

SEQUOIA UNION HIGH SCHOOL DISTRICT  
Redwood City, California 94062

TO: Board of Trustees

DATE: January 20, 2016

FROM: James Lianides,  
SuperintendentSUBJECT: Personnel Recommendations  
for January 20, 2016  
Board MeetingEmployment – Certificated

Arfi-Tocatlian	Laurence	S	Teacher – French	.4 fte	01/11/16	E.C. 44920
Beacon	James	S	Teacher – Science	.2 fte	01/04/16	Tenured
Bray	Eileen	S	Teacher – Mathematics	.2 fte	01/11/16	E.C. 44920
Caryotakis	Peter	M	Teacher – Science	.2 fte	01/14/16	Tenured
Calonje	Salvadora	M	Teacher – Spanish	.2 fte	01/04/16	Tenured
Chen	Ya Ru	C	Teacher – Mandarin	.2 fte	01/04/16	E.C. 44909
Choe	Susie	M	Teacher – English	.2 fte	01/04/16	Tenured
Clough	Susan	C	Teacher – Social Science	.4 fte	01/04/16	E.C. 44919
Codianne	Mary	C	Teacher – Mathematics	.2 fte	01/04/16	Tenured
Day	Nancy	M	Teacher – Science	.2 fte	01/04/16	Tenured
Eaton	Alan	W	Teacher – Latin	.2 fte	01/04/16	Tenured
Enberg	Joshua	C	Teacher – Science	.2 fte	01/04/16	Tenured
Gold	Susan	C	Teacher – English	.2 fte	01/04/16	Tenured
Harris	James	M	Teacher – Chemistry	.6 fte	01/04/16	E.C. 44918
Herndon	Leslie	C	Teacher – Science	.2 fte	01/11/16	E.C. 44918
Liggett	James	C	Teacher – Mathematics	.4 fte	01/04/16	E.C. 24214
Llamas	Flora	C	Teacher – English	1.0 fte	01/04/16	E.C. 44918
Lung	Yuan	C	Teacher – Mandarin	.8 fte	01/11/16	E.C. 44920
Malouf	Samer	W	Teacher - Mathematics	.2 fte	01/04/16	Tenured
Nguyen	Binh	W	Teacher - Mathematics	.2 fte	01/04/16	Tenured
Nilson	Victoria	C	Teacher – English	.2 fte	01/11/16	E.C. 44920
Otsuka	Lisa	M	Teacher – English	.2 fte	01/04/16	Tenured
Owens	Stephanie	M	Teacher – Biology	.2 fte	01/06/16	E.C. 44909
Pearlman	Rebecca	C	Teacher – Mathematics	.2 fte	01/04/16	Tenured
Perez	Lizette	D	Substitute Teacher		12/11/15	E.C. 44919(a)
Peters	Elizabeth	S	Teacher – Mathematics	.2 fte	01/04/16	Tenured
Robeck	Laura	C	Teacher – Mathematics	.2 fte	01/04/16	Tenured
Rodriguez	Octavio	S	Teacher – Science	.2 fte	01/04/16	Tenured
Shelley	Dylan	S	Teacher - Education	.2 fte	01/04/16	Tenured
Talcott	David	C	Teacher – Science	.2 fte	01/04/16	Tenured
Tsuchiyama	Robert	C	Teacher – Mathematics	.2 fte	01/04/16	Tenured
Wilde	Cynthia	S	Guidance Counselor	1.0 fte	01/11/16	E.C. 44920

*Jacqueline McEvoy*

Jacqueline McEvoy, Assistant Superintendent

Approved Requests for Leave of Absence for the 2015-16 School Year

Davis-Karnacki	Kristin	C	Teacher – Social Science	40% leave	Section 9.1.1-(A-6)
Hill	Joseph	C	Teacher – English/French	20% leave -1/11/16 - 6-06/03/16	Section 9.1.1-(A-1)

Notice of Termination-Certificated

Farhad	Marcus	C	Teacher – Education Specialist	Resignation	.48 fte	12/18/15
White	Carin	S	Teacher – English	Resignation	1.0 fte	01/14/16

*Jacqueline McEvoy*

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for January 20, 2016  
Board MeetingEmployment – Classified

Abdelsamad	Saleh	D	Project Manager	Probationary	1.0 fte	01/08/16
Aguilar	Monica	D	Sr. Office Assist. / EL	Short-Term	1.0 fte	01/06/16
Analco	Nancy	C	IA II / Bilingual	Probationary	1.0 fte	01/04/16
Berry	LaVelle	D	School Bus Driver	Probationary	1.0 fte	01/04/16
Bronsnan	Tom	T	Van Driver	Short-Term	0.5 fte	11/30/15
Bruce	Lauren	D	Student Worker	Student	0.5 fte	10/21/15
Cabello	Christina	D	Sr. Office Assist. / EL	Short-Term	0.5 fte	12/07/15
Cota	Alexandra	D	Sr. Office Assist. / EL	Short-Term	0.5 fte	12/07/15
Davis	Chester	T	Van Driver	Short-Term	0.5 fte	11/30/15
Duran Ruiz	Daisy	D	Student Worker	Student	0.5 fte	11/23/15
Frank	Victor	E	IA II	Short-Term	1.0 fte	11/05/15
Hollander	Michael	D	SCIA – Sub	Short-Term	1.0 fte	11/20/15
Kahn	John	E	IA II	Short-Term	1.0 fte	11/10/15
Limaco	Isidro	E	IA II	Short-Term	1.0 fte	11/13/15
Maharaj	Navika	C	SCIA	Short-Term	1.0 fte	01/05/16
Maki	Eloise	D	Sr. Office Assist. / EL	Short-Term	1.0 fte	01/06/16
Manolache	Iuliana	D	Sr. Admin. Secretary	Short-Term	1.0 fte	01/04/16
McCurdy	Mike	D	Vehicle Mechanic	Probationary	1.0 fte	01/18/16
Melchor Sanchez	Mayra	D	Campus Security Aide	Probationary	1.0 fte	01/05/16
Mendoza	Miriam	D	Sr. Office Assist. / EL	Short-Term	0.5 fte	12/07/15
Soelberg	Danette	C	Library Assist. II	Probationary	1.0 fte	01/04/16
Stroll	Emily	C	IA II	Probationary	1.0 fte	01/04/16
Thomson	Tyler	D	Student Worker	Student	0.5 fte	01/06/16
Young	Loren	D	SCIA – Sub	Short-Term	1.0 fte	11/03/15

Notice of Terminations

Alvarez	Alexis	C	Custodian	Resignation	1.0 fte	01/12/16
Arias	Alyssa	M	Food Service Cashier	Resignation	0.5 fte	12/02/15
Bain	Vanessa	M	SCIA	End of Assignment	1.0 fte	12/17/15
Davenport	Ronnie	W	Sr. IA	Resignation	1.0 fte	12/17/15
Lemar	Timothy	D	Grounds Worker II	Retirement	1.0 fte	01/15/16
Perez-Yen	Jazmin	M	IA II	Resignation	1.0 fte	12/01/15
Pratt	Dawn	D	Job Coach	Resignation	0.5 fte	12/14/15

Employment – Adult School

NONE

*Jacqueline McEvoy*  
Jacqueline McEvoy, Assistant Superintendent



AGENDA ITEM: 8c  
DATE: January 20, 2016

## SAN MATEO COUNTY OFFICE OF EDUCATION

### Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Sequoia Union High School District

Person completing this form: James Lianides Title: Superintendent

Quarterly Report Submission Date:  
(check one)

- ☐ October 31, 2015 (Covers 7/1/15 – 9/30/15)  
☒ January 31, 2016 (Covers 10/1/15 – 12/31/15)  
☐ April 30, 2016 (Covers 1/1/16 – 3/31/16)  
☐ July 31, 2016 (Covers 4/1/16 – 6/30/16)

Date for information to be reported publicly at governing board meeting: 1-20-2016

Please check the box that applies:

- ☐ No complaints were filed with any school in the district during the quarter indicated above.
- ☒ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints. Copies of the complaint and the District's written response will be sent to SMCOE.

Please mark the table below with zero if there are no complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	<u>0</u>	<u>0</u>	<u>0</u>
Teacher Vacancy or Misassignment	<u>0</u>	<u>0</u>	<u>0</u>
Facilities Conditions	<u>1</u>	<u>1</u>	<u>0</u>
TOTALS	<u>1</u>	<u>1</u>	<u>0</u>

James Lianides

Print Name of District Superintendent

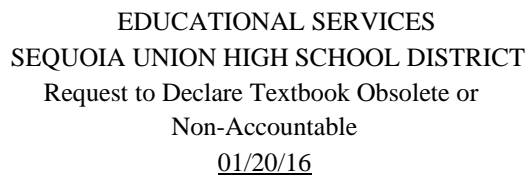
[Signature]

Signature of District Superintendent

January 20, 2016

Date

Return via fax or email to Katie Ghazarian  
San Mateo County Office of Education  
[kghazarian@smcoe.org](mailto:kghazarian@smcoe.org)  
(650) 802-5337  
Fax (650) 802-5322

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**SEQUOIA UNION HIGH SCHOOL DISTRICT  
DECEMBER, 2015 EXPENDITURES**

Agenda Item: \_\_\_\_\_  
Date: \_\_\_\_\_

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
<b><u>01 GENERAL FUND</u></b>					
12/11/2015	01	3401	ACSIG DENTAL	618550	1.60
12/11/2015	01	3401	CALIF. SCHOOLS DNTL COALITION	618555	462.96
			<b>HLTH &amp; WELFARE BNFT CERT-3401 TOTAL</b>		<b>464.56</b>
12/11/2015	01	3402	ACSIG DENTAL	618550	1.60
12/11/2015	01	3402	CALIF. SCHOOLS DNTL COALITION	618555	231.48
			<b>HLTH &amp; WELFARE BNFT CLASS-3402 TOTAL</b>		<b>233.08</b>
12/4/2015	01	3701	PUBLIC EMPLOYEES' RETIREMENT S	616335	708.23
12/15/2015	01	3701	SEQUOIA UNION HIGH SCHOOL DIST	620468	148,061.63
			<b>RETIREE BENEFITS CERT-3701 TOTAL</b>		<b>148,769.86</b>
12/4/2015	01	3702	PUBLIC EMPLOYEES' RETIREMENT S	616335	648.14
12/15/2015	01	3702	SEQUOIA UNION HIGH SCHOOL DIST	620468	129,188.73
			<b>RETIREE BENEFITS, CLASS-3702 TOTAL</b>		<b>129,836.87</b>
12/2/2015	01	4110	FOLLETT SCHOOL SOLUTIONS INC	615578	55.16
12/4/2015	01	4110	HOUGHTON MIFFLIN HARCOURT	616310	15.00
12/8/2015	01	4110	FOLLETT SCHOOL SOLUTIONS INC	617317	49.21
			<b>TEXTBOOKS-4110 TOTAL</b>		<b>119.37</b>
12/2/2015	01	4210	FOLLETT SCHOOL SOLUTIONS INC	615578	6,029.29
12/2/2015	01	4210	WORLD BOOK INC	615629	979.92
12/4/2015	01	4210	SEQUOIA UHSD REVOLVING FUND	616340	16.19
12/8/2015	01	4210	FOLLETT SCHOOL SOLUTIONS INC	617317	3,993.98
			<b>OTHER BOOKS-4210 TOTAL</b>		<b>11,019.38</b>
12/1/2015	01	4310	PHOTO WAREHOUSE	615180	1,233.31
12/1/2015	01	4310	DAVID SHANNON	615182	1,693.94
12/1/2015	01	4310	SOUTHWEST STRINGS	615183	398.00
12/1/2015	01	4310	TEACHER'S DISCOVERY	615184	92.80
12/1/2015	01	4310	TRIARCO ARTS & CRAFTS	615185	347.91
12/1/2015	01	4310	LAURA PERDIKOMATIS	615190	64.12
12/1/2015	01	4310	RO * CO FILMS EDUCATIONAL	615194	113.55
12/1/2015	01	4310	CHRISTOPHER RUBIN	615195	59.47
12/1/2015	01	4310	SEHI COMPUTER PRODUCTS INC	615197	3,710.10
12/1/2015	01	4310	MELISSA SMILGYS	615199	83.35
12/1/2015	01	4310	T & B SPORTS	615200	521.58
12/2/2015	01	4310	SARGENT-WELCH SCIENTIFIC CO.	615571	13,849.51
12/2/2015	01	4310	SEHI COMPUTER PRODUCTS INC	615572	6,712.05
12/2/2015	01	4310	VERNIER SOFTWARE	615573	3,088.00
12/2/2015	01	4310	FLINN SCIENTIFIC INC	615577	3,512.69
12/2/2015	01	4310	JW PEPPER & SONS INC	615580	1,397.69
12/2/2015	01	4310	SAFEWAY	615588	432.19
12/2/2015	01	4310	AM AQUATICS	615594	825.30
12/2/2015	01	4310	APPERSON INC.	615595	139.12
12/2/2015	01	4310	B & H VIDEO	615597	74.85
12/2/2015	01	4310	JILL BAUMGARTEL	615598	109.24
12/2/2015	01	4310	JAMES BEACOM	615599	262.64
12/2/2015	01	4310	BIO COMPANY INC	615600	564.70
12/2/2015	01	4310	DEMCO INC.	615603	154.89
12/2/2015	01	4310	ESPECIAL NEEDS LLC	615606	56.80
12/2/2015	01	4310	EDITH SALVATORE	615621	306.52
12/2/2015	01	4310	CLARE SZYDLOWSKI	615624	251.94
12/2/2015	01	4310	CAMERON UHALDE	615628	520.98
12/4/2015	01	4310	BACH COMPANY	616298	741.22
12/4/2015	01	4310	JW PEPPER & SONS INC	616312	523.59
12/4/2015	01	4310	ERIN KILTY	616313	303.42

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
DECEMBER, 2015 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
12/4/2015	01	4310	LAURA LARKIN	616315	250.00
12/4/2015	01	4310	MICRON SEMICONDUCTOR PROD. INC	616323	2,413.87
12/4/2015	01	4310	SCHOLASTIC INC.	616327	1,090.68
12/4/2015	01	4310	SAFEWAY	616332	323.28
12/4/2015	01	4310	SEQUOIA UHSD REVOLVING FUND	616340	478.56
12/8/2015	01	4310	CLAY PLANET	617316	577.70
12/8/2015	01	4310	RUDOLF OLIVER BOCK	617327	229.34
12/8/2015	01	4310	CENTRAL BUSINESS EQUIPMENT	617329	212.55
12/8/2015	01	4310	GOETZ BROS	617335	117.72
12/8/2015	01	4310	GOPHER SPORTS	617336	1,039.47
12/8/2015	01	4310	LAURA KURAS	617341	334.70
12/8/2015	01	4310	LIBRARY ADVANTAGE	617343	142.82
12/8/2015	01	4310	PATTERSON MEDICAL SUPPLY INC	617356	10.68
12/8/2015	01	4310	ETHAN SANFORD	617359	869.98
12/8/2015	01	4310	GWEN SIDLEY	617361	114.86
12/8/2015	01	4310	SEHI COMPUTER PRODUCTS INC	617380	2,462.86
12/8/2015	01	4310	BLICK ART MATERIALS	617383	109.71
12/8/2015	01	4310	CLAY PLANET	617387	577.70
12/8/2015	01	4310	COMP VIEW INC	617388	56.60
12/8/2015	01	4310	JW PEPPER & SONS INC	617398	183.84
12/9/2015	01	4310	GOVCONNECTION INC.	617811	3,457.29
12/9/2015	01	4310	HEWLETT PACKARD	617812	4,206.60
12/11/2015	01	4310	ANN AKEY	618530	59.53
12/11/2015	01	4310	DELTA BIOLOGICALS	618536	3,460.31
12/11/2015	01	4310	JOSEPH EZRATI	618537	110.65
12/11/2015	01	4310	JW PEPPER & SONS INC	618541	71.99
12/11/2015	01	4310	JASON LLANTERO	618543	67.25
12/11/2015	01	4310	PAULO LOPEZ	618545	201.87
12/11/2015	01	4310	SARGENT-WELCH SCIENTIFIC CO.	618556	3,992.87
12/11/2015	01	4310	NATALIE STUART	618561	52.76
12/11/2015	01	4310	TROXELL COMMUNICATIONS INC	618566	359.75
12/11/2015	01	4310	MARIBEL MALDONADO	618578	55.25
12/11/2015	01	4310	RACHEL "MARTHA" RICHARDS	618583	117.88
12/11/2015	01	4310	ANGELICA RODRIGUEZ	618584	94.18
12/11/2015	01	4310	JOSEPH VANDERWAY	618587	61.92
12/15/2015	01	4310	GOVCONNECTION INC.	620360	600.00
12/15/2015	01	4310	ZORINA MATAVULJ	620373	8.49
12/15/2015	01	4310	BRETT OLSSON	620375	161.09
12/15/2015	01	4310	SAFEWAY	620379	448.52
12/15/2015	01	4310	TOM SLATER	620381	200.20
12/15/2015	01	4310	WOODSIDE HIGH SCHOOL BOOSTERS	620386	1,167.00
12/15/2015	01	4310	DAVINA ORTIZ	620400	590.84
12/15/2015	01	4310	PITSCO INC	620418	2,058.04
12/15/2015	01	4310	JAMES L. POWELL	620419	320.34
12/15/2015	01	4310	GWEN SIDLEY	620422	304.08
12/15/2015	01	4310	DARYL SOLOMON	620423	322.99
12/15/2015	01	4310	CHRISTLE WATERS	620426	493.01
12/15/2015	01	4310	CLAUDIA CRUZ	620432	119.61
12/15/2015	01	4310	FELIX GANDARA-GUZMAN	620434	72.97
12/15/2015	01	4310	CYNTHIA HODGES	620435	341.04
12/15/2015	01	4310	SHELLEY COLEMAN	620448	215.44
12/15/2015	01	4310	CRYSTAL GILFILLAN	620449	50.00
12/15/2015	01	4310	BRITTANY GORMAN	620450	143.79

