set forth in the plans or specifications for any work which may give rise to a claim under this article.

(d) This article applies only to contracts entered into on or after January 1, 1991.

§ 20104.2.

For any claim subject to this article, the following requirements apply:

(a) The claim shall be in writing and include the documents necessary to substantiate the claim. Claims must be filed on or before the date of final payment. Nothing in this subdivision is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims.

(b) (1) For claims of less than fifty thousand dollars ($50,000), the local agency shall respond in writing to any written claim within 45 days of receipt of the claim, or may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the local agency may have against the claimant.

(2) If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the local agency and the claimant.

(3) The local agency's written response to the claim, as further documented, shall be submitted to the claimant within 15 days after receipt of the further documentation or within a period of time no greater than that taken by the claimant in producing the additional information, whichever is greater.

(c) (1) For claims of over fifty thousand dollars ($50,000) and less than or equal to three hundred seventy-five thousand dollars ($375,000), the local agency shall respond in writing to all written claims within 60 days of receipt of the claim, or may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the local agency may have against the claimant.

(2) If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the local agency and the claimant.

(3) The local agency's written response to the claim, as further documented, shall be submitted to the claimant within 30 days after receipt of the further documentation, or within a period of time no greater than that taken by the claimant in producing the additional information or requested documentation, whichever is greater.

(d) If the claimant disputes the local agency's written response, or the local agency fails to respond within the time prescribed, the claimant may so notify the local agency, in writing, either within 15 days of receipt of the local agency's response or within 15 days of the local agency's failure to respond within the time prescribed, respectively, and demand an informal conference to meet and confer for settlement of the issues in dispute. Upon a demand, the local agency shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(e) Following the meet and confer conference, if the claim or any portion remains in dispute, the claimant may file a claim as provided in Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time the claimant submits his or her written claim pursuant to subdivision (a) until the time that claim is denied as a result of the meet and confer process, including any period of time utilized by the meet and confer process.

(f) This article does not apply to tort claims and nothing in this article is intended nor shall be construed to change the time periods for filing tort claims or actions specified by Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code.

§ 20104.4.

The following procedures are established for all civil actions filed to resolve claims subject to this article:

(a) Within 60 days, but no earlier than 30 days, following the filing or responsive pleadings, the court shall submit the matter to nonbinding mediation unless waived by mutual stipulation of both parties. The mediation process shall provide for the selection within 15 days by both parties of a disinterested third person as mediator, shall be commenced within 30 days of the submittal, and shall be concluded within 15 days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to the court or by stipulation of both parties. If the parties fail to select a mediator within the 15-day period, any party may petition the court to appoint the mediator.

(b) (1) If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 1141.11 of that code. The Civil Discovery Act (Title 4 (commencing with Section 2016.010) of Part 4 of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.

(2) Notwithstanding any other provision of law, upon stipulation of the parties, arbitrators appointed for purposes of this article shall be experienced in construction law, and, upon stipulation of the parties, mediators and arbitrators shall be paid necessary and reasonable hourly rates of pay not to exceed their customary rate, and such fees and expenses shall be paid equally by the parties, except in the case of arbitration where the arbitrator, for good cause, determines a different division. In no event shall these fees or expenses be paid by state or county funds.

(3) In addition to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, any party who after receiving an arbitration award requests a trial de novo but does not obtain a more favorable judgment shall, in addition to payment of costs and fees under that chapter, pay the attorney’s fees of the other party arising out of the trial de novo.

(c) The court may, upon request by any party, order any witnesses to participate in the mediation or arbitration process.

§ 20104.6.

(a) No local agency shall fail to pay money as to any portion of a claim which is undisputed except as otherwise provided in the contract.

(b) In any suit filed under Section 20104.4, the local agency shall pay interest at the legal rate on any arbitration award or judgment. The interest shall begin to accrue on the date the suit is filed in a court of law.

EXHIBIT "A"

SCOPE OF WORK

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SCOPE OF WORK

Contractor shall furnish, deliver, unload, assemble, install, and place into service all furniture, equipment, instructional materials, and accessories required for the Transitional Kindergarten (TK) Classroom Project at Junipero Serra Elementary School.

The Work shall include, but not be limited to:

Procurement and delivery of all furniture and equipment identified in the approved Lakeshore Learning classroom package and associated quotations.
Procurement and delivery of instructional materials, curriculum support materials, manipulatives, classroom supplies, storage items, learning center materials, and other educational resources identified in the approved instructional materials package.