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
DECEMBER, 2015 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
12/15/2015	01	4310	RAPHAEL KAUFFMANN	620453	185.65
12/15/2015	01	4310	JILL BAUMGARTEL	620458	73.56
12/15/2015	01	4310	TIFFANY BURKLE	620459	439.75
12/15/2015	01	4310	JULIE CHEN	620460	468.16
12/15/2015	01	4310	MORENE CHOW	620461	131.97
12/15/2015	01	4310	CLAY PLANET	620462	290.65
12/15/2015	01	4310	LYNN EMRICK	620464	75.00
12/15/2015	01	4310	LAURA LARKIN	620465	254.84
12/16/2015	01	4310	ORGANIZED SPORTSWEAR	620972	588.60
12/16/2015	01	4310	ETHAN SANFORD	620974	502.20
12/16/2015	01	4310	STEPHEN READY	620984	77.36
12/16/2015	01	4310	EDITH SALVATORE	620985	306.52
12/16/2015	01	4310	VERNIER SOFTWARE	620988	2,835.73
12/16/2015	01	4310	FELICIA YANG	620989	31.99
12/16/2015	01	4310	ATTAINMENT COMPANY	620993	135.67
12/16/2015	01	4310	AUDIO RESOURCE GROUP INC	620994	4,926.00
12/16/2015	01	4310	AARON CAMPBELL	620995	682.72
12/16/2015	01	4310	JW PEPPER & SONS INC	620997	1,445.85
			<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>		<b>91,182.16</b>
12/1/2015	01	4351	SIMONE RICK KENNEL	615175	171.11
12/1/2015	01	4351	NCS PEARSON INC.	615177	385.48
12/1/2015	01	4351	PAPER & INK	615178	2,674.86
12/1/2015	01	4351	PEARSON EDUCATION INC.	615179	95.02
12/1/2015	01	4351	SCHOOL HEALTH CORPORATION	615181	436.51
12/1/2015	01	4351	NEFF CO.	615189	298.01
12/2/2015	01	4351	SEHI COMPUTER PRODUCTS INC	615572	889.29
12/2/2015	01	4351	CDW	615575	264.84
12/2/2015	01	4351	GOVCONNECTION INC.	615579	3,001.28
12/2/2015	01	4351	UNISOURCE MAINTENANCE SUPPLY	615585	1,679.15
12/2/2015	01	4351	APPLE COMPUTER	615596	53.41
12/2/2015	01	4351	B & H VIDEO	615597	124.95
12/2/2015	01	4351	DEMCO INC.	615603	608.57
12/4/2015	01	4351	DEMCO INC.	616309	78.73
12/4/2015	01	4351	JOSTENS	616311	44.73
12/4/2015	01	4351	MIKE KULIGA	616314	83.97
12/4/2015	01	4351	SEQUOIA UHSD REVOLVING FUND	616340	23.73
12/8/2015	01	4351	AARON CAMPBELL	617328	555.67
12/8/2015	01	4351	CENTRAL BUSINESS EQUIPMENT	617329	520.75
12/8/2015	01	4351	RYDIN SIGN & DECAL	617358	317.04
12/8/2015	01	4351	SCHOOL HEALTH CORPORATION	617370	296.03
12/8/2015	01	4351	SEHI COMPUTER PRODUCTS INC	617380	352.63
12/8/2015	01	4351	MICHELE BREEN	617384	119.88
12/8/2015	01	4351	CDW	617385	28.00
12/8/2015	01	4351	HILLYARD	617395	1,482.87
12/11/2015	01	4351	SAFEGUARD BUSINESS SYSTEMS INC	618585	587.85
12/15/2015	01	4351	CENTRAL BUSINESS EQUIPMENT	620356	234.35
12/15/2015	01	4351	HM RECEIVABLES CO LLC	620368	2,356.22
12/15/2015	01	4351	TOM SLATER	620381	335.78
12/15/2015	01	4351	LESLIE WITH	620384	34.86
12/15/2015	01	4351	CARLMONT HARDWARE	620447	15.39
12/16/2015	01	4351	US BANK	620975	56,238.37
12/16/2015	01	4351	ACT PUBLICATIONS	620991	165.00
12/16/2015	01	4351	HILLYARD	620996	107.99

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
DECEMBER, 2015 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
12/16/2015	01	4351	KREFELD'S AWARDS	620998	267.05
			<b>SUPPLIES REGULAR-4351 TOTAL</b>		<b>74,929.37</b>
12/1/2015	01	4352	MENLO ATHERTON STUDENT BODY	615176	165.00
12/1/2015	01	4352	JOSE A RUIZ	615196	360.00
12/2/2015	01	4352	SIMONE RICK-KENNEL	615570	798.79
12/2/2015	01	4352	SAFEWAY	615588	678.07
12/2/2015	01	4352	MARIN ALDRICH	615592	304.79
12/2/2015	01	4352	ADELE ALVAREZ	615593	93.74
12/2/2015	01	4352	CARMINA CHAVEZ	615601	485.42
12/2/2015	01	4352	MIGUEL RODRIGUEZ	615620	523.98
12/4/2015	01	4352	SAFEWAY	616332	442.34
12/4/2015	01	4352	SEQUOIA UHSD REVOLVING FUND	616340	89.82
12/8/2015	01	4352	ADELE ALVAREZ	617325	84.24
12/8/2015	01	4352	DONNA DEKOM	617333	201.12
12/8/2015	01	4352	TIFFANY BURKLE	617346	519.84
12/8/2015	01	4352	BRANDON LEE	617351	775.60
12/8/2015	01	4352	DIANE MAZZEI	617352	284.05
12/8/2015	01	4352	LISA MCCAHERN	617353	213.35
12/8/2015	01	4352	ALICIA GONZALEZ	617391	125.92
12/8/2015	01	4352	BRANDON LEE	617400	120.92
12/11/2015	01	4352	JILL BAUMGARTEL	618533	118.95
12/11/2015	01	4352	MARICELA LOPEZ	618544	34.25
12/11/2015	01	4352	SAFEWAY	618565	301.29
12/15/2015	01	4352	ZORINA MATAVULJ	620373	66.69
12/15/2015	01	4352	MENLO ATHERTON STUDENT BODY	620374	50.00
12/15/2015	01	4352	WENDY PORTER	620377	48.83
12/15/2015	01	4352	JOSE A RUIZ	620378	560.00
12/15/2015	01	4352	SAFEWAY	620379	453.52
12/15/2015	01	4352	BRENDA SOTO	620382	85.72
12/15/2015	01	4352	LISA VASQUEZ	620383	48.59
12/15/2015	01	4352	LESLIE WITH	620384	79.91
12/15/2015	01	4352	WOODSIDE DELICATESSEN	620385	25.41
12/15/2015	01	4352	DAVINA ORTIZ	620400	20.46
12/15/2015	01	4352	BRENDA SOTO	620424	49.00
12/15/2015	01	4352	JILL BAUMGARTEL	620458	62.77
12/16/2015	01	4352	MATT MISKELLY	620981	167.37
			<b>FOOD;MEETINGS-4352 TOTAL</b>		<b>8,439.75</b>
12/2/2015	01	4353	ALAN STEEL & SUPPLY CO	615591	94.72
12/8/2015	01	4353	ROBERTS & BRUNE	617368	1,406.30
12/8/2015	01	4353	SHERWIN WILLIAMS	617371	488.94
12/8/2015	01	4353	SIGNWORKS	617372	253.16
12/8/2015	01	4353	TOOLAND	617374	474.12
12/8/2015	01	4353	WEST COAST LAMINATING LLC	617375	171.07
12/8/2015	01	4353	WILCO SUPPLY	617376	224.05
12/8/2015	01	4353	MACBEATH HARDWOOD CO INC	617379	891.70
12/8/2015	01	4353	ALAN STEEL & SUPPLY CO	617381	1,259.82
12/8/2015	01	4353	CHARLES McMURRAY CO	617386	188.60
12/8/2015	01	4353	GENERAL HARDWARE & BUILDERS SU	617390	137.06
12/8/2015	01	4353	GRAY'S PAINT AND WALLPAPER	617392	774.64
12/8/2015	01	4353	HASSETT HARDWARE	617393	417.31
12/8/2015	01	4353	HEATING SUPPLY COMPANY	617394	92.80
12/8/2015	01	4353	INTEGRATED ACCESS SECURITY	617396	33.21
12/8/2015	01	4353	INTERSTATE TRAFFIC CONTROL PRO	617397	2,670.50

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12/8/2015	01	4353	KELLY-MOORE PAINT COMPANY IN	617399	896.51
12/9/2015	01	4353	FERGUSON ENTERPRISES INC #795	617810	971.39
12/9/2015	01	4353	HILL'S POOL SERVICE	617813	702.73
12/11/2015	01	4353	PACE SUPPLY CORP	618580	174.91
12/11/2015	01	4353	PENINSULA BUILDING MATERIALS C	618582	338.65
12/15/2015	01	4353	PRAXAIR	620369	5,375.35
12/15/2015	01	4353	UNITED REFRIGERATION INC	620370	3,212.22
12/15/2015	01	4353	SAN JOSE BOILER WORKS40	620421	325.04
12/15/2015	01	4353	ESBRO CHEMICAL	620439	1,909.71
12/15/2015	01	4353	EWING IRRIGATION PRODUCTS	620440	349.26
12/15/2015	01	4353	HORIZON	620442	883.90
12/16/2015	01	4353	CAL-STEAM INC	620978	6,406.72
			<b>BLDG/GRNDS SUPPLIES-4353 TOTAL</b>		<b>31,124.39</b>
12/2/2015	01	4362	REDWOOD GENERAL TIRE	615619	3,399.49
			<b>TIRES/TUBES-4362 TOTAL</b>		<b>3,399.49</b>
12/4/2015	01	4363	BUS WEST LLC	616300	13,815.46
12/16/2015	01	4363	PETERSON POWER SYSTEMS INC.	620973	826.60
12/16/2015	01	4363	NAPA AUTO PARTS BELMONT	620990	589.31
			<b>SHOP SUPPLIES/REPAIRS-4363 TOTAL</b>		<b>15,231.37</b>
12/2/2015	01	4400	CDW	615575	1,197.91
12/2/2015	01	4400	AM AQUATICS	615594	3,052.00
12/15/2015	01	4400	PITSCO INC	620418	628.93
			<b>NONCAPITALIZED EQUIPMENT-4400 TOTAL</b>		<b>4,878.84</b>
12/4/2015	01	5204	EDITH BENNETT	616308	261.63
12/4/2015	01	5204	SEQUOIA UHSD REVOLVING FUND	616340	78.78
12/8/2015	01	5204	JUDI AHONEN	617323	78.55
12/8/2015	01	5204	CLARE CHANDLER	617330	90.91
12/11/2015	01	5204	CHRISTINA VEATCH	618567	84.58
12/15/2015	01	5204	JESSICA MASS	620415	58.35
			<b>MILEAGE-5204 TOTAL</b>		<b>652.80</b>
12/1/2015	01	5205	DAVID SHANNON	615198	120.00
12/1/2015	01	5205	ZORINA MATAVULJ	615216	1,286.23
12/2/2015	01	5205	TINA DRESS	615604	448.85
12/2/2015	01	5205	DAVID EDEL	615605	141.55
12/4/2015	01	5205	GAIL OYTAS	616325	416.85
12/8/2015	01	5205	HIDDEN VILLA	617337	1,680.00
12/11/2015	01	5205	MICHAEL VOSSEN	618568	210.00
12/15/2015	01	5205	CARRIE DU BOIS	620433	842.04
12/15/2015	01	5205	ERIN KILTY	620436	128.00
12/15/2015	01	5205	ALLISON HYDE	620452	200.00
12/15/2015	01	5205	LOZANO SMITH LLP	620454	45.00
12/16/2015	01	5205	CATHERINE STERNE	620987	325.89
			<b>CONFERENCES-5205 TOTAL</b>		<b>5,844.41</b>
12/8/2015	01	5300	SAN MATEO COUNTY SCHOOL BOARDS	617369	150.00
12/9/2015	01	5300	REDWOOD CITY SAN MATEO COUNTY	617820	350.00
			<b>DUES AND MEMBERSHIPS-5300 TOTAL</b>		<b>500.00</b>
12/1/2015	01	5501	PG & E	615191	615.24
12/2/2015	01	5501	PG & E	615618	2,758.53
12/8/2015	01	5501	PG & E	617357	180.73
12/11/2015	01	5501	PG & E	618563	1,831.53
12/15/2015	01	5501	PG & E	620416	11,874.17
			<b>GAS-5501 TOTAL</b>		<b>17,260.20</b>
12/1/2015	01	5502	PG & E	615191	3,311.15

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12/2/2015	01	5502	PG & E	615618	26,172.01
12/8/2015	01	5502	PG & E	617357	2,819.21
12/15/2015	01	5502	PG & E	620416	32,686.76
		<b>ELECTRICITY-5502 TOTAL</b>			<b>64,989.13</b>
12/4/2015	01	5503	AMERICAN WATER SERVICES INC	616306	834.06
12/11/2015	01	5503	CALIFORNIA WATER SERVICE CO.	618534	2,253.63
12/11/2015	01	5503	CITY OF REDWOOD CITY	618535	17,933.00
12/11/2015	01	5503	MID-PENINSULA WATER DISTRICT	618562	5,111.25
12/16/2015	01	5503	CALIFORNIA WATER SERVICE CO.	620999	8,221.51
		<b>WATER-5503 TOTAL</b>			<b>34,353.45</b>
12/4/2015	01	5505	OFFICE OF THE TAX COLLECTOR	616294	73,560.71
12/11/2015	01	5505	CITY OF REDWOOD CITY	618535	9,466.19
		<b>SEWER-5505 TOTAL</b>			<b>83,026.90</b>
12/4/2015	01	5506	RECOLOGY SILICON VALLEY	616326	203.09
12/8/2015	01	5506	RECOLOGY SAN BRUNO	617367	12,770.33
12/8/2015	01	5506	SRDC INC	617373	450.00
12/11/2015	01	5506	RECOLOGY SAN BRUNO	618564	2,590.00
		<b>GARBAGE-5506 TOTAL</b>			<b>16,013.42</b>
12/2/2015	01	5603	NATIONAL CONSTRUCTION RENTALS	615569	813.60
12/4/2015	01	5603	AM PARTY RENTALS INC	616305	295.00
12/4/2015	01	5603	ARAMARK UNIFORM SERVICES	616307	323.81
12/8/2015	01	5603	CONTAINER SOLUTIONS INC	617331	784.80
12/8/2015	01	5603	JW ENTERPRISES	617340	121.22
12/11/2015	01	5603	HAULAWAY STORAGE CONTAINERS	618540	123.20
12/15/2015	01	5603	HAULAWAY STORAGE CONTAINERS	620441	179.76
12/15/2015	01	5603	A-1 PARTY RENTAL CENTER	620457	113.40
12/16/2015	01	5603	NATIONAL CONSTRUCTION RENTALS	620982	271.20
		<b>EQUIPMENT RENTAL-5603 TOTAL</b>			<b>3,025.99</b>
12/16/2015	01	5607	SKYE CONSTRUCTION	620966	4,253.57
		<b>BLDG/GRNDS OUTSIDE SRVC-5607 TOTAL</b>			<b>4,253.57</b>
12/1/2015	01	5640	RAYMOND HANDLING CONCEPTS CORP	615193	160.00
12/4/2015	01	5640	PACIFIC OFFICE AUTOMATION	616295	13,053.25
12/15/2015	01	5640	CENTRAL BUSINESS EQUIPMENT	620356	6,500.00
		<b>REPAIR MAINT CONTRACTS-5640 TOTAL</b>			<b>19,713.25</b>
12/2/2015	01	5641	SOUTHLAND INDUSTRIES	615627	7,296.05
12/8/2015	01	5641	DEGREE HVAC INC.	617332	287.50
12/8/2015	01	5641	J. SNELL & CO. INC.	617338	520.10
12/8/2015	01	5641	FITGUARD	617389	378.85
12/15/2015	01	5641	BUS WEST LLC	620355	6,316.02
12/15/2015	01	5641	WEST COAST MICROSCOPE SERVICE	620403	1,363.80
12/15/2015	01	5641	BEST INSTRUMENT REPAIR CO	620446	717.00
12/16/2015	01	5641	PETERSON POWER SYSTEMS INC.	620973	20,380.49
		<b>EQUIP REPAIR OUTSIDE SRVC-5641 TOTAL</b>			<b>37,259.81</b>
12/1/2015	01	5804	PREFERRED ALLIANCE	615192	383.00
12/8/2015	01	5804	PACK AND MAIL EXPRESS	617366	1,267.00
12/15/2015	01	5804	PACK AND MAIL EXPRESS	620376	82.00
12/15/2015	01	5804	PREFERRED ALLIANCE	620420	358.00
12/15/2015	01	5804	DEPARTMENT OF JUSTICE	620463	1,643.00
		<b>MEDICAL EXAMS/X-RAYS-5804 TOTAL</b>			<b>3,733.00</b>
12/2/2015	01	5807	ACKNOWLEDGE ALLIANCE	615590	14,250.00
12/4/2015	01	5807	ROTEM PEARLSON	616339	340.00
12/8/2015	01	5807	ELEVATED ACHIEVEMENT GROUP INC	617350	9,000.00
		<b>CONSULTANTS FOR FIRST \$25,000-5807 TOTAL</b>			<b>23,590.00</b>

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12/1/2015	01	5813	SIGNATURE WIRELESS GROUP	615217	77.48
12/2/2015	01	5813	SERVICE PRESS INC	615622	198.93
12/4/2015	01	5813	OFFICE OF THE TAX COLLECTOR	616294	360.61
12/4/2015	01	5813	ASSOCIATED LEARNING & LANGUAGE	616297	26,392.35
12/4/2015	01	5813	BACKSTAGE LIBRARY WORKS INC	616299	1,048.34
12/4/2015	01	5813	CSM CONSULTING	616301	15,000.00
12/4/2015	01	5813	JOHN F. MYLOD	616324	1,000.00
12/4/2015	01	5813	SCHOOL INNOVATIONS &	616333	1,100.00
12/4/2015	01	5813	PUBLIC EMPLOYEES' RETIREMENT S	616335	4,354.82
12/4/2015	01	5813	SEQUOIA UHSD REVOLVING FUND	616340	37.23
12/8/2015	01	5813	AVID CENTER	617315	525.00
12/8/2015	01	5813	MICHAEL ISAACS	617318	1,756.00
12/8/2015	01	5813	JULIA ALISON	617324	420.00
12/8/2015	01	5813	RUDOLF OLIVER BOCK	617327	2,380.00
12/8/2015	01	5813	JSTOR	617339	1,750.00
12/8/2015	01	5813	LUIS A LEDEZMA	617342	600.00
12/8/2015	01	5813	CHALLENGE DAY	617347	20,331.70
12/8/2015	01	5813	COPY-PROS ASSOCIATES	617349	977.08
12/8/2015	01	5813	ELISA M. NINO-SEARS	617354	4,166.00
12/8/2015	01	5813	SEPEEDEH NOVISKY	617355	240.00
12/8/2015	01	5813	SCHOOL INNOVATIONS &	617360	2,500.00
12/8/2015	01	5813	ASHLEY CHERIE MYERS	617363	1,250.00
12/8/2015	01	5813	FAITH WEINSTOCK VELSCHOW	617364	2,000.00
12/9/2015	01	5813	EPES SOFTWARE	617818	157.00
12/11/2015	01	5813	CSM CONSULTING	618529	10,000.00
12/11/2015	01	5813	AKI AMAI	618531	2,040.00
12/11/2015	01	5813	PABLO ANDRES FRIAS	618538	420.00
12/11/2015	01	5813	LEADER SERVICES	618542	70.61
12/11/2015	01	5813	PAULO LOPEZ	618545	3.79
12/11/2015	01	5813	STEPHEN MOORE	618579	420.00
12/11/2015	01	5813	JOEL M PATTINSON	618581	820.00
12/11/2015	01	5813	DOUGLAS B SLATON	618586	420.00
12/15/2015	01	5813	EXCEL SPORTS MEDICINE INC	620357	37,500.00
12/15/2015	01	5813	INTERNATIONAL BACCALAUREATE	620358	132,518.00
12/15/2015	01	5813	SERVICE PRESS INC	620380	47.42
12/15/2015	01	5813	STEELE IMAGING LTD.	620402	1,000.00
12/15/2015	01	5813	YOUTH COMMUNITY SERVICE	620413	30,000.00
12/15/2015	01	5813	PHOTO WASTE RECYCLING CO	620417	294.25
12/15/2015	01	5813	VIENA VAKA	620425	910.00
12/15/2015	01	5813	COMCAST	620431	365.26
12/15/2015	01	5813	CRYSTAL GILFILLAN	620449	400.05
12/15/2015	01	5813	HAWK RIDGE SYSTEMS LLC	620451	490.50
12/15/2015	01	5813	SEQUOIA UNION HIGH SCHOOL DIST	620468	393.00
12/16/2015	01	5813	KEY DATA SYSTEMS	620979	700.00
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		<b>307,435.42</b>
12/11/2015	01	5834	BETSY GROTT	618539	230.69
12/15/2015	01	5834	SAMTRANS	620401	8,632.00
			<b>CONTRACT TRANSPORTATION-5834 TOTAL</b>		<b>8,862.69</b>
12/4/2015	01	5840	LOZANO SMITH LLP	616316	2,297.62
12/9/2015	01	5840	DANNIS WOLIVER KELLEY	617817	2,471.50
			<b>LEGAL EXPENSE-5840 TOTAL</b>		<b>4,769.12</b>
12/8/2015	01	5842	CHAVAN & ASSOCIATES LLP	617348	8,100.00
			<b>AUDIT EXPENSE-5842 TOTAL</b>		<b>8,100.00</b>

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12/1/2015	01	5845	WINGS LEARNING CENTER	615201	7,697.50
12/2/2015	01	5845	PALO ALTO PREP	615583	6,975.00
12/2/2015	01	5845	PINE HILL SCHOOL	615584	20,047.50
12/2/2015	01	5845	COMMUNITY GATEPATH	615602	671.00
12/2/2015	01	5845	PALO ALTO PREP	615617	18,225.00
12/4/2015	01	5845	ACHIEVE	616296	29,722.00
12/4/2015	01	5845	EDGEWOOD CENTER	616302	4,998.00
12/4/2015	01	5845	VILLAGE GLEN SCHOOL	616328	9,686.84
12/8/2015	01	5845	ACHIEVE	617314	10,296.20
12/11/2015	01	5845	STARR COMMONWEALTH	618557	34,580.10
12/15/2015	01	5845	OAK HILL SCHOOL	620408	8,582.75
12/15/2015	01	5845	PALO ALTO PREP	620409	17,550.00
12/15/2015	01	5845	PINE HILL SCHOOL	620410	7,092.00
12/15/2015	01	5845	PROJECT SIX	620411	8,935.00
12/15/2015	01	5845	RISE INSTITUTE	620412	51,057.00
12/15/2015	01	5845	THE AVALON ACADEMY	620429	8,406.25
12/15/2015	01	5845	BEACON SCHOOL	620430	4,004.00
12/16/2015	01	5845	ACHIEVE	620976	84,582.60
12/16/2015	01	5845	CATHEDRAL HOME FOR CHILDREN	620977	3,006.00
12/16/2015	01	5845	SONIA SHANKMAN ORTHOGENIC	620986	250.69
			<b>NON-PUBLIC SCHL TUITION-5845 TOTAL</b>		<b>336,365.43</b>
12/8/2015	01	5901	AT&T	617326	1,123.37
12/8/2015	01	5901	AT&T	617382	1,356.64
12/9/2015	01	5901	SPRINT	617809	2,226.61
12/9/2015	01	5901	AT&T	617816	48.56
12/11/2015	01	5901	AT&T	618532	255.84
12/15/2015	01	5901	AT&T	620428	331.33
12/15/2015	01	5901	AT&T	620438	8,774.59
12/15/2015	01	5901	AT&T	620445	188.83
12/15/2015	01	5901	A T & T	620456	20.42
12/16/2015	01	5901	AT&T	620992	1,157.32
12/17/2015	01	5901	AT&T	621243	49,336.48
			<b>PHONES-5901 TOTAL</b>		<b>64,819.99</b>
12/9/2015	01	5902	SPRINT	617809	-357.32
12/15/2015	01	5902	COMCAST	620431	-353.32
12/17/2015	01	5902	AT&T	621243	-46,307.01
			<b>REBATE-5902 TOTAL</b>		<b>-47,017.65</b>
12/8/2015	01	5912	FEDEX	617334	84.00
			<b>POSTAGE-5912 TOTAL</b>		<b>84.00</b>
12/4/2015	01	8096	EVEREST PUBLIC HIGH SCHOOL	616342	294,412.20
12/4/2015	01	8096	SUMMIT PREPARATORY CHARTER HS	616343	295,646.00
			<b>IN LIEU PROPERTY TAX-8096 TOTAL</b>		<b>590,058.20</b>
12/4/2015	01	8699	SEQUOIA UHSD REVOLVING FUND	616340	100.00
12/11/2015	01	8699	WOODSIDE HIGH SCHOOL	618569	72.47
12/16/2015	01	8699	BRIEN OLIVER	620983	200.00
			<b>ALL OTHER LOCAL REVENUE-8699 TOTAL</b>		<b>372.47</b>
12/2/2015	01	9320	SOUTHWEST SCHOOL AND OFFICE SU	615623	1,187.01
12/16/2015	01	9320	HILLYARD	620996	2,164.53
			<b>STORES-9320 TOTAL</b>		<b>3,351.54</b>
12/4/2015	01	9564	PUBLIC EMPLOYEES' RETIREMENT S	616335	1,200,175.73
			<b>EMPLOYER H&amp;W SUSP ACCT-9564 TOTAL</b>		<b>1,200,175.73</b>



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12/11/2015	01	9571	ACSIG DENTAL	618550	2,360.98
12/11/2015	01	9571	CALIF. SCHOOLS DNTL COALITION	618555	66,234.85
			<b>EMPLOYER DENTAL SUSP ACCT-9571 TOTAL</b>		<b>68,595.83</b>
12/11/2015	01	9572	CALIFORNIA SCHOOLS VISION	618577	10,250.06
			<b>EMPLOYER VISION SUSP ACCT-9572 TOTAL</b>		<b>10,250.06</b>
12/2/2015	01	9573	KEENAN & ASSOCIATES	615582	1,596.37
			<b>EMPLOYER LIFE INS SUSP ACCT-9573 TOTAL</b>		<b>1,596.37</b>
12/1/2015	01	9574	HEALTH AND HUMAN RESOURCE	615188	878.08
12/15/2015	01	9574	HEALTH AND HUMAN RESOURCE	620372	910.42
			<b>HORIZON HEALTH SUSP ACCT-9574 TOTAL</b>		<b>1,788.50</b>
12/2/2015	01	9575	THE HARTFORD-PRIORITY ACCTS.	615587	2,660.75
12/15/2015	01	9575	THE HARTFORD-PRIORITY ACCTS.	620399	2,725.80
			<b>HARTFORD SUSPENSE ACCT-9575 TOTAL</b>		<b>5,386.55</b>
12/2/2015	01	9589	KARINA ESCOBAR-WEAVER	615576	2,000.00
12/16/2015	01	9589	ELOISE MAKI	620980	1,004.09
			<b>CANCELLED PAYROLL DEDUCTIONS-9589 TOTAL</b>		<b>3,004.09</b>
<b>09 CHARTER SCHOOLS SP REV FUN</b>					
12/4/2015	09	4210	SCHOLASTIC INC.	616330	4,005.98
			<b>OTHER BOOKS-4210 TOTAL</b>		<b>4,005.98</b>
12/2/2015	09	4310	AP EXAMS	615607	60.00
12/4/2015	09	4310	SEQUOIA UHSD REVOLVING FUND	616341	98.14
12/15/2015	09	4310	AMIKA GUILLAUME	620455	78.45
12/17/2015	09	4310	SEQUOIA UHSD REVOLVING FUND	621244	-15.98
			<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>		<b>220.61</b>
12/1/2015	09	4351	SCHOOL HEALTH CORPORATION	615186	113.13
12/1/2015	09	4351	SAFEWAY	615219	25.73
12/4/2015	09	4351	AMIKA GUILLAUME	616317	60.00
12/15/2015	09	4351	SAFEWAY	620389	40.23
12/17/2015	09	4351	SEQUOIA UHSD REVOLVING FUND	621244	133.84
			<b>SUPPLIES REGULAR-4351 TOTAL</b>		<b>372.93</b>
12/1/2015	09	4352	SAFEWAY	615219	154.48
12/2/2015	09	4352	ANDREW ROBINSON	615625	123.55
12/4/2015	09	4352	SAFEWAY	616329	100.00
12/8/2015	09	4352	ALHAMBRA	617401	95.00
12/15/2015	09	4352	SAFEWAY	620389	500.09
12/17/2015	09	4352	SEQUOIA UHSD REVOLVING FUND	621244	25.86
			<b>FOOD;MEETINGS-4352 TOTAL</b>		<b>998.98</b>
12/2/2015	09	5300	CENTRAL COAST SECTION - CIF	615608	280.00
12/8/2015	09	5300	CALIFORNIA INTERSCHOLASTIC	617344	229.82
			<b>DUES AND MEMBERSHIPS-5300 TOTAL</b>		<b>509.82</b>
12/1/2015	09	5501	PG & E	615204	282.49
			<b>GAS-5501 TOTAL</b>		<b>282.49</b>
12/1/2015	09	5502	PG & E	615204	5,604.63
			<b>ELECTRICITY-5502 TOTAL</b>		<b>5,604.63</b>
12/8/2015	09	5503	AMERICAN WATER SERVICES INC	617319	1,434.19
			<b>WATER-5503 TOTAL</b>		<b>1,434.19</b>
12/2/2015	09	5505	OFFICE OF THE TAX COLLECTOR	615567	2,012.50
			<b>SEWER-5505 TOTAL</b>		<b>2,012.50</b>
12/8/2015	09	5506	RECOLOGY SAN BRUNO	617377	1,092.00
			<b>GARBAGE-5506 TOTAL</b>		<b>1,092.00</b>
12/4/2015	09	5602	CITY OF MENLO PARK	616303	594.00
12/8/2015	09	5602	RABBIT OFFICE AUTOMATION	617362	949.09
			<b>RENTS/LEASES-5602 TOTAL</b>		<b>1,543.09</b>

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Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
12/4/2015	09	5603	HAULAWAY STORAGE CONTAINERS	616318	269.64
			<b>EQUIPMENT RENTAL-5603 TOTAL</b>		<b>269.64</b>
12/1/2015	09	5813	OLAREMI SOBOMEHIN	615187	9,075.00
12/4/2015	09	5813	PUBLIC EMPLOYEES' RETIREMENT S	616336	95.96
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		<b>9,170.96</b>
12/15/2015	09	5834	SAMTRANS	620390	44.00
			<b>CONTRACT TRANSPORTATION-5834 TOTAL</b>		<b>44.00</b>
12/11/2015	09	5901	AT&T	618546	2,305.24
12/15/2015	09	5901	AT&T	620443	328.76
			<b>PHONES-5901 TOTAL</b>		<b>2,634.00</b>
12/8/2015	09	5913	COMCAST CABLE	617345	128.82
			<b>OTHER COMMUNICATIONS-5913 TOTAL</b>		<b>128.82</b>
12/4/2015	09	9564	PUBLIC EMPLOYEES' RETIREMENT S	616336	29,987.68
			<b>EMPLOYER H&amp;W SUSP ACCT-9564 TOTAL</b>		<b>29,987.68</b>
12/11/2015	09	9571	CALIF. SCHOOLS DNTL COALITION	618558	4,282.38
			<b>EMPLOYER DENTAL SUSP ACCT-9571 TOTAL</b>		<b>4,282.38</b>
12/11/2015	09	9572	CALIFORNIA SCHOOLS VISION	618588	254.13
			<b>EMPLOYER VISION SUSP ACCT-9572 TOTAL</b>		<b>254.13</b>
12/1/2015	09	9573	KEENAN & ASSOCIATES	615203	39.75
			<b>EMPLOYER LIFE INS SUSP ACCT-9573 TOTAL</b>		<b>39.75</b>
12/1/2015	09	9574	HEALTH AND HUMAN RESOURCE	615202	26.46
12/15/2015	09	9574	HEALTH AND HUMAN RESOURCE	620388	15.68
			<b>HORIZON HEALTH SUSP ACCT-9574 TOTAL</b>		<b>42.14</b>
12/1/2015	09	9575	THE HARTFORD-PRIORITY ACCTS.	615218	70.80
12/15/2015	09	9575	THE HARTFORD-PRIORITY ACCTS.	620387	61.95
			<b>HARTFORD SUSPENSE ACCT-9575 TOTAL</b>		<b>132.75</b>
<b>11 ADULT EDUCATION</b>					
12/15/2015	11	3701	SEQUOIA UNION HIGH SCHOOL DIST	620466	788.33
			<b>RETIREE BENEFITS CERT-3701 TOTAL</b>		<b>788.33</b>
12/15/2015	11	3702	SEQUOIA UNION HIGH SCHOOL DIST	620466	2,473.23
			<b>RETIREE BENEFITS, CLASS-3702 TOTAL</b>		<b>2,473.23</b>
12/1/2015	11	4310	SEHI COMPUTER PRODUCTS INC	615208	588.60
12/2/2015	11	4310	TECHNOLOGY IN EDUCATION	615626	369.51
12/4/2015	11	4310	HOUGHTON MIFFLIN HARCOURT	616319	18.18
			<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>		<b>976.29</b>
12/1/2015	11	4351	SEHI COMPUTER PRODUCTS INC	615208	294.30
12/2/2015	11	4351	SEHI COMPUTER PRODUCTS INC	615574	1,180.47
12/11/2015	11	4351	ANA ESCOBAR	618548	116.55
12/15/2015	11	4351	SERVICE PRESS INC	620394	109.00
			<b>SUPPLIES REGULAR-4351 TOTAL</b>		<b>1,700.32</b>
12/17/2015	11	4400	SEQUOIA UHSD REVOLVING FUND	621245	43.93
			<b>NONCAPITALIZED EQUIPMENT-4400 TOTAL</b>		<b>43.93</b>
12/17/2015	11	5204	SEQUOIA UHSD REVOLVING FUND	621245	43.93
			<b>MILEAGE-5204 TOTAL</b>		<b>43.93</b>
12/17/2015	11	5205	SEQUOIA UHSD REVOLVING FUND	621245	16.33
			<b>CONFERENCES-5205 TOTAL</b>		<b>16.33</b>
12/1/2015	11	5501	PG & E	615207	74.80
12/15/2015	11	5501	PG & E	620427	185.77
			<b>GAS-5501 TOTAL</b>		<b>260.57</b>
12/1/2015	11	5502	PG & E	615207	70.08
12/15/2015	11	5502	PG & E	620427	1,883.28
			<b>ELECTRICITY-5502 TOTAL</b>		<b>1,953.36</b>