Delivery of all items to the project site, including unloading, transportation within the campus, assembly, installation, setup, and placement in locations designated by District staff. Removal and lawful disposal of all packing materials, pallets, crates, and other delivery-related debris generated by the Work.
Coordination with District staff regarding delivery dates, installation activities, classroom layout, and final placement of furniture and materials.

Provision of all applicable manufacturer warranties, operation and maintenance information, and warranty documentation for furniture and equipment furnished under this Agreement. Inclusion of a Principal Discretionary Materials Allowance in the amount identified in the Agreement to be utilized for additional classroom materials, furnishings, supplies, or instructional resources as directed by the District.

Contractor shall provide all labor, materials, equipment, transportation, supervision, and incidentals necessary to complete the Work in a complete and functional manner.
All products shall be new, free from defects, and suitable for use in a public-school Transitional Kindergarten classroom environment. Installation and setup shall be completed in accordance with manufacturer recommendations and District requirements.
The total compensation under this Agreement shall not exceed the amount stated in the Agreement, including all furniture, equipment, instructional materials, delivery, assembly, installation, warranty obligations, and allowance amounts.

Lakeshore®

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outh San Francisco Unified Sc ool District
Attn: Robert Kitchen
398 B. Street
outh SF, CA 94080

RE: New TK Classrooms for Junipero Serra Elementary School

Dear Robert Kitchen and South San Francisco Unified School District Staff,

Thank you for providing Lakeshore Learning Materials the opportunity to respond to New TK Classrooms for Junipero Serra Elemen ary School. Lakeshore is dedicated to creating innovative educational materials and furniture that spark young imaginations, instill a sense of wonder and foster a lifelong love of learning. With materials, furniture and environments for students of all ages, we help
each individual reach developmental milestones and achieve education goals—while still having fun!

Lakeshore Learning is pleased to present this proposal for the furnishing, delivery, and installation of a complete Transitional Kindergarten classrooms at Junipero Serra Elementary School.

This proposal provides a comprehensive solution including furniture, instructional materials, delivery, installation, and full classroom setup. Pricing is valid for the complete scope of work as proposed.

The total cost for this project are below:

	Furniture & Equipment Package	Instructional Materials Package	Principal Discretionary Allowance	Total Contract Amount
JSES TK Classroom	$25,412.57	$4,695.44	$3,000.00	$33,108.01

Design, Delivery & Installation by Lakeshore is complimentary on orders of $25,000 or more that ship to a single location in the contiguous United States. Depending on delivery location, additional charges may apply. This service includes:

- Unpacking and assembly
- Supervised setup in a classroom, a library, a media center or other learning space
- Custom labeling and boxing of orders by designated information, such as by classroom or teacher
- Supervised verification that all rooms are in ready-to-move-in condition

ADVANTAGES OF WORKING WITH LAKESHORE

- Unconditional lifetime warranty on all Premium Quality Furniture, tables, desks, chairs, and cots!
- We stock all items at our warehouse, so there is never any drop-shipping from the manufacturer.
- We offer thousands of exclusive products, many of them created by our on-site product developers.
- Products are all classroom-tested/designed specifically to meet the needs of teachers and children.
- To expedite the setup of new equipment, we will pack/label your order according to the room or learning activity.

Lakeshore®

- Lakesh e ma ntains the same st ict sta dards t at first made us great! Every pr duct we make s distinguis ed by its qual ty, safety, educational merit and play value. And naturally, every Lakeshore product is backed by our ironclad guarantee: If you are unhappy with any item for any reason, you may return it for a full refund or exchange…no questions asked!

S ould you have any questions, please feel free to contact Stephen Day at (310) 537-8600 or sday@lakeshorelearning.com.

T ank you in advance for giving Lakeshore Learning Materials the opportunity to serve you. We lo k forward to doing business with you!