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Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
12/2/2015	11	5503	CALIFORNIA WATER SERVICE CO.	615609	202.44
12/11/2015	11	5503	CALIFORNIA WATER SERVICE CO.	618547	60.68
			<b>WATER-5503 TOTAL</b>		<b>263.12</b>
12/2/2015	11	5505	OFFICE OF THE TAX COLLECTOR	615568	295.00
			<b>SEWER-5505 TOTAL</b>		<b>295.00</b>
12/8/2015	11	5506	RECOLOGY SAN BRUNO	617378	242.67
			<b>GARBAGE-5506 TOTAL</b>		<b>242.67</b>
12/15/2015	11	5640	CENTRAL BUSINESS EQUIPMENT	620359	1,000.00
			<b>REPAIR MAINT CONTRACTS-5640 TOTAL</b>		<b>1,000.00</b>
12/2/2015	11	5813	ASAP	615581	8,910.00
12/4/2015	11	5813	PUBLIC EMPLOYEES' RETIREMENT S	616337	27.81
12/15/2015	11	5813	LORI MCCORMICK	620393	1,162.50
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		<b>10,100.31</b>
12/8/2015	11	5901	AT&T	617402	103.85
12/9/2015	11	5901	AT&T	617819	38.15
12/15/2015	11	5901	AT&T	620437	111.33
12/15/2015	11	5901	AT&T	620444	1,112.57
			<b>PHONES-5901 TOTAL</b>		<b>1,365.90</b>
12/4/2015	11	9564	PUBLIC EMPLOYEES' RETIREMENT S	616337	8,689.24
			<b>EMPLOYER H&amp;W SUSP ACCT-9564 TOTAL</b>		<b>8,689.24</b>
12/11/2015	11	9571	ACSIG DENTAL	618551	1.60
12/11/2015	11	9571	CALIF. SCHOOLS DNTL COALITION	618559	810.09
			<b>EMPLOYER DENTAL SUSP ACCT-9571 TOTAL</b>		<b>811.69</b>
12/11/2015	11	9572	CALIFORNIA SCHOOLS VISION	618589	100.11
			<b>EMPLOYER VISION SUSP ACCT-9572 TOTAL</b>		<b>100.11</b>
12/1/2015	11	9573	KEENAN & ASSOCIATES	615206	37.50
			<b>EMPLOYER LIFE INS SUSP ACCT-9573 TOTAL</b>		<b>37.50</b>
12/1/2015	11	9574	HEALTH AND HUMAN RESOURCE	615205	6.86
12/15/2015	11	9574	HEALTH AND HUMAN RESOURCE	620392	6.86
			<b>HORIZON HEALTH SUSP ACCT-9574 TOTAL</b>		<b>13.72</b>
12/1/2015	11	9575	THE HARTFORD-PRIORITY ACCTS.	615220	44.25
12/15/2015	11	9575	THE HARTFORD-PRIORITY ACCTS.	620391	44.25
			<b>HARTFORD SUSPENSE ACCT-9575 TOTAL</b>		<b>88.50</b>
<b><u>13 CAFETERIA FUND</u></b>					
12/15/2015	13	3702	SEQUOIA UNION HIGH SCHOOL DIST	620467	4,216.81
			<b>RETIREE BENEFITS, CLASS-3702 TOTAL</b>		<b>4,216.81</b>
12/4/2015	13	4390	G A SYSTEMS	616321	2,690.20
12/11/2015	13	4390	SUPPLYWORKS	618591	944.12
			<b>NON-FOOD SUPPLIES-4390 TOTAL</b>		<b>3,634.32</b>
12/2/2015	13	4700	PARKVIEW PRODUCE CO. INC.	615589	12,058.72
12/4/2015	13	4700	EARTH GRAINS BAKING CO.	616304	1,318.11
12/4/2015	13	4700	GOOD SOURCE SOLUTIONS INC	616322	1,785.00
12/11/2015	13	4700	FOOD 4 THOUGHT LLC	618549	6,778.95
12/15/2015	13	4700	PACIFIC COAST BAKING CO INC	620371	1,986.39
			<b>FOOD-4700 TOTAL</b>		<b>23,927.17</b>
12/17/2015	13	5204	SEQUOIA UHSD REVOLVING FUND	621246	33.92
			<b>MILEAGE-5204 TOTAL</b>		<b>33.92</b>
12/2/2015	13	5641	CANNON APPLIANCE	615610	225.00
12/4/2015	13	5641	ELITE REFRIGERATION	616320	10,506.32
			<b>EQUIP REPAIR OUTSIDE SRVC-5641 TOTAL</b>		<b>10,731.32</b>
12/4/2015	13	5813	PUBLIC EMPLOYEES' RETIREMENT S	616338	61.82
12/15/2015	13	5813	MICHAEL C SABELLA	620414	5,160.00
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		<b>5,221.82</b>

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12/1/2015	13	8634	KATHERINE RELF-CANAS	615211	146.25
			<b>FOOD SERVICE SALES-8634 TOTAL</b>		<b>146.25</b>
12/4/2015	13	9564	PUBLIC EMPLOYEES' RETIREMENT S	616338	19,319.38
			<b>EMPLOYER H&amp;W SUSP ACCT-9564 TOTAL</b>		<b>19,319.38</b>
12/11/2015	13	9571	ACSIG DENTAL	618552	1.60
12/11/2015	13	9571	CALIF. SCHOOLS DNTL COALITION	618560	2,777.76
			<b>EMPLOYER DENTAL SUSP ACCT-9571 TOTAL</b>		<b>2,779.36</b>
12/11/2015	13	9572	CALIFORNIA SCHOOLS VISION	618590	392.49
			<b>EMPLOYER VISION SUSP ACCT-9572 TOTAL</b>		<b>392.49</b>
12/1/2015	13	9573	KEENAN & ASSOCIATES	615210	65.97
			<b>EMPLOYER LIFE INS SUSP ACCT-9573 TOTAL</b>		<b>65.97</b>
12/1/2015	13	9574	HEALTH AND HUMAN RESOURCE	615209	40.18
12/15/2015	13	9574	HEALTH AND HUMAN RESOURCE	620396	22.54
			<b>HORIZON HEALTH SUSP ACCT-9574 TOTAL</b>		<b>62.72</b>
12/1/2015	13	9575	THE HARTFORD-PRIORITY ACCTS.	615221	215.50
12/15/2015	13	9575	THE HARTFORD-PRIORITY ACCTS.	620395	177.00
			<b>HARTFORD SUSPENSE ACCT-9575 TOTAL</b>		<b>392.50</b>
<b><u>21 BUILDING FUND</u></b>					
12/2/2015	21	4351	JONES CAMPBELL	615612	16,103.23
12/4/2015	21	4351	MATTHEW ZITO	616331	8.99
12/11/2015	21	4351	OJO TECHNOLOGY INC	618594	402.15
12/15/2015	21	4351	GOVCONNECTION INC.	620361	31,913.78
12/15/2015	21	4351	GOVCONNECTION INC.	620365	9,003.82
12/15/2015	21	4351	HEWLETT PACKARD	620366	37,859.40
12/16/2015	21	4351	JONES CAMPBELL	620969	5,063.88
12/17/2015	21	4351	GOVCONNECTION INC.	621232	86.25
12/17/2015	21	4351	VIRCO INC	621234	1,192.11
12/17/2015	21	4351	HEWLETT PACKARD	621239	25,239.60
12/17/2015	21	4351	SEQUOIA UHSD REVOLVING FUND	621247	43.52
			<b>SUPPLIES REGULAR-4351 TOTAL</b>		<b>126,916.73</b>
12/2/2015	21	4400	JONES CAMPBELL	615612	5,405.47
12/11/2015	21	4400	DRAFTECH BLUEPRINTING INC	618570	1,645.24
12/11/2015	21	4400	J. SNELL & CO. INC.	618573	838.61
12/11/2015	21	4400	NEOBITS INC	618593	6,288.86
12/11/2015	21	4400	OJO TECHNOLOGY INC	618594	2,047.68
12/15/2015	21	4400	HEWLETT PACKARD	620366	18,387.04
12/17/2015	21	4400	VIRCO INC	621234	1,398.91
12/17/2015	21	4400	CDW	621238	10,784.46
			<b>NONCAPITALIZED EQUIPMENT-4400 TOTAL</b>		<b>46,796.27</b>
12/15/2015	21	5107	JACK SCHREDER & ASSOCIATES	620406	5,546.25
			<b>SUBAGREEMENTS FOR CONSULTS -5107 TOTAL</b>		<b>5,546.25</b>
12/11/2015	21	5601	OJO TECHNOLOGY INC	618594	250.00
			<b>RENTS/LEASES-5601 TOTAL</b>		<b>250.00</b>
12/17/2015	21	5603	AGGREKO HOLDING INC	621236	21,317.92
			<b>EQUIPMENT RENTAL-5603 TOTAL</b>		<b>21,317.92</b>
12/2/2015	21	5607	QUALITY SYS INSTALLATIONS LTD	615614	4,998.48
			<b>BLDG/GRNDS OUTSIDE SRVC-5607 TOTAL</b>		<b>4,998.48</b>
12/2/2015	21	5813	TRA ENVIRONMENTAL SCIENCES INC	615615	26,898.80
12/4/2015	21	5813	PUBLIC EMPLOYEES' RETIREMENT S	616334	7.54
12/4/2015	21	5813	DIVISION OF THE STATE ARCHITEC	616344	500.00
12/4/2015	21	5813	DIVISION OF THE STATE ARCHITEC	616346	500.00
12/11/2015	21	5813	SECURITAS SECURITY SERVICES	618574	2,100.00
12/11/2015	21	5813	OJO TECHNOLOGY INC	618594	517.50

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Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
12/15/2015	21	5813	WESTON MILES ACHITECTS INC	620364	4,500.00
12/15/2015	21	5813	JDH CORROSION CONSULTANTS INC	620407	2,432.50
12/17/2015	21	5813	BAY AREA NEWS GROUP - EAST BAY	621231	677.98
12/17/2015	21	5813	MOBILITY WORKS	621240	6,760.86
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		<b>44,895.18</b>
12/1/2015	21	5842	CHAVAN & ASSOCIATES LLP	615223	4,475.00
			<b>AUDIT EXPENSE-5842 TOTAL</b>		<b>4,475.00</b>
12/1/2015	21	6200	ALTEN CONSTRUCTION INC.	615214	34,926.00
12/1/2015	21	6200	CAL PACIFIC CONSTRUCTION INC	615215	375,000.00
12/2/2015	21	6200	CALIFORNIA WATER SERVICE CO.	615611	34,731.00
12/2/2015	21	6200	LPA INC	615613	113,063.08
12/4/2015	21	6200	SANDIS	616345	1,905.00
12/8/2015	21	6200	CAL PACIFIC CONSTRUCTION INC	617320	117,983.75
12/8/2015	21	6200	SPENCER ASSOCIATES	617322	2,778.00
12/8/2015	21	6200	AMERICAN REPROGRAPHICS COMPANY	617404	111.94
12/9/2015	21	6200	217 ENTERPRISES LIMITED	617814	9,625.00
12/9/2015	21	6200	ALTEN CONSTRUCTION INC.	617815	308,496.33
12/11/2015	21	6200	MICHAEL HENLEY & COMPANY LLC	618572	12,365.00
12/15/2015	21	6200	SAUSAL CORPORATION	620367	69,582.94
12/15/2015	21	6200	AMERICAN REPROGRAPHICS COMPANY	620404	3,435.73
12/15/2015	21	6200	CORNERSTONE EARTH GROUP	620405	1,250.00
12/16/2015	21	6200	ADVANCED INSPECTIONS INC	620967	2,560.00
12/16/2015	21	6200	ALLAN FRANCE	620968	6,960.00
12/16/2015	21	6200	PIONEER CONTRACTORS INC	620970	13,053.00
12/16/2015	21	6200	SPENCER ASSOCIATES	620971	18,452.51
12/17/2015	21	6200	AMERICAN REPROGRAPHICS COMPANY	621237	7,470.46
12/17/2015	21	6200	SAUSAL CORPORATION	621241	152,103.65
			<b>BLDGS AND IMPROV OF BLDGS-6200 TOTAL</b>		<b>1,285,853.39</b>
12/2/2015	21	6201	LPA INC	615613	4,790.00
12/8/2015	21	6201	R E CUDDIE CO.	617321	26,400.60
12/15/2015	21	6201	HMC GROUP	620362	11,856.05
12/17/2015	21	6201	R E CUDDIE CO.	621233	2,933.40
			<b>ARCHITECT CONTR INCREMENT ONE-6201 TOTAL</b>		<b>45,980.05</b>
12/2/2015	21	6202	LPA INC	615613	13,933.14
12/8/2015	21	6202	SPENCER ASSOCIATES	617322	52,570.28
12/8/2015	21	6202	CORNERSTONE EARTH GROUP	617405	2,851.56
12/11/2015	21	6202	ALTEN CONSTRUCTION INC.	618526	573,217.24
12/11/2015	21	6202	BANK OF MARIN	618527	30,169.34
12/11/2015	21	6202	DAN BUTLER	618528	9,360.00
12/11/2015	21	6202	KWAN WO IRONWORKS INC	618571	3,920.00
12/15/2015	21	6202	HMC GROUP	620362	56,351.00
12/15/2015	21	6202	SAUSAL CORPORATION	620363	114,238.64
12/16/2015	21	6202	ADVANCED INSPECTIONS INC	620967	8,960.00
			<b>ARCHITECT CONTR INCREMENT TWO-6202 TOTAL</b>		<b>865,571.20</b>
12/8/2015	21	6410	ROYAL WHOLESALE ELECTRIC	617365	84,226.48
			<b>NEW EQUIPMENT-6410 TOTAL</b>		<b>84,226.48</b>
12/4/2015	21	9564	PUBLIC EMPLOYEES' RETIREMENT S	616334	2,357.77
			<b>EMPLOYER H&amp;W SUSP ACCT-9564 TOTAL</b>		<b>2,357.77</b>
12/11/2015	21	9571	ACSIG DENTAL	618553	1.60
12/11/2015	21	9571	CALIF. SCHOOLS DNTL COALITION	618554	231.48
			<b>EMPLOYER DENTAL SUSP ACCT-9571 TOTAL</b>		<b>233.08</b>
12/11/2015	21	9572	CALIFORNIA SCHOOLS VISION	618592	46.21
			<b>EMPLOYER VISION SUSP ACCT-9572 TOTAL</b>		<b>46.21</b>