S ncerely,

L zbeth B rja
Bid Analyst
Lakeshore Learning Materials

Tables & Seating					
Item #	Description	EC Page	Price	Qty	Total
LK353	Flex-Space Jr.® Mobile Rectangular Table - 30" x 60"	147	$ 699.00	5	$ 3,495.00
LK972	Flex-Space Jr.® Ergo Stacking Chair - 13 1/2"	147	$ 89.99	28	$ 2,519.72
LK974	Flex-Space Jr.® Ergo Stacking Chair - 17 1/2"	147	$ 104.99	2	$ 209.98
Block Play					
Item #	Description	EC Page	Price	Qty	Total
GG358	A Spot for Everyone Classroom Carpet for 30 Kids - 9' x 12' - Blue	165	$ 579.00	1	$ 579.00
LK227	Flex-Space Jr.® Mobile Cubbies & Shelves Storage Unit	144	$ 1,199.00	1	$ 1,199.00
LK126	Flex-Space Jr.® Clear-View Bins - Set of 6	144	$ 99.50	1	$ 99.50
LA201	Unit Block Storage Cabinet - Starter Set	21	$ 449.00	1	$ 449.00
B250A	Hardwood Unit Blocks - Starter Set	20	$ 399.00	1	$ 399.00
DD546	Play-All-Around Dollhouse	60	$ 329.00	1	$ 329.00
DD545	Play-All-Around Dollhouse Furniture	60	$ 189.00	1	$ 189.00
Dramatic Play Center					
Item #	Description	EC Page	Price	Qty	Total
LC118	Comfy Round Classroom Carpet - 6' Diameter - Navy Blue	165	$ 189.00	1	$ 189.00
LK231	Flex-Space Jr.® Mobile Preschool Storage Unit	143	$ 979.00	1	$ 979.00
FF660	Help-Yourself Dress-Up Center	59	$ 699.00	1	$ 699.00
LL363	Dishwasher-Safe Plastic Baskets - Set of 3	59	$ 58.99	1	$ 58.99
DG128	Heavy-Duty All-In-One Kitchen	137	$ 1,399.00	1	$ 1,399.00
WB338	Shatterproof School Mirror	59	$ 219.00	1	$ 219.00
AA909	Heavy-Duty Adjustable Round Table - 30" Diameter - Low	93	$ 279.00	1	$ 279.00
LC305SE	Comfy Stool - 12" - Sea Blue	154	$ 129.00	2	$ 258.00
LC55	Super Housecleaning Set	54	$ 59.99	1	$ 59.99
JJ581	Stand for Housecleaning Set	54	$ 79.99	1	$ 79.99
EE558	Lakeshore Hardwood Doll Crib	63	$ 129.00	1	$ 129.00
TT788	Doll Bedding Set	63	$ 29.99	1	$ 29.99
Teacher Resources/Circle Time					
Item #	Description	EC Page	Price	Qty	Total
LK398	Flex-Space Store-It-All Mobile Locking Media Tower - Maple	0	$ 1,199.00	1	$ 1,199.00
LC405BU	Flex-Space Washable Comfy Floor Seat - Blue	0	$ 79.99	2	$ 159.98
Library					
Item #	Description	EC Page	Price	Qty	Total
LC102	Comfy Round Classroom Carpet - 9' Diameter - Charcoal	165	$ 399.00	1	$ 399.00
LK244	Flex-Space Jr.® Mobile Book Center	143	$ 999.00	1	$ 999.00
LM145	Natural Color Big Bins - Set of 3	143	$ 43.50	1	$ 43.50
DD430SB	Calming Colors® Premium Teardrop Beanbag Seat - Sky Blue	154	$ 139.00	2	$ 278.00
LC570X	Calming Colors® Giant Pillows - Set of 4 Colors	153	$ 389.00	1	$ 389.00
Sensory & Calming Corner					
Item #	Description	EC Page	Price	Qty	Total
LK108	Flex-Space Jr.® Mobile Classroom Nook	143	$ 2,199.00	1	$ 2,199.00
AA859	Washable Sensory Pillows	101	$ 129.00	1	$ 129.00
Writing & Language Center					
Item #	Description	EC Page	Price	Qty	Total
LK231	Flex-Space Jr.® Mobile Preschool Storage Unit	143	$ 979.00	1	$ 979.00
Arts & Crafts					
Item #	Description	EC Page	Price	Qty	Total
LK230	Flex-Space Jr.® Mobile Holds-It-All Storage Unit	144	$ 1,199.00	1	$ 1,199.00
LK129	Flex-Space Jr.® Clear-View Bins - Set of 8	144	$ 129.00	1	$ 129.00
EE148	Indoor/Outdoor Painting Center for 4 - Natural Colors	70	$ 499.00	1	$ 499.00
Math & Manipulatives					
Item #	Description	EC Page	Price	Qty	Total
LK227	Flex-Space Jr.® Mobile Cubbies & Shelves Storage Unit	144	$ 1,199.00	1	$ 1,199.00
LK126	Flex-Space Jr.® Clear-View Bins - Set of 6	144	$ 99.50	1	$ 99.50
Small Group Direct Instruction					
Item #	Description	EC Page	Price	Qty	Total
LK357	Flex-Space Jr.® Mobile Group Table	147	$ 979.00	1	$ 979.00
HH956NA	Premium Wobble Chair - 12" - Natural	148	$ 89.99	6	$ 539.94
LK974	Flex-Space Jr.® Ergo Stacking Chair - 17 1/2"	147	$ 104.99	1	$ 104.99
Science					
Item #	Description	EC Page	Price	Qty	Total
LK231	Flex-Space Jr.® Mobile Preschool Storage Unit	143	$ 979.00	1	$ 979.00
Sand & Water					
Item #	Description	EC Page	Price	Qty	Total
LC983	Preschool Two-Station Sand & Water Table - Natural Colors	27	$ 399.00	1	$ 399.00
				Subtotal	**$ 26,750.07**
				Less 5% Discount	**$ 1,337.50**
				Grand Total:	**$ 25,412.57**