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12/1/2015	21	9573	KEENAN & ASSOCIATES	615213	7.50
		<b>EMPLOYER LIFE INS SUSP ACCT-9573 TOTAL</b>			<b>7.50</b>
12/1/2015	21	9574	HEALTH AND HUMAN RESOURCE	615212	2.94
12/15/2015	21	9574	HEALTH AND HUMAN RESOURCE	620398	2.94
		<b>HORIZON HEALTH SUSP ACCT-9574 TOTAL</b>			<b>5.88</b>
12/1/2015	21	9575	THE HARTFORD-PRIORITY ACCTS.	615222	8.85
12/15/2015	21	9575	THE HARTFORD-PRIORITY ACCTS.	620397	17.70
		<b>HARTFORD SUSPENSE ACCT-9575 TOTAL</b>			<b>26.55</b>
<b><u>25 CAPITAL FACILITIES FUND</u></b>					
12/2/2015	25	4351	JONES CAMPBELL	615616	55,285.06
12/11/2015	25	4351	JONES CAMPBELL	618575	1,780.21
12/17/2015	25	4351	JONES CAMPBELL	621242	12,660.03
		<b>SUPPLIES REGULAR-4351 TOTAL</b>			<b>69,725.30</b>
12/2/2015	25	4400	JONES CAMPBELL	615616	26,804.78
12/17/2015	25	4400	JONES CAMPBELL	621242	981.47
		<b>NONCAPITALIZED EQUIPMENT-4400 TOTAL</b>			<b>27,786.25</b>
12/1/2015	25	5813	WESTON MILES ACHITECTS INC	615224	1,110.00
		<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>			<b>1,110.00</b>
12/11/2015	25	6200	TESTING ENGINEERS INC.	618576	600.00
		<b>BLDGS AND IMPROV OF BLDGS-6200 TOTAL</b>			<b>600.00</b>
12/2/2015	25	8681	OTO DEVELOPMENT	615586	16,872.65
		<b>MITIGATION/DEVELOPER FEES-8681 TOTAL</b>			<b>16,872.65</b>
<b><u>35 CO SCHOOL FACILITIES FUND</u></b>					
12/8/2015	35	5901	AT&T	617403	37.41
		<b>PHONES-5901 TOTAL</b>			<b>37.41</b>
<b><u>40 SPECIAL FUND RESERVE CAP</u></b>					
12/17/2015	40	4310	VIRCO INC	621235	3,437.42
		<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>			<b>3,437.42</b>
		<b>DISTRICT TOTAL</b>			<b><u>\$6,228,167.28</u></b>

SEQUOIA UNION HIGH SCHOOL DISTRICT  
Financial Report for Month Six -General Fund  
FISCAL YEAR 2015-2016  
December 31, 2015

AGENDA ITEM:8  
DATE: 1-20-16

REVENUE

ACCT NO.	CLASSIFICATION	PRIOR YEAR			BUDGET	ACTUAL	PERCENT
		BUDGET	ACTUAL	PERCENT			
8000-8099	Revenue Limit Sources	105,192,761	105,951,115	101%	112,098,602	61,399,615	55%
8100-8199	Federal Revenue	1,387,635	1,307,658	94%	1,392,811	34,627	2%
8200-8299	Other Federal Revenue	2,157,306	1,749,084	81%	2,260,631	668,882	30%
8300-8599	Other State Revenue	4,149,297	5,106,892	123%	7,619,940	2,429,186	32%
8600-8999	Other Local Revenue	11,051,911	11,043,199	100%	9,753,850	7,910,837	81%
TOTAL REVENUE		123,938,910	125,157,947	101%	133,125,834	72,443,147	54%

EXPENDITURES

ACCT NO.	CLASSIFICATION	PRIOR YEAR			BUDGET    ACTUAL & ENC			BUDGET    ACTUAL & ENC			BUDGET    ACTUAL & ENC			BUDGET    ACTUAL & ENC			BUDGET    ACTUAL & ENC			BUDGET    ACTUAL & ENC			BUDGET    ACTUAL & ENC		
		BUDGET	ACTUAL	PERCENT	TOTALS		PERCENT	SEQUOIA		MENLO    ATHERTON		CARLMONT		WOODSIDE		REDWOOD		MULTI-SCHL & CHARTER SCHL		DISTRICT					
1000-1999	Certificated Salaries	55,668,273	55,546,748	100%	56,945,655	55,657,420	98%	11,666,712	11,665,195	13,111,177	12,938,845	11,595,765	11,386,010	11,912,664	11,645,170	1,857,313	1,826,972	4,343,591	3,857,288	2,458,433	2,337,940				
2000-2999	Classified Salaries	20,272,250	20,613,378	102%	21,318,831	18,852,983	88%	2,804,362	2,500,873	2,631,368	2,212,499	2,355,714	1,938,835	2,652,650	2,295,386	534,282	433,781	5,049,319	4,441,913	5,291,136	5,029,695				
3000-3999	Employee Benefits	27,905,940	27,875,658	100%	31,152,708	27,253,214	87%	5,187,883	4,742,633	5,562,810	5,083,082	4,898,417	4,501,070	5,247,194	4,853,401	868,859	766,483	3,736,669	3,367,483	5,650,876	3,939,062				
	Total Salaries & Benefits	103,846,463	104,035,784	100%	109,417,194	101,763,617	93%	19,658,957	18,908,701	21,305,355	20,234,426	18,849,896	17,825,916	19,812,508	18,793,958	3,260,454	3,027,236	13,129,579	11,666,684	13,400,445	11,306,697				
4000-4999	Books and Supplies	5,618,978	4,172,636	74%	5,155,268	3,376,120	65%	756,213	490,589	611,382	391,906	418,094	250,652	745,745	461,537	105,225	33,809	1,482,733	1,063,472	1,035,876	684,154				
5000-5999	Srvcs & Operating Expense	13,330,513	12,399,392	93%	14,458,669	7,926,308	55%	1,537,064	934,882	1,185,868	563,524	1,002,014	452,708	1,174,326	700,907	379,729	335,902	1,500,544	1,259,547	7,679,124	3,678,839				
6000-6599	Capital Outlay	269,440	417,885	155%	296,957	43,492	15%	19,500	0	0	15,000	0	0	24,472	12,322	7,625	7,625	150,000	0	95,360	8,545				
7000-7399	Other Outgo	1,933,187	2,379,481	123%	1,589,094	942,813	59%	56,842	0	6,722	0	6,714	0	35,955	0	9,049	0	812,968	763,964	660,844	178,849				
7400-7499	Debit Services	0	0	0%	0	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
7600-7699	Other Financial Uses	1,830,548	2,576,338	141%	2,109,452	2,157,143	102%	0	0	0	0	0	0	0	0	0	0	109,452	0	2,000,000	2,157,143				
TOTAL EXPENDITURES		126,829,129	125,981,516	99%	133,026,634	116,209,492	87%	22,028,576	20,334,173	23,109,327	21,204,857	20,276,718	18,529,276	21,793,006	19,968,724	3,762,082	3,404,572	17,185,276	14,753,666	24,871,649	18,014,226				

ACCT NO.	CLASSIFICATION	TOTAL BUDGET		TOTAL BUDGET
		RESTRICTED	UNRESTRICTED	
1000-1999	Certificated Salaries	11,113,950	45,831,705	56,945,655
2000-2999	Classified Salaries	7,195,052	14,123,779	21,318,831
3000-3999	Employee Benefits	6,581,466	24,571,242	31,152,708
	Total Salaries & Benefits	24,890,468	84,526,726	109,417,194
4000-4999	Books and Supplies	2,465,149	2,690,119	5,155,268
5000-5999	Srvcs & Operating Exp	6,980,916	7,477,753	14,458,669
6000-6899	Capital Outlay	127,182	169,775	296,957
7000-7499	Other Outgo	630,989	958,105	1,589,094
7300-7399	Direct Supp/Indirect Cost	179,515	-179,515	0
7600-7699	Other Financial Uses	900,000	1,209,452	2,109,452
7600-7699	TOTAL EXPENDITURES	36,174,219	96,852,415	133,026,634

# Equipment Surplus Disposition Request



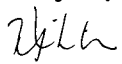
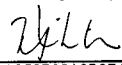
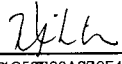

<b>Site:</b>	District Office	<b>Department:</b>	TIS	<b>Date:</b>	12/04/2015
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Qty	Description	Serial #	SUHSID ID#	Suggested Disposition	Additional Note(s)
1	HP Tablet Pro X2	cnv436x56x	19292	Disposal/Recycle	
1	Voyageur Computer	20709138	40160	Disposal/Recycle	
1	Voyageur Computer	20707600	40187	Disposal/Recycle	
1	Voyageur Computer	20804665	1403	Disposal/Recycle	
1	Voyageur Computer	20713893	1134	Disposal/Recycle	
1	Voyageur Computer	20706992	N/A	Disposal/Recycle	
1	Voyageur Computer	20705665	39899	Disposal/Recycle	
1	SRC Computer	N/A	10063	Disposal/Recycle	
1	SRC Computer	N/A	10068	Disposal/Recycle	
1	SRC Computer	N/A	10052	Disposal/Recycle	
1	HP Compaq 7900	mxl9341mpn	11224	Disposal/Recycle	
1	HP Compaq 7900	mxl9341mpg	11227	Disposal/Recycle	
1	Dell D820 Laptop	71881b1	38856	Disposal/Recycle	
1	HP Laserjet 4000	useb041562	32343	Disposal/Recycle	
1	HP Laserjet 2100	usgr0786679	34234	Disposal/Recycle	
1	HP Laserjet 2100	usgr078705	34224	Disposal/Recycle	
1	Canon MFP K1034	N/A	N/A	Disposal/Recycle	
1	UX60 Projector	b012ed26d0202	14891	Disposal/Recycle	
1	Fair Play Controller	2541	N/A	Disposal/Recycle	
1	Linksys Switch	wk11wh300775	N/A	Disposal/Recycle	
1	Linksys Switch	wk110g400093	39946	Disposal/Recycle	
1	Toshiba Projector TDP-Sb20	11931117	10220	Disposal/Recycle	
1	Toshiba Projector TDP-Sb20	96630089	10874	Disposal/Recycle	
1	lomega Hard Drive Storage	8ncz110743	14820	Disposal/Recycle	



10	Old Monitors	N/A	N/A	Disposal/Recycle	
5	APC Defective Units	N/A	N/A	Disposal/Recycle	
6	USB Speakers	N/A	N/A	Disposal/Recycle	
3	Boxes with Misc Parts	N/A	N/A	Disposal/Recycle	

\*Donation: (If selected under suggested disposition) **Indicate non-profit group requested:**

Dept. Head (if applicable)	DocuSigned by: 	<b>Purchasing Department &amp; W/H Use Only</b>	
Principal	1C52B98A8B2F494... DocuSigned by: 	Board Date:	01-20-2016
Technician (if applicable)	1C52B98A8B2F494... Josue Vazquez	W/H Action:	
Dir of Tech (if applicable)	DocuSigned by: 	Date:	
Dir. of Purchasing	DocuSigned by: 	By:	

# Equipment Surplus Disposition Request



<b>Site:</b>	Menlo Atherton	<b>Department:</b>	Technology	<b>Date:</b>	12/8/2015
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Qty	Description	Serial #	SUHS ID#	Suggested Disposition	Additional Note(s)
1	Voyageur Intel core2duo	20704612	39536	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704609	39540	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704619	36541	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704624	39543	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704635	39522	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704626	39534	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704615	39517	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704633	39526	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704621	39513	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704617	39524	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704614	39519	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704623	39530	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704625	39539	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704607	39539	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704613	39529	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704632	39520	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704634	39525	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704631	39538	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704611	39527	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704620	39528	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704628	39521	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704608	39512	Donate	to Ravenswood
1	Voyageur Intel core2duo	20704605	39516	Donate	to Ravenswood
1	Black Generic core2duo	NA	10086	Donate	to Ravenswood
1	HP core2duo	2UA9350C0Y	11283	Donate	to Ravenswood
1	HP core2duo	MXL9370DPR	11285	Donate	to Ravenswood

1	Voyageur Tier One core2duo	20709249	40171	Donate	to Ravenswood
1	Dell Slim core2duo	7FQLWG1	NA	Donate	to Ravenswood
1	Voyageur Tier One core2duo	20709258	40179	Donate	to Ravenswood
1	Voyageur Tier One core2duo	20709257	40177	Donate	to Ravenswood
1	Voyageur Tier One core2duo	20709254	40176	Donate	to Ravenswood
1	Black Generic core2duo	NA	10131	Donate	to Ravenswood
1	HP core2duo	2UA8350C0T	11293	Donate	to Ravenswood
1	Voyageur Tier One core2duo	20709251	40180	Donate	to Ravenswood
1	Dell core2duo	GPYB3D1	NA	Donate	to Ravenswood
1	HP core2duo	2UA9350C0L	11282	Donate	to Ravenswood
1	Omnipro core2duo	090526003	11014	Donate	to Ravenswood
1	Black Generic core2duo	NA	10084	Donate	to Ravenswood
1	HP core2duo	MXL9120T3B	NA	Donate	to Ravenswood
1	Voyageur Tier One core2duo	20709255	40178	Donate	to Ravenswood
1	HP core2duo	MXL9120T3B	NA	Donate	to Ravenswood
1	OmniPro core2duo	090526004	11015	Donate	to Ravenswood
1	Black generic core2duo	10181	NA	Donate	to Ravenswood
1	Voyageur Tier One core2duo	20713909	1133	Donate	to Ravenswood
1	Omnipro core2duo	090526006	11017	Donate	to Ravenswood
1	Omnipro core2duo	090526007	10894	Donate	to Ravenswood
1	Omnipro core2duo	090526002	11013	Donate	to Ravenswood

\*Donation: (If selected under suggested disposition) **Indicate non-profit group requested:**

Dept. Head (if applicable)	Purchasing Department & W/H Use Only	
Principal	DocuSigned by: <i>Summe Rick-Kennel</i> 12/9/2015 E7A2238AE57C4AF...	Board Date: 01-20-2016
Technician (if applicable)	DocuSigned by: <i>Hugo Reyes</i> 12/9/2015 7A889C7433F849F...	W/H Action:
Dir of Tech (if applicable)	DocuSigned by: <i>Y. Lh</i> 12/9/2015 7A889C7433F849F...	Date:
Dir. of Purchasing	DocuSigned by: <i>Carolyn Schaefer</i> 12/10/2015 7FEFAE09FE19489...	By:

# Equipment Surplus Disposition Request





<b>Site:</b>	Menlo Atherton	<b>Department:</b>	Technology	<b>Date:</b>	12/8/2015
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Qty	Description	Serial #	SUHSD ID#	Suggested Disposition	Additional Note(s)
15	Box of Misc items (cables, old switches)	NA	NA	Recycle	
1	Hitachi CP-X201 LCD Projector	CP-X201WP	NA	Recycle	
1	Unifi 45 SmartBoard Projector		1557	Recycle	
1	Panasonic Camcorder DCR-TRV22	421887	37060	Recycle	
1	HP LaserJet Pro 200	VNB3C11102	NA	Recycle	
1	HP LaserJet P3005N	CNR1P22775	NA	Recycle	
1	Dell Monitor	MX-0C9536-46634-644-21DL	NA	Recycle	
1	LG Monitor	210NTABA1296	NA	Recycle	
1	AOC Monitor	NA	40439	Recycle	
1	Elmo HP-L3550H Overhead Projector	308134	NA	Recycle	
1	HP DeskJet 810C Printer	MY94Q190T5	NA	Recycle	
1	HP OfficeJet Pro 8500	MY97Q41096	NA	Recycle	
1	AOC Monitor	NA	40432	Recycle	
1	Dell Monitor	MX-0HF730-46634-675-37FL		Recycle	
21	Computer Monitors	NA		Recycle	
1	HP LaserJet 4050N	USQL049284		Recycle	
1	HP LaserJet 4000N	USEC016553		Recycle	
1	HP LaserJet 4050N	US7C078568		Recycle	
1	HP LaserJet 4250N	CNBC48Z007		Recycle	

\*Donation: (If selected under suggested disposition) **Indicate non-profit group requested:**

<b>Dept. Head (if applicable)</b>	<b>Purchasing Department &amp; W/H Use Only</b>		
<b>Principal</b>	DocuSigned by: <i>Simone Rick-Kenney</i> 12/9/2015 E7A2238AE57C4AE	<b>Board Date:</b>	01-20-2016
<b>Technician (if applicable)</b>	DocuSigned by: <i>Hugo Reyes</i> 12/9/2015 78869C7453E549F...	<b>W/H Action:</b>	

Dir of Tech (if applicable)	<small>DocuSigned by:</small> 	12/9/2015	Date:
Dir. of Purchasing	<small>TC52B98A8B2F494...</small> <small>DocuSigned by:</small> 	12/10/2015	By:

7FEFAE69FE19489...

# Equipment Surplus Disposition Request



<b>Site:</b>	Menlo-Atherton	<b>Department:</b>	Technology	<b>Date:</b>	12/07/15
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Qty	Description	Serial #	SUHSD ID#	Suggested Disposition	Additional Note(s)
1	UF-45-680	NA	NA	Recycle/Dispose	
1	UF-45 680	NA	1559	Recycle/Dispose	
1	UF-45 680	NA	1411	Recycle/Dispose	
1	UF-45 680	NA	1561	Recycle/Dispose	
1	UF-45 680	NA	1562	Recycle/Dispose	
1	Uf-45 680	NA	1556	Recycle/Dispose	
1	UF-45 680	NA	1555	Recycle/Dispose	
1	UF-45 680	NA	NA	Recycle/Dispose	
1	UF-55 680	B012BF09007 60	11041	Recycle/Dispose	
1	UF-35	16644	39679	Recycle/Dispose	

\*Donation: (If selected under suggested disposition) **Indicate non-profit group requested:**

Dept. Head (if applicable)		Purchasing Department & W/H Use Only	
Principal	DocuSigned by: <i>Summe Rick-Kemp</i> 12/07/2015	Board Date:	01-20-2016
Technician (if applicable)	E7A2238AF57C4AF... Hugo Reyes	W/H Action:	
Dir of Tech (if applicable)	DocuSigned by: <i>[Signature]</i> 12/8/2015	Date:	
Dir. of Purchasing	DocuSigned by: <i>[Signature]</i> 12/8/2015	By:	

# Equipment Surplus Disposition Request



<b>Site:</b>	Menlo-Atherton	<b>Department:</b>	Technology	<b>Date:</b>	12/07/15
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Qty	Description	Serial #	SUHSD ID#	Suggested Disposition	Additional Note(s)
1	UF-45-680	NA	NA	Recycle/Dispose	
1	UF-45 680	NA	1559	Recycle/Dispose	
1	UF-45 680	NA	1411	Recycle/Dispose	
1	UF-45 680	NA	1561	Recycle/Dispose	
1	UF-45 680	NA	1562	Recycle/Dispose	
1	Uf-45 680	NA	1556	Recycle/Dispose	
1	UF-45 680	NA	1555	Recycle/Dispose	
1	UF-45 680	NA	NA	Recycle/Dispose	
1	UF-55 680	B012BF09007 60	11041	Recycle/Dispose	
1	UF-35	16644	39679	Recycle/Dispose	

\*Donation: (If selected under suggested disposition) **Indicate non-profit group requested:**

Dept. Head (if applicable)		Purchasing Department & W/H Use Only	
Principal	DocuSigned by: <i>Sumire Rick-Kennedy</i> 12/8/2015 E7A2238AF57C4AF...	Board Date:	01-20-2016
Technician (if applicable)	DocuSigned by: Hugo Reyes 12/8/2015 C52898A8B2F494...	W/H Action:	
Dir of Tech (if applicable)	DocuSigned by: <i>[Signature]</i> 12/8/2015 7FEFAE69FE19489...	Date:	
Dir. of Purchasing	DocuSigned by: <i>[Signature]</i> 12/8/2015	By:	

# Equipment Surplus Disposition Request



<b>Site:</b>	Sequoia Adult	<b>Department:</b>	Tech	<b>Date:</b>	12/10/2015
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Qty	Description	Serial #	SUHS ID#	Suggested Disposition	Additional Note(s)
1	Brother HL-5070N	U60565J3J40 8737	2220	Recycle/Dispose	
	HP laserjet	USBGL04775 5	35908	Recycle/Dispose	
20	LCD monitors	N/A	N/A	Recycle/Dispose	
1	Panasonic video recorder ag-188	09SA10750	33432	Recycle/Dispose	
1	Dell Dimenson 4600	CCDRX21	N/A	Recycle/Dispose	
1	Dell Dimenson 4600	GCDRX21	N/A	Recycle/Dispose	
1	Dell Dimenson 4600	4CDRX21	N/A	Recycle/Dispose	
1	SR Systems PC	N/A	10187	Recycle/Dispose	
1	SR Systems PC	N/A	10183	Recycle/Dispose	
1	SR Systems PC	N/A	10190	Recycle/Dispose	
1	HP Compaq	2UA7381NTH	N/A	Recycle/Dispose	
1	HP Compaq	MXL5510D3W	N/A	Recycle/Dispose	
1	IX LAN PC	200617-2	37231	Recycle/Dispose	
1	Samsung ML-2151N	B1AWB00008 Y	35995	Recycle/Dispose	
1	Sony CD player	747964	N/A	Recycle/Dispose	
1	Sony CD player	739660	N/A	Recycle/Dispose	
1	Elmo HP-L3550H overhead projector	378715	N/A	Recycle/Dispose	
1	Elmo HP-L3550H overhead projector	375248	N/A	Recycle/Dispose	
1	Elmo HP-L3550H overhead projector	375249	N/A	Recycle/Dispose	
1	Elmo HP-L3550H overhead projector	373035	N/A	Recycle/Dispose	
1	3M overhead projector	70078963	N/A	Recycle/Dispose	
1	3M overhead projector	70079650	N/A	Recycle/Dispose	
1	Elmo HP-L355 Deluxe overhead projector	994906	N/A	Recycle/Dispose	
1	IX LAN PC	200566-4	37147	Recycle/Dispose	



1	HP laserjet 4000	USQB031006	33709	Recycle/Dispose	
1	HP laserjet 4200	USBNM13883	N/A	Recycle/Dispose	
1	Lumens Document Camera	D13C26218	14352	Recycle/Dispose	
1	Lumens Document Camera	D06B02727	14351	Recycle/Dispose	
1	Lumens Document Camera	D06B02728	N/A	Recycle/Dispose	
1	Gateway Laptop E-475M	0004612924	1755	Recycle/Dispose	
1	Gateway Laptop E-475M	0004612923	1754	Recycle/Dispose	
1	Gateway Laptop E-475M	0004612926	1757	Recycle/Dispose	
1	Gateway Laptop E-475M	0039089951	39594	Recycle/Dispose	
1	Gateway Laptop E-475M	0039089949	39593	Recycle/Dispose	
1	Gateway Laptop E-475M	0039089953	39590	Recycle/Dispose	
1	Gateway Laptop E-475M	0039089944	39592	Recycle/Dispose	
1	Gateway Laptop E-475M	0039089955	39595	Recycle/Dispose	
1	Gateway Laptop E-475M	0039089954	39586	Recycle/Dispose	
1	Gateway Laptop E-475M	0039089950	39597	Recycle/Dispose	
1	Gateway Laptop E-475M	0039089946	39591	Recycle/Dispose	
1	Smart UNIFI 35 Projector	UF35-30042	N/A	Recycle/Dispose	
1	Panasonic Copier FP-7718	BHEKA31260 6	34366	Recycle/Dispose	

\*Donation: (If selected under suggested disposition) **Indicate non-profit group requested:**

Dept. Head (if applicable)		Purchasing Department & W/H Use Only	
Principal	DocuSigned by: <i>Lionel de Maine</i> 12/10/2015	Board Date:	01-20-2016
Technician (if applicable)	DocuSigned by: <i>Daryl Ambrose</i> 12/10/2015	W/H Action:	
Dir of Tech (if applicable)	DocuSigned by: <i>[Signature]</i> 12/11/2015	Date:	
Dir. of Purchasing	DocuSigned by: <i>[Signature]</i> 12/11/2015	By:	

### **Carlmont High School**

- \$28,994 from Carlmont PTSA for teacher mini-grants
- \$5,000 from Carlmont PTSA for the Students Offering Support (SOS) Club
- \$5,000 from Orlander Family Foundation for softball
- \$2,000 from Mr. and Mrs. Sanders for the Brian Toshio Sanders memorial Scholarship fund
- \$1,000 from Intuitive Surgical to Carlmont Robotics Club
- \$1,000 from Friends of Kids, Inc to Carlmont Visual Arts Dept
- \$500 from Benevity/Kaiser to Carlmont HS
- \$200 from the James Ludwig Foundation to the Carlmont Soiless Gardening Club

### **Menlo Atherton High School**

- \$28,600 from M-A PTA for Science Department supplies
- \$24,652 from M-A Boosters for various stipends
- \$15,000 from M-A PTA for Science
- \$14,000 from M-A PTA for The M-Ark (school magazine)
- \$5,000 from M-A Boosters for football
- \$4,512 from M-A Boosters for boys golf
- \$3,790 from M-A Boosters for girls lacrosse
- \$3,650 from various donors for PSAT Testing
- \$3,466 from M-A Athletic Boosters for Girls Lacrosse
- \$3,000 from Anonymous for boys water polo gear
- \$2,811 from FHA-HERO: The California Affiliate of FCCLA for M-A FHA HERO club (SB1070 Grant)
- \$2,702 from M-A Boosters for track & field
- \$2,616 from M-A Athletic Boosters for M-A Wrestling
- \$2,113 from M-A Boosters for softball
- \$2,093 from M-A Boosters for boys lacrosse
- \$1,933 from M-A Boosters for Coaches Stipends
- \$1,600 from M-A PTA for Principal's Discretionary, M-A Holiday Gift Drive
- \$1,530 from various donors for ½ M-A Cheer Stipend
- \$1,500 from M-A PTA for Leadership Grant
- \$1,500 from College Board for testing supplies
- \$1,200 from J. Adams for Principal's Discretionary, M-A homeless student's needs
- \$1,195 from Jennifer Pont & parent volunteers to M-A Boys Water Polo
- \$1,180 from various donors for girls soccer
- \$1,000 from Emmanuel Sauquet for Drama Club
- \$1,000 from Craig Lewis for M-A Wrestling
- \$1,000 from Arine Ericson for M-A Wrestling
- \$1,000 from the Teimann family for the M-A Band
- \$700 from Lindenwood Homes Association for the Band Club
- \$500 from ABD Insurance & Financial Services for Cheer Team
- \$300 from Catalina Vial for M-A Band
- \$280 from various donors for girls water polo
- \$250 from M-A Boosters for boys volleyball
- \$250 from the Levenson family for M-A Robotics
- \$200 from M. Keitel for the Donna Wedding Memorial Fund
- \$200 from Quinn family Trust for M-A student bus passes
- \$200 from Karahan family for M-A Band
- \$200 from Frank Wiley for M-A Band
- \$200 from the Taylor family for M-A Wrestling
- \$164 from Menlo Village Stationers for Principal's Discretionary
- \$150 from the Calhoon family for M-A Wrestling
- \$151 from M-A Boosters for cross country
- \$125 from William Perrine for M-A Band
- \$125 from Yingying Wang for M-A Band
- \$100 from the Pohlman family for M-A Wrestling
- \$100 from CA Lutheran University for the Donna Wedding Memorial Fund

### **Sequoia High School**

- \$1,000 from Mr. and Mrs. Elliott for Aquatics
- \$1,000 from Ted Gould for the Gearge Dragan Scholarship
- \$1,000 from Mr. and Mrs. Desbrisay for Wrestling
- \$1,000 from Ms. Blanco for IB test scholarships
- \$500 from Mr. and Mrs. Pretell for Dream Club
- \$500 from Mr. and Mrs. Kyser for Aquatics
- \$500 from Mr. and Mrs. King for Aquatics
- \$500 from Mr. and Mrs. Macavoy for Aquatics
- \$500 from Mr. and Mrs. Pierce for Aquatics
- \$500 from Mr. and Mrs. Danovitz for Wrestling
- \$500 from Mr. and Mrs. Peyton for Aquatics
- \$320 from Ms. Amerian for Aquatics
- \$300 from Ms. Mecchi for Aquatics
- \$300 from Ms. Nemeroff for Aquatics
- \$200 from Ms. Van Dijck for Cheer
- \$200 from Mr. and Mrs. Alvarado for Aquatics
- \$200 from Mr. and Mrs. Paul for Aquatics
- \$150 from Mr. and Mrs. Paul for Aquatics
- \$150 from Ms. Krentzman for Dream Club
- \$150 from Mr. and Mrs. Webb for Dream Club
- \$140 from Mr. and Mrs. Pierce for Dream Club
- \$100 from Ms. Reddy for Dream Club
- \$100 from Ms. McCahon for Dream Club
- \$100 from Mr. Crowell for Dream Club
- \$100 from Ms. Marshall for Dream Club
- \$100 from Mr. and Mrs. McSweeney for Wrestling
- \$100 from Mr. and Mrs. Walker for Wrestling
- \$100 from Mr. and Mrs. Metro for Wrestling
- \$100 from Mr. Dosen for Wrestling
- \$100 from Mr. and Mrs. Azzopardi for Wrestling
- \$100 from Ms. Chin for Dream Club
- \$100 from Ms. Kiser for Dream Club
- \$100 from Mr. and Mrs. Sjolund for Aquatics
- \$100 from Ms. Romero for Aquatics
- \$100 from Mr. and Mrs. Concetto Raiti for Aquatics
- \$100 from Mr. and Mrs. Davino for Aquatics

### **Redwood High School**

- \$5,000 from Michael Lee Environmental Foundation for the REAL field trips

### **Woodside High School**

- \$60,000 from the WHS Foundation for student support & field trips
- \$57,302 from WHS Athletic Boosters for various teams
- \$5,000 from WHS Foundation for LGBTQ Counseling
- \$2,500 from WHS Foundation for Green Academy
- \$2,000 from Anonymous for Robotics
- \$1,976 from WHS Athletic Booster Organization for various teams
- \$1,500 from Pentair Thermal Management for Robotics
- \$1,500 from Pentair Thermal Management for Robotics
- \$1,250 from Lawrence Searcy for Robotics
- \$1,000 from Solutions2Projects for Robotics
- \$1,000 from Seanna Woodworks for Robotics
- \$300 from SRI International for Robotics
- \$290 from Thomas Jones & Karen Prentice for Cheer
- \$250 from Cisco Community Connection for Robotics
- \$250 from Anne Smith & James Herson for Cross Country
- \$250 Margaret Wong for Robotics
- \$200 from Mary Tsang for B Water Polo
- \$200 from Christopher & Evanthis Canellos for Cross Country
- \$150 from Massimiliano Fatica & Lucia Tedesco for B Water Polo
- \$150 from Wendy Wheaton for B Water Polo
- \$130 from Cisco for Robotics
- \$120 from David & Rita Helseth for B Water Polo
- \$120 from Luz Munoz for B Water Polo

## ACCEPTANCE OF GIFTS

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- \$1,000 from Peter Garratt for Ceramics
- \$1,000 from WHS Foundation for Boys Water Polo
- \$1,000 from Garnet Barnes for Robotics
- \$900 from North Fair Oaks Koshland Fellows for Debate
- \$750 from Mark & Joanne Verbeck for Cross Country
- \$750 from Silicon Valley Community Foundation for AP Environmental Science field trips
- \$500 from Patrick & Janet Shinn for Girls Basketball
- \$500 from Iverson Family Fund for Football
- \$500 Microsemi for Robotics
- \$450 from Michael Topper for AP Environmental Science
- \$300 from John & Janet Shroyer for Robotics
- \$300 from Keith & Heather Perry for Cross Country
- \$300 from Recology for Robotics
- \$120 from Marc & Jean Katz for B Water Polo
- \$100 from Jeff & Julia Shaw for English Readers
- \$100 from Rachel & James Wayne for English Readers
- \$100 from Duoc McCutchan for Ceramics
- \$100 from James & Diane Donovan for Football
- \$100 Michael & Georgia Jack for English
- \$100 from Gary & Beth Thurston for Multiple Myeloma Scholarship
- \$100 from Janet & Robert Johnson for Multiple Myeloma Scholarship
- \$100 from Molly Nixon for Multiple Myeloma Scholarship
- \$100 from Kelly Dolan for Multiple Myeloma Scholarship
- \$100 from Wendy Porter & John Gunther for Multiple Myeloma Scholarship
- \$100 from Janet Creech for Robotics

January 11, 2016

Sequoia Union High School District  
480 James Avenue  
Redwood City, CA 94062



Re: Proposal for Architectural and Engineering Services  
SHS Music Building Renovation/Amendment #9

Attn: Louise Pacheco, Project Manager

SPENCER ASSOCIATES, Architects & Planners, is pleased to submit the following proposal for architectural and engineering services related to the above referenced project.

## SCOPE OF WORK

We understand the Sequoia Union High School District wishes to renovate the Music Building at Sequoia High School in Redwood City, California. Demolition work will include the removal of selected partitions, interior finishes, abatement work, structural modifications including floor leveling, if required, and removal of windows and doors. New construction work will include installation of floor, wall, and ceiling finishes, windows and doors, teaching walls, instrument storage lockers, acoustical treatments, and modifications to existing mechanical and electrical systems. Construction cost will approximate \$2,538,000 based on a conceptual plan and cost estimate previously prepared by Spencer Associates.

## SCOPE OF SERVICES

In order to accomplish the scope of work outlined above, we propose to provide architectural design, structural engineering, mechanical engineering, electrical engineering, and cost estimating services in seven phases as follows:

### Schematic Design Phase (12%):

Based on the approved building program, prepare schematic design documents which illustrate the scale and relationship of project components. Services and deliverables for this phase will include the following:

- Meet with SUHSD and SHS staff to confirm the building program and review project schedule and budget.
- Assemble all relevant documents related to the building.
- Prepare base plans for design and construction documents.
- Prepare schematic design documents consisting of plans, outline specifications, and estimate of probable construction cost and submit to SUHSD for review.
- Revise schematic design documents based on review comments and resubmit to SUHSD for final approval.

Page 2

Design Development Phase (12%):

Based on the approved schematic design documents, prepare design development documents which describe building systems in plan, section, elevation, and detail. Services and deliverables for this phase will include the following:

- Meet with SUHSD and SHS staff to review the schematic design documents and make minor revisions as necessary.
- Prepare design development documents consisting of plans, specifications, and estimate of probable construction cost and submit to SUHSD for review.
- Revise design development documents based on review comments and resubmit to SUHSD for final approval.

Construction Documents Phase (38%):

Based on the approved design development documents, prepare construction documents consisting of working drawings, specifications, and calculations which describe in detail the requirements for construction of the project. Services and deliverables for this phase will include the following:

- Meet with SUHSD and SHS staff to review the design development documents and make minor revisions as necessary.
- Prepare construction documents consisting of working drawings, specifications, calculations, and estimate of probable construction cost and submit to SUHSD for review.
- Revise construction documents based on review comments and resubmit to SUHSD for final approval.

DSA Approval Phase (5%)

- Submit construction documents to DSA for review.
- Respond to DSA review comments.
- Schedule DSA backcheck to review responses to comments and secure approval of the project.