LAKESHORE LEARNING ORDER — TK CURRICULUM MATERIALS					
Item #	Description	EC Page	Price	Qty	Total
Block Play					
LM826	Hardwood Community Vehicles - Set of 10	21	$49.99	1	$49.99
GG932	Mini Hardwood Vehicles - Set of 15		$39.99	1	$39.99
RJ10	Block Play Traffic Signs	21	$29.99	1	$29.99
RR653	Lakeshore Community Block Play People	23	$49.99	1	$49.99
RR759	Lakeshore Block Play People with Differing Abilities	23	$34.99	1	$34.99
LL226X	Animal Kingdom Blocks - Complete Set	25	$86.99	1	$86.99
RA362	Soft & Squeezy Wild Animals	64	$39.99	1	$39.99
DC346	Classic Dinosaur Collection	65	$79.99	1	$79.99
DD965X	Lakeshore Pose & Play Families - Complete Set		$119.00	1	$119.00
Dramatic Play Center					
LDA177	Indestructible Play Dishes - 12-Service Set	51	$59.99	1	$59.99
HH642	Indestructible Pots & Pans Playset	50	$49.99	1	$49.99
RR900X	Let's Go Shopping Food Baskets - Complete Set	52	$159.99	1	$159.99
LM366	Best-Buy Multicultural Play Food Assortment	53	$59.99	1	$59.99
Music & Listening					
EG648	Egg Shakers - Set of 12	43	$24.99	2	$49.98
TT681	Activity Scarves	35	$24.99	2	$49.98
Library					
RE992	Alphabet Theme Book Library	182	$46.50	1	$46.50
RE988	Community & Careers Theme Book Library	182	$47.50	1	$47.50
RE993	Five Senses Theme Book Library	183	$46.50	1	$46.50
RE985	Farms Theme Book Library	183	$38.50	1	$38.50
EE538	Hear Myself Sound Phone	177	$7.99	5	$39.95
RA218	Animals Up Close Photo Books		$79.50	1	$79.50
RA397	Kindness & Compassion Paperback Library		$109.50	1	$109.50
RE437	Feelings & Emotions Paperback Library		$99.50	1	$99.50
Calming Corner					
BK465X	Expressing Emotions Hardcover Library	171	$105.00	1	$105.00
EE621	Social-Emotional Photo Library		$29.99	1	$29.99
Writing & Language Center					
FF955X	Story Sequencing Cards - Complete Set	180	$39.99	1	$39.99
AA248	Building Language Photo Library	177	$49.99	1	$49.99
LL165	Lakeshore Alphabet Cones	185	$29.99	1	$29.99
EE258	Tactile Letters - Uppercase	186	$16.99	1	$16.99
EE259	Tactile Letters - Lowercase	186	$16.99	1	$16.99
PP717	Lakeshore Magic Board	184	$16.99	5	$84.95
AA720	Magic Board Pre-Writing Practice Cards	192	$39.99	5	$199.95
LL628	Double-Sided Magnetic Write & Wipe Board		$9.99	5	$49.95
DD108	Write & Wipe Broad-Tip Markers - Set of 8 Colors	73	$8.99	2	$17.98
DD104	Write & Wipe Thin-Line Markers - Set of 8 Colors	195	$7.99	2	$15.98
LC206	Magnetic Letters - Uppercase	194	$12.99	1	$12.99