Bidding Phase (5%):

- Assemble bid documents for bidding and distribution.
- Respond to contractors' questions and issue addenda during the bidding period.
- Assist SUHSD staff with the evaluation of the bids.

Page 3

Construction Administration Phase (25%):

- File required project forms with DSA.
- Attend weekly project meetings during the course of construction.
- Respond to Contractor RFI's and issue change orders as required.
- Review and approve Contractor's payment requests.
- Prepare preliminary and final punch lists.

Project Closeout Phase (3%):

- Review as-built drawings, O&M's, and warranties from contractors.
- Obtain approvals from DSA on all change orders.
- Assemble final reports from the testing laboratory and geotechnical engineer.
- Prepare final verified reports for the design team, contractor, and inspector of record.
- Follow up with DSA until final certification without exceptions for the project is obtained.

SERVICES EXCLUDED

The following services are not included in the scope of this proposal:

- Preparation of hazardous materials reports and abatement plans.
- Preparation of measured drawings of the existing facilities.
- Acoustical engineering services.
- Selection and preparation of specifications for FF&E's.
- Payment of DSA plan check fees and other administrative costs.

COMPENSATION

We propose compensation for the scope of basic architectural services outlined above as a fixed fee of \$281,300.00 based on a construction cost of \$2,538,000 and calculated using the OPSC fee curve for modernization work. Additional augmentation services may be required and are not included in this fee. In addition, reimbursable expenses shall be covered under a not to exceed amount of \$10,000.

If you are in agreement with the above proposal, please prepare an amendment to our Contract for Professional Architectural Services. Again, we appreciate the opportunity of working with the Sequoia Union High School District.

Respectfully,

SPENCER ASSOCIATES  
by: Steven S. Bowers, President

**RESOLUTION NO. 1564**  
**RESOLUTION OF THE BOARD OF EDUCATION OF THE SEQUOIA UNION HIGH SCHOOL**  
**DISTRICT ON JANUARY 20, 2016**

WHEREAS, the Board of Education ("School Board") has determined that school facilities within the Sequoia Union High School District (the "District"), within San Mateo County need to be constructed, reconstructed and modernized; and

WHEREAS, the State Allocation Board (SAB) has established an "Applications Received Beyond Bond Authority List" for projects that have been received.

Pursuant to title 2, Code of California Regulations section 1859.95.1, the School Board of the Sequoia Union High District hereby acknowledges the following:

(1) the School Board acknowledges that the remaining School Facility Program bond authority is currently exhausted for the funds being requested on these applications.

(2) the School Board acknowledges that the State of California is not expected nor obligated to provide funding for the project(s) and the acceptance of the applications does not provide a guarantee of future State funding.

(3) the School Board acknowledges that any potential future State bond measures for the School Facility Program may not provide funds for the application being submitted.

(4) the School Board acknowledges that criteria (including, but not limited to, funding, qualifications, and eligibility) under a future State school facilities program may be substantially different than the current School Facility Program. The District's Approved Application(s) may be returned.

(5) the School Board acknowledges that they are electing to commence any pre-construction or construction activities at the District's discretion and that the State is not responsible for any pre-construction or construction activities.

NOW, THEREFORE, BE IT RESOLVED, that the School Board accepts and acknowledges that the above language applies to funding applications submitted under the School Facility Program for the following projects:

- Sequoia High School New Classroom Building Project

BE IT FURTHER RESOLVED, that in addition to the projects above, the School Board accepts and acknowledges the above language applies to funding applications submitted under the State School Facility Program for any other projects as necessary in the District.

ADOPTED, SIGNED, AND APPROVED this 20<sup>th</sup> day of January, 2016.  
BOARD OF EDUCATION OF THE SEQUOIA UNION HIGH SCHOOL DISTRICT  
By:

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President, Board of Trustees



Attest:

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Secretary, Board of Trustees

**AGREEMENTS Under \$35,000**  
**Quarter Two Oct-Dec 2015/16FY**

<b>CONTRACT AMOUNT</b>	<b>VENDOR</b>	<b>APPROVAL DATE</b>	<b>FISCAL YEAR</b>	<b>CONTRACT TYPE</b>	<b>CONTRACT DESCRIPTION</b>	<b>PROJECT</b>
\$ 3,800.00	Dains Land Surveying	10/6/2015	2016	Construction	Driveway widening @ SHS	122
\$ 1,150.00	Skye Construction	10/7/2015	2016	Construction	Re-hang doors after flooring work @ CHS	384
\$ 10,240.00	Advanced Inspections	10/26/2015	2016	Construction	Inspector Svcs @ SHS Culinary/Room 128	135
\$ 8,950.00	Chavan & Associates	11/4/2015	2016	Professional Svc	Prop 39 & Measure A audit services	900
\$ 25,730.00	Intermountain Electric	11/6/2015	2016	Construction	CHS Gym Lighting	384
\$ 9,870.00	MIG-TRA	11/19/2015	2016	Professional Svc	Enviro svcs @ RHS pedestrian bridge	726
\$ 29,334.00	R. E. Cuddie	11/30/2015	2016	Construction	Flooring @ CHS; awaiting bonds	384
\$ 26,945.00	Cornerstone Earth Group P5812	12/1/2015	2016	Professional Svc	Enviro svcs M-A G-wing PEA work plan	284
\$ 26,110.00	Testing Engineers	12/4/2015	2016	Construction	CHS Classroom Incr I - Structural Testing	384
\$ 11,800.00	Venezia	12/10/2015	2016	Construction	Wall @ Old M&O area for the HealthEd Dept	938
\$ 2,050.00	Safe2Core	12/10/2015	2016	Construction	RHS Utility Surveying	725
\$ 28,000.00	Spencer	12/14/2015	2016	Architecture/Prof Svcs	SHS HVAC Feasibility Study	136
\$ 9,678.00	Skye Construction	12/16/2015	2016	Construction	CHS Mural Installation	300
\$ 10,764.00	M K Pipelines	12/16/2015	2016	Construction	M-A Install Fire Line Connection	286
\$ 3,250.00	Joseph Napoliello	12/17/2015	2016	Professional Svc	Land appraisal @ 480 James Ave	109
\$ 22,000.00	Weston Miles	12/17/2015	2016	Architecture/Prof Svcs	WHS Kitchen and Kiosk	474

# AMENDMENTS TO BOARD APPROVED AGREEMENTS

Quarter Two Oct-Dec 2015/16FY

<u>ORIGINAL \$</u>	<u>BOARD APPROVED</u>	<u>AMEND #</u>	<u>AMOUNT</u>	<u>UPDATED \$</u>	<u>ADMIN APPROVED</u>	<u>PROJECT</u>	<u>REASON</u>	<u>TYPE</u>	<u>VENDOR</u>
\$ 494,065.00	10/8/2014	2	\$ 9,900.00	\$ 503,965.00	8/27/2015	166 SHS Increment TWO	Acoustical Engineering	Architectural	Spencer
		6	\$ 5,000.00	\$ 508,965.00	10/9/2015	109 SHS Increment TWO	SHS Campus Egress Plan for DSA aprvl	Architectural	Spencer
\$ 145,305.00	6/10/2015	1	\$ 16,173.00	\$ 187,470.00	12/16/2015	284 M-A Interim Housing	Additional Installation Charges	Construction	Mobile Modular

## SEQUOIA UNION HIGH SCHOOL DISTRICT INDEPENDENT CONTRACTOR SERVICES AGREEMENT

This INDEPENDENT CONTRACTOR SERVICES AGREEMENT ("Agreement") is made and entered into effective January 20, 20 16 (the "Effective Date"), by and between the Sequoia Union High School District ("District") and JobTrain ("Contractor").

1. Contractor Services. In consideration of the payments set forth herein and in Exhibit B, Contractor shall perform services for the District in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A.
2. Contractor Qualifications. Contractor represents and warrants to District that Contractor and all of Contractor's employees, agents or volunteers (the "Contractor Parties") have in effect and shall maintain in full force throughout the Term of this Agreement all licenses, credentials, permits and any other legal qualifications required by law to perform the Services and to fully and faithfully satisfy all of the terms set forth in this Agreement.
3. Term. This Agreement shall begin on January 20, 20 16, and shall terminate upon completion of the Services, but no later than December 31, 20 16 ("Term"), unless the Agreement is terminated sooner as set forth in Paragraph 4 below. There shall be no extension of the Term of this Agreement unless the extension is pursuant to a duly executed written amendment to this Agreement.
4. Termination. Either party may terminate this Agreement at any time by giving thirty (30) days advance written notice to the other party; however the parties may agree in writing to a shorter time period for the effectiveness of such termination. The District's Superintendent or the Superintendent's designee shall have the authority to terminate this Agreement on behalf of the District. Notwithstanding the foregoing, District may terminate this Agreement effective immediately and at any time by giving written notice to Contractor if Contractor materially breaches any of the terms of this Agreement, Contractor or the Contractor Parties commits any act or omission that exposes District to potential liability or may cause an increase in District's insurance premiums, Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors, or a receiver is appointed on account of Contractor's insolvency. Such termination shall be effective immediately upon Contractor's receipt of said notice.
5. Availability of funds. The District may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon unavailability of federal, state, or district funds, by providing written notice to Contractor as soon as is reasonably possible after the District learns of said unavailability of outside funding.
6. Payment. In consideration of the Services described in this Agreement, District agrees to pay Contractor at the rate of \$ 16,671.25 per month, as described in Exhibit B to this Agreement. The rate shall not be increased by Contractor over the course of this Agreement unless set forth in a duly executed written amendment to this Agreement. Total payment by District to Contractor shall not exceed \$ 200,055. District agrees to pay Contractor within sixty (60) days of receipt of an invoice from Contractor in a form reasonably acceptable to the District, including any additional supporting documentation reasonably requested by District. Any work performed by Contractor in excess of said amount shall not be compensated.
7. Indemnity. Contractor shall defend, indemnify, and hold harmless District and its agents, representatives, officers, consultants, employees, Board of Trustees, and members of the Board of Trustees (collectively, the "District Parties"), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature and description (collectively, the "Claims") directly or indirectly arising out of, connected with, or resulting from any act, error, omission, negligence, or willful misconduct of Contractor, the Contractor Parties or their respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees in the performance of or failure to perform Contractor's obligations under this

Agreement, including, but not limited to Contractor's or the Contractor Parties' use of the site, Contractor's or the Contractor Parties' performance of the Services, Contractor's or the Contractor Parties' breach of any of the representations or warranties contained in this Agreement, or for injury to or death of persons or damage to property or delay or damage to the District or the District Parties. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

8. Equipment and Materials. Contractor at its sole cost and expense shall provide and furnish all tools, labor, materials, equipment, transportation services and any other items (collectively, "Equipment") which are required or necessary to perform the Services in a manner which is consistent with generally accepted standards of the profession for similar services. Notwithstanding the foregoing, District shall not be responsible for any damages to persons or property as a result of the use, misuse or failure of any Equipment used by Contractor or the Contractor Parties, even if such Equipment is furnished, rented or loaned to Contractor or the Contractor Parties by District. Furthermore, any Equipment or workmanship that does not conform to the regulations of this Agreement may be rejected by District and in such case must be promptly remedied or replaced by Contractor at no additional cost to District and subject to District's reasonable satisfaction.
9. Insurance. Without in any way limiting Contractor's liability or indemnification obligations set forth in Paragraph 6 above, Contractor shall secure and maintain throughout the term of this Agreement the following insurance: (i) comprehensive general liability insurance with limits of not less than \$1,000,000.00 each occurrence and \$2,000,000.00 in the aggregate; (ii) commercial automobile liability insurance with limits not less than \$1,000,000.00 each occurrence and \$2,000,000.00 in the aggregate, if applicable; and (iii) worker's compensation insurance as required by Labor Code section 3200, *et seq.*, if applicable; and neither Contractor nor any of the Contractor Parties shall commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverages have been delivered to and approved by District. All insurance policies shall include an endorsement stating that District and District Parties are named additional insureds. All of the policies shall be amended to provide that the insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to District. If any of the required insurance is not reinstated, District may, at its sole option, terminate this Agreement. All of the policies shall also include an endorsement stating that it is primary to any insurance or self-insurance maintained by District and shall waive all rights of subrogation against District and/or the District Parties. A copy of the declarations page of Contractor's insurance policies shall be attached to this Agreement as proof of insurance.
10. Independent Contractor Status. Contractor, in the performance of this Agreement, shall be and act as an independent contractor. Contractor understands and agrees that s/he and the Contractor Parties shall not be considered officers, employees, agents, partners, or joint ventures of District, and are not entitled to benefits of any kind or nature normally provided to employees of District and/or to which District's employees are normally entitled.
11. Taxes. All payments made by District to Contractor pursuant to this Agreement shall be reported to the applicable federal and state taxing authorities as required. District will not withhold any money from compensation payable to Contractor, including FICA (social security), state or federal unemployment insurance contributions, or state or federal income tax or disability insurance. 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 and the Contractor Parties and otherwise in connection with this Agreement.
12. Fingerprinting/Criminal Background Investigation Certification. Contractor and the Contractor Parties shall at all times comply with the fingerprinting and criminal background investigation requirements of the

California Education Code ("Education Code") section 45125.1. Accordingly, by checking the applicable boxes below, Contractor hereby represents and warrants to District the following:

A. ☒ Contractor and/or the Contractor Parties shall **have no contact** with District students at any time during the Term of this Agreement or the Contractor and/or Contractor Parties will have contact with District students only when under the observation of a District employee.

B. ☐ The following Contractor/Contractor Parties will have **contact** with District students during the term of this Agreement while not under the observation of a District employee:

\_\_\_\_\_. [Attach and sign additional pages, as needed.]

C. ☐ (Required only if Box 12.B is checked.) All of the Contractor Parties noted above, at no cost to District, have completed background checks and have been fingerprinted under procedures established by the California Department of Justice and the Federal Bureau of Investigation, and the results of those background checks and fingerprints reveal that none of these Contractor Parties have been arrested or convicted of a serious or violent felony, as defined by the California Penal Code.

Contractor further agrees and acknowledges that if at any time during the Term of this Agreement Contractor learns or becomes aware of additional information, including additional personnel, which differs in any way from the representations set forth above, Contractor shall immediately notify the District's Assistant Superintendent of Human Resources and prohibit any new personnel from having any contact with District students until the fingerprinting and background check requirements have been satisfied and District determines whether any such contact is permissible. The Parties further understand and agree that the District's Superintendent or the Superintendent's designee may, at any time, provide written notice withdrawing consent to any of Contractor's employees performing services under this Agreement when, in the reasonable discretion of the Superintendent, it is inappropriate for Contractor's employee to continue providing services under this Agreement owing to criminal convictions or other misconduct or other factors deemed relevant by the Superintendent.

13. **Tuberculosis Certification.** Contractor and the Contractor Parties shall at all times comply with the tuberculosis ("TB") certification requirements as set forth below. Specifically, by checking the applicable boxes below, Contractor hereby represents and warrants to District the following:

A. ☒ Contractor and/or Contractor Parties will not be present on a District school site and will not have contact with District students during the term of this Agreement.

B. ☐ Contractor and/or Contractor Parties shall **be present on a District school site and have contact with District students no more than two times in any month** during the Term of this Agreement.

C. ☐ The following Contractor and/or Contractor Parties shall or may be on a District school site and have contact with District students three or more times per month during the term of this Agreement and, at no cost to District, they have received a TB test that complies with the requirements of California Education Code section 49406:

\_\_\_\_\_. [Attach and sign additional pages, as needed.]

Contractor shall maintain on file the certificates showing that the Contractor Parties was examined and found free from active TB. These forms shall be regularly maintained and updated by Contractor and shall be available to District upon request or audit.

Contractor further agrees and acknowledges that all new personnel hired after the Effective Date of this Agreement are subject to the TB certification requirements and shall be prohibited from having any contact

with District students until the TB certification requirements have been satisfied and District determines whether any such contact is permissible.

14. Labor Code. Contractor shall comply with all applicable provisions of the Labor Code, Section §1720-1861, AB 1506 and the District's Labor Compliance Program, State of California (prevailing wages). Approved wage scales are on the internet at [www.dir.ca.gov](http://www.dir.ca.gov)
15. Confidential Information. Contractor shall maintain the confidentiality of and protect from unauthorized disclosure any and all individual student information received from the District, including but not limited to student names and other identifying information. Contractor shall not use such student information for any purpose other than providing Services under this Agreement. Upon termination of this Agreement, Contractor shall turn over to District all educational records related to the Services provided to any District student pursuant to this Agreement.
16. Assignment/Successors and Assigns. Contractor shall not assign or transfer by operation of law or otherwise any of its rights, burdens, duties or obligations under this Agreement without the prior written consent of District, which consent shall be provided at the District's sole discretion. Subject to the foregoing, this Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the respective parties.
17. Severability. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.
18. Amendments. The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both parties.
19. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of San Mateo, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.
20. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to Contractor at the address located next to the party signatures below, or if delivered at or sent by registered or certified mail to the last business address known to the person who sends the notice.
21. Compliance with laws; Payment of Permits/Licenses. All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable federal, state, district, and municipal laws, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and the Family Educational Rights and Privacy Act of 1974 (FERPA), and all federal regulations promulgated thereunder, as amended, and the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended, and the Individuals With Disabilities Education Act, as amended. Such services shall also be performed in accordance with all applicable ordinances, regulations, policies and procedures of the District and its governing board.