LC207	Magnetic Letters - Lowercase	194	$12.99	1	$12.99
LL248	Alphabet Sounds Picture Magnets		$27.99	1	$27.99
JJ311	Alphabet Bingo		$13.99	1	$13.99
LA299	Learn the Alphabet! Dough Mats		$16.99	1	$16.99
Arts & Crafts					
TA9	Newsprint Easel Paper - 18" x 24" Pack of 500 Sheets	68	$24.99	1	$24.99
LC1340X	Nylon-Bristle Paintbrushes - Set of 10	72	$14.99	1	$14.99
PX2020	Lakeshore Fully Washable Liquid Tempera Paint - Pint - Set of 10 Colors	68	$45.50	1	$45.50
LC2915	Heavy-Duty Adjustable Vinyl Paint Apron - Red	72	$11.99	5	$59.95
LC386	People Colors® Jumbo Colored Pencils - Set of 12	75	$9.99	1	$9.99
LA371	Classroom Clay & Dough Designer Kit	79	$69.99	1	$69.99
AX6	Lakeshore Dough - Yellow	78	$14.99	1	$14.99
AX4	Lakeshore Dough - Blue	78	$14.99	1	$14.99
AX2	Lakeshore Dough - Red	78	$14.99	1	$14.99
LA299	Learn the Alphabet! Dough Mats	78	$19.99	1	$19.99
DF468	Sponge Painting Design Set		$39.99	1	$39.99
GG173	Crinkle-Cut Craft Scissors Center		$44.99	1	$44.99
DS344	Dough Scissors - Set of 10		$14.99	1	$14.99
Math & Manipulatives					
AA382	Easy-Grip Jumbo Pegs & Pegboard Set	201	$24.99	3	$74.97
DD743	Hands-On Patterning Tray	198	$12.99	4	$51.96
LC1665X	Lakeshore Math Counters Library 1		$239.99	1	$239.99
DD192	Nuts About Patterning!	200	$36.99	1	$36.99
LL407	How Much Does It Weigh? Measurement Center		$69.99	1	$69.99
RA802	Dominoes		$34.99	1	$34.99
RR740	Giant Activity Dice		$24.99	1	$24.99
FD117	Indestructible Giant Beads & Patterns		$49.99	1	$49.99
LL917	Shape Sorting Center	207	$19.99	1	$19.99
HH461	Numbers & Counting Folder Game Library - Pre K-K		$39.99	1	$39.99
HH463	Patterning & Sorting Folder Game Library - Pre K-K		$39.99	1	$39.99
EE643	Construct-A-Number Math Activity Center	202	$59.99	1	$59.99
JJ247	Scoop-A-Bug Sorting Kit	6	$39.99	1	$39.99
TH4530	Pattern Blocks Design Cards		$16.99	1	$16.99
LL688	Learn to Count! Dough Mats		$14.99	1	$14.99
Science					
TT549	Lakeshore Magnifier Center	211	$89.99	1	$89.99
PP542	Insects & Spiders Magnetic Activity Tin	212	$29.99	1	$29.99
LL601	Animals Science Viewer	212	$24.99	2	$49.98
HH585	Insects Specimen Center		$49.99	1	$49.99
PP753	House Building Engineering Center	210	$69.99	1	$69.99

PP751	Bridge Building Engineering Center	210	$59.99	1	$59.99
PP385X	Washable Sensory Play Materials - Complete Set		$199.99	1	$199.99
PP273	Sensory Tubs - Set of 3		$39.99	1	$39.99
Sand & Water					
PP439	Lakeshore Water Play Kit	29	$99.50	1	$99.50
EE256	Sift & Find Alphabet Shells	26	$34.99	1	$34.99
Gross Motor					
EE607	Easy-Grip Safety Tweezers - Set of 12		$12.99	1	$12.99
LL308	Fine Motor Tweezer Tongs - Set of 4		$9.99	1	$9.99
EE600X	Feed-The-Animals Fine Motor Games - Complete Set		$85.00	1	$85.00
TS281Z	Easy-Squeeze Scissors - Set of 12		$34.99	1	$34.99
SE416	Step & Balance Sensory Stones		$69.99	1	$69.99
FC589	Soft and Safe Comet Balls		$49.99	1	$49.99
CW527	Swing and Catch Cups (set of 6 colors)		$21.99	1	$21.99
DD127	Lakeshore Wrist Ribbons - Set of 12		$29.99	2	$59.98
Social Studies					
PP774	Celebrating Diversity Book Set	216	$49.99	1	$49.99
RE995	Cultures of the World Theme Book Library	183	$45.50	1	$45.50
RR850X	Multicultural Stories Paperback Library	174	$113.50	1	$113.50
				SUBTOTAL	**$4,695.44**
				GRAND TOTAL	**$4,695.44**

Item	Amount
Furniture & Equipment Package	$25,412.57
Instructional Materials Package	$4,695.44
Principal Discretionary Allowance	$3,000.00
Total Contract Amount	$33,108.01

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Junipero Serra Elementary School

TK Classroom Furniture Layout

Item	Amount
Furniture & Equipment Package	$25,412.57
Instructional Materials Package	$4,695.44
Principal Discretionary Allowance	$3,000.00
Total Contract Amount	**$33,108.01**