In the event of a conflict between the terms of this Agreement and federal, state, district, or municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

Contractor shall comply with all state fingerprint laws, including Education Code 45125.1.

22. Retention of Records, Right to Monitor and Audit.
- (a) CONTRACTOR shall maintain all required records for three (3) years after the DISTRICT makes final payment and all other pending matters are closed, and shall be subject to the examination and/or audit of the District, a Federal grantor agency, and the State of California.
  - (b) Reporting and Record Keeping: CONTRACTOR shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State and local agencies, and as required by the DISTRICT.
  - (c) CONTRACTOR agrees to provide to DISTRICT, to any federal or state department having monitoring or review authority, to DISTRICT's authorized representatives, and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.
23. Non-Discrimination. Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to District upon request. There shall be no discrimination against any person under this Agreement because of race, color, national origin, age, ancestry, age, disability (physical or mental), religion, sex, sexual orientation, gender identity, marital or domestic partner status, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information of such persons. Further, Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.
24. Attorney Fees. If any legal action is taken to enforce the terms of this Agreement, each party shall bear its own legal expenses related to such action.
25. Liability of District. Notwithstanding anything stated herein to the contrary, District shall not be liable for any special, consequential, indirect or incidental damages, including but not limited to lost profits in connection with this Agreement.
26. Time. Time is of the essence to this Agreement.
27. Waiver. No delay or omission by District in exercising any right under this Agreement shall operate as a waiver of that or any other right and no single or partial exercise of any right shall preclude the District from any or further exercise of any right or remedy.
28. Entire Agreement. This Agreement, including Exhibits and Attachments attached hereto and incorporated herein by reference, is intended by the parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, nor explained or supplemented by evidence of consistent additional terms.
29. Ambiguity. The parties to this Agreement, and each of them, hereby represent that the language contained herein is to be construed as jointly proposed and jointly accepted, and in the event of any subsequent determination of ambiguity, all parties shall be treated as equally responsible for such ambiguity.
30. Execution of Other Documents. The parties to this 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.

31. Execution in Counterparts/Authority and Electronic Signatures. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. The parties agree that this Agreement may be negotiated, concluded and consummated by electronic means and that electronic forms of signature, including facsimiles, are acceptable and valid. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed agreement.
32. Warranty of Authority. The persons indicated below are legally authorized to execute this Agreement on behalf of the respective parties, and to bind the respective parties to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

**DISTRICT:**

SEQUOIA UNION HIGH SCHOOL DISTRICT

By: \_\_\_\_\_  
Name: James Lianides  
Title: Superintendent

Address and Contact for District Notices:

Sequoia Union High School District  
480 James Avenue  
Redwood City, CA 94062  
**Attention:** Lionel de Maine  
**Site/Dept:** Sequoia Adult School

**CONTRACTOR:**

JobTrain

By: \_\_\_\_\_  
Name: Nora Sobolov  
Title: Executive Director

Address and Contact for Contractor Notices:

1200 O'Brien Dr,  
Menlo Park,  
CA 94025  
**Attention:** Nora Sobolov

#### EXHIBIT "A"

In consideration of the payments set forth in Exhibit "B", (Contractor) shall provide the following services:

See attachment

#### EXHIBIT "B"

In consideration of the services provided by (Contractor), in Exhibit "A", Sequoia Union High School District shall pay (Contractor) based on the following fee schedule:

See attachment

SUHSD Independent Contractor Services Agreement with JobTrain  
Attachment for Appendices A & B  
January 20, 2016

Context:

This document serves as appendices for Sequoia Union High School District Independent Contractor Services Agreement signed with JobTrain in January 20, 2016.

This collaboration is to support the goals of San Mateo County ACCEL (Adult-Education College and Career Educational Leadership), a consortium created as a result of California's AB 86 legislation to restructure adult education. Under this collaboration, JobTrain will provide selected CTE classes for Sequoia Adult School (SAS) and Canada College (CC) in pathways focused on Web Development and Medical Assisting. SAS and CC are voting members of ACCEL.

JobTrain will provide two (2) cohorts of the successful Web-Developer/Coding pathway developed and piloted by Canada College, JobTrain, SparkPoint and Sequoia Adult School with support from ACCEL and one (1) cohort of JobTrain's Medical Assisting in the evenings.

**APPENDIX A: SERVICES**

**Web Development/Coding:**

The Web-Developer/Coding pathway will serve low income and minority adults who do not typically have access to careers in high-tech. Enrollment priority will be given to students transitioning from SAS. A high school completion will not be required at time of entry program, but students must have GED or HS diploma by time of exit from program.

The first cohort will begin on January 25, 2016. The second cohort will begin at a mutually agreed upon date and will complete in the fall of 2016. Dates will be coordinated with partners to allow easy transfer between agencies.

**Web Development/Coding Outcomes:**

- 1) Between 70-80 potential students will be recruited for this for each cohort.
- 2) Between 25 and 30 students recruited will enroll in each class.
- 3) 85% of enrolled students shall complete the class, earning a JobTrain Certificate and 10 credits from Canada College.
- 4) 75% students who graduate will be placed in jobs, paid internship or enroll in further coding, web development or related classes at college. Possible jobs include: Front-End Web Development, Quality Assurance, Customer Service, or beginning Web Services business, creating/updating websites for small businesses.
- 5) Starting wages will be from \$18 - \$40 hour

**Web Development/Coding Services:**

- 1) Marketing/Outreach— JobTrain will collaborate closely with SAS and CC to market and recruit students for the pathway. All students will sign the Sequoia Adult School information release giving

SUHSD Independent Contractor Services Agreement with JobTrain  
Attachment for Appendices A & B  
January 20, 2016

SAS and CC and information about the progress of recruiting, interviewing, enrollment and placements will be shared with partners via Google sheets.

- 2) Career awareness, exploration or goal setting – assess basic skills; WorkKeys to assess career choices; job counselors help students with exploration and goal-setting
- 3) Instruction— provide a qualified instructor for the duration of the class.
- 4) Counselor/Case Management/Career Advisor— one-on-one case management provides "bridge" skills; classroom support; resume workshops; mock interviews; externships, job search and job placement
- 5) Support Services— transportation vouchers; childcare; assistance enrolling in public benefits; SparkPoint and Single Stop services for financial counseling and safety net services.
- 6) Reporting—data will be reported to SAS and CC as needed for all steps of the program, including marketing, enrollment and outcomes.
- 7) Employer engagement--the class has a Technical Advisory Committee (TAC) that includes representatives from industry leaders such as Google, LinkedIn and Intuit, who advise on curriculum and provide links to employment and internships.

**Medical Assisting:**

The Medical Assisting class will serve low income adults, with most students coming from minority groups. Enrollment priority will be given to students transitioning from SAS. A high school completion will not be required at time of entry program, but students must have GED or HS diploma by time of exit from program.

The program will begin in April 2016 will complete no later than the end of the year. Dates will be coordinated with partners to allow easy transfer between agencies. Students must complete 480 classroom hours and 160-hour externship.

**Medical Assisting Outcomes:**

- 1) Between 70-80 potential students will be recruited for this class
- 2) Between 25 and 30 students recruited will enroll in the class (we assume some will drop, the capacity is 25).
- 3) Students will improve their literacy skills by one (1) grade level.
- 4) 90% of students enrolled shall complete the class. Students will earn 3 community college credits from Cañada College, receive a JobTrain Certificate of completion, be placed into a clinical externship and have the opportunity to earn a Professional Industry Certification: NCCT-National Certification Of Competency Testing.
- 5) Students must be available Monday - Friday 8:00-5:00 pm to part-take in a clinical externship. On rare occasions a part-time externship is available during the same hours.
- 6) 75% of students who graduate will receive job placement assistance related to the field or transition to related classes at college. Possible jobs include: Medical/Dental Offices, Optometrist offices, Wellness Center, Surgical Center, Medical Specialty and Outpatient facilities.
- 7) Starting wages will be from \$16 hour and up.

**Medical Assisting Services:**

SUHSD Independent Contractor Services Agreement with JobTrain  
Attachment for Appendices A & B  
January 20, 2016

- 1) Marketing/Outreach— JobTrain will collaborate closely with SAS and CC to market and recruit students for the pathway. All students will sign the Sequoia Adult School information release giving SAS and CC and information about the progress of recruiting, interviewing, enrollment and placements will be shared with partners via Google sheets.
- 2) Career awareness, exploration or goal setting – assess basic skills; confirm client free of adult convictions (refer to Single Stop as needed); provide life skills training; option for career ready class; career choices assessed by counselors and instructors; job counselors help students with exploration and goal-setting
- 3) Instruction—provide a qualified instructor for the duration of the class.
- 4) Counselor/Case Management/Career Advisor — one-on-one case management provides "bridge" skills; classroom support; resume workshops; mock interviews; externships, job search and job placement
- 5) Support Services-- transportation vouchers; childcare; assistance enrolling in public benefits; SparkPoint and Single Stop services for financial counseling and safety net services.
- 6) Reporting—data will be reported to SAS and CC as needed for all steps of the program, including marketing, enrollment and outcomes.
- 7) Employer engagement--the class has a Technical Advisory Committee (TAC) that includes representatives from industry leaders such as Kaiser, Ravenswood Family Health Center, Synergy Health Care and Always Best Care, who advise on curriculum and provide links to employment and externships.

**APPENDIX B: PAYMENTS**

SUHSD will reimburse JobTrain on behalf of ACCEL for the following costs:

Area	WD/Coding	MA	Total
# of cohorts	2	1	3
Instructor	42,900	19,256	62,156
Counselor/Case Management	22,638	8,151	30,789
Career Developer	28,512	13,597	42,109
Benefits at 27%	25,394	7,400	32,793
Classroom Materials & Supplies	11,880	5,940	17,820
Other Support Services	3,300	0	3,300
Services and Operations	6,270	4,818	11,088
Total	140,894	59,161	200,055

**Payment Schedule:**

JobTrain shall invoice Sequoia Adult School according to the schedule below. Invoices will include the hours spent on each key area of service.

- 1) 1/12 of contracted amount each month

**PUBLIC NOTICE  
PUBLIC COMMENT PERIOD  
PRELIMINARY ENVIRONMENTAL ASSESSMENT REPORT**

The Sequoia Union High School District has prepared a Preliminary Environmental Assessment (PEA) Report in accordance with Education Code section 1.7213.1, subdivision (a)(4)(B). The School District has submitted the PEA Report to the Department of Toxic Substances Control (DTSC) for review and has chosen to make the PEA Report available for public review and comment pursuant to Education Code section 17213.1, subdivision (a)(6)((A)).

**Project Designation:**

Menlo-Atherton High School G-Wing Building Project  
555 Middlefield Road  
Atherton, California

**Project location:**

The project site is located in the central area of the Menlo-Atherton High School Campus at 555 Middlefield Road in Atherton, California. Prior to starting recent construction activities, the site was developed with three separate single-story classroom buildings, a courtyard space, and paved play area. The site is currently an active construction project for the development of the new G-Wing building which will be a two-story steel frame structure with an approximate 27,000 square-foot footprint. The site is owned by the Sequoia Union High School District.

**Description of Assessment:**

Soil sampling performed at the site did not reveal concentrations of metals (including lead, arsenic, and mercury), organochlorine pesticides, polychlorinated biphenyls, volatile organic compounds, poly-aromatic hydrocarbons, petroleum hydrocarbons, and naturally occurring asbestos that exceed the unrestricted land use environmental screening criteria used by DTSC. Based on this data, the site does not pose a significant risk to human health and the environment and appears suitable to accommodate Sequoia Union High School District's school development plans. The PEA report recommends DTSC consider a "No Further Action" determination for the site.

**The PEA and Supporting Documents are Available for Review at:**

Sequoia Union High School District, 480 James Ave, Redwood City, California 94062

**Public Comment Period:**

A public comment period for the PEA Report begins on 12/23/2015 through 01/24/2016. Written comments on the PEA Report will be accepted during this public comment period. Comments should be directed to: Mr. Matthew Zito, Sequoia Union High School District, 480 James Ave, Redwood City, California 94062, 650-369-1411, [ma-pea@seq.org](mailto:ma-pea@seq.org).

**School Board Meeting:**

The Project will be included on the agenda for the Sequoia Union High School District board meeting on 01/20/2016.

**Sequoia Union High School District  
All Personnel**

**Board Policy 4030  
NONDISCRIMINATION IN EMPLOYMENT**

~~The district shall not unlawfully discriminate against employees or job applicants. The district adheres to all applicable federal and state laws concerning nondiscrimination.~~

~~Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The district shall not discriminate against physically or mentally disabled persons who, with reasonable accommodation, can perform the essential functions of the job in question.~~

**Unlawful Harassment of Employees**

~~The district is committed to providing a work and educational environment free of unlawful harassment. The district maintains a strict personnel policy prohibiting sexual harassment and harassment of employees and job applicants on the basis of actual or perceived race, religious creed, color, national origin, ancestry, physical or mental disability, medical conditions, veteran status, marital status, pregnancy, gender, sex, sexual orientation, age or any other basis protected by federal, state or local law, ordinance or regulation at any district site and/or activity. All such harassment is unlawful. Irrespective of law, the district believes that all such harassment is offensive. The district's anti harassment policy applies to all persons involved in the operations of the district and employees of the district, including management, supervisors, certificated employees, classified employees, and co-workers. Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Sexual harassment is defined in Education Code 212.5. Violation of this policy will result in discipline, which may include discharge, depending on the seriousness of the violation.~~

The Board of Trustees is committed to providing District employees and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. The Board prohibits District employees from discriminating against or harassing any other District employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)*

The Board also prohibits discrimination against any employee or job applicant in compensation, terms, conditions, and other privileges of employment and the taking of any adverse employment action, including, but not limited to, termination or the denial of

employment, promotion, job assignment, or training, against an employee or job applicant based on any of the categories listed above.

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4154/4254/4354 - Health and Welfare Benefits)*

Prohibited discrimination on the basis of religious creed includes discrimination based on an employee's or job applicant's religious belief or observance, including his/her religious dress or grooming practices. In accordance with Government Code 12940, prohibited discrimination on the basis of religious creed also includes the District's failure or refusal to use reasonable means to accommodate an employee's or job applicant's religious belief, observance, or practice which conflicts with an employment requirement. However, the District shall not accommodate an employee's religious dress practice or religious grooming practice if it requires segregation of the individual from other employees or the public or if it would result in a violation of this policy or any law prohibiting discrimination.

Prohibited sex discrimination includes discrimination based on an employee's or job applicant's pregnancy, childbirth, breastfeeding, or any related medical condition.

*(cf. 4033 - Lactation Accommodation)*

Harassment consists of unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

The Board also prohibits retaliation against any District employee or job applicant who opposes any discriminatory employment practice by the District or its employee, agent, or representative or who complains, testifies, assists, or in any way participates in the District's complaint procedures pursuant to this policy. No employee or job applicant who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

Any district employee who engages or participates in unlawful discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal. ~~to discriminate is in violation of this policy and is subject to disciplinary action which may include discharge, depending on the seriousness of the violation.~~

~~Any district employee who observes or has knowledge of an incident of unlawful discrimination or harassment shall report the incident to the principal, district administrator or Superintendent as soon as practical after the incident.~~



Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated District coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The District shall protect any employee who does report such incidents from retaliation.

~~The Superintendent or designee shall regularly publicize within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures.~~

The Superintendent or designee shall use all appropriate means to reinforce the District's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the District's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the District's employment practices and, as necessary, shall take action to ensure District compliance with the nondiscrimination laws.

~~Employees who believe they are being harassed because of their sex, race, ancestry or other protected basis, should use the procedure outlines in administrative regulation.~~

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

~~(cf. 1312—Complaints Concerning the Schools)  
(cf. 4031—Unlawful Harassment of Employees)  
(cf. 4111.1—Affirmative Action)  
(cf. 4119.11—Unlawful Harassment of Employees)  
(cf. 4119.3—Duties of Personnel)  
(cf. 4119.41—Employees with Infectious Disease)~~

#### ~~Legal Reference:~~

#### ~~EDUCATION CODE~~

~~200-262.4 Prohibition of discrimination~~

#### ~~CIVIL CODE~~

~~51.7 Freedom from violence or intimidation~~

#### ~~GOVERNMENT CODE~~

~~11135 Unlawful discrimination~~

~~12900-12996 Fair Employment and Housing Act~~

#### ~~PENAL CODE~~

~~422.56 Definitions, hate crimes~~

#### ~~CODE OF REGULATIONS, TITLE 2~~

~~7287.6 Terms, conditions and privileges of employment~~

#### ~~CODE OF REGULATIONS, TITLE 5~~

~~4900-4965 Nondiscrimination in elementary and secondary education~~

#### ~~UNITED STATES CODE, TITLE 20~~

~~1681-1688 Title IX of the Education Amendments of 1972~~

~~UNITED STATES CODE, TITLE 29~~

~~621-634 Age Discrimination in Employment Act~~

~~794 Section 504 of the Rehabilitation Act of 1973~~

~~UNITED STATES CODE, TITLE 42~~

~~2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended~~

~~2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended~~

~~2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008~~

~~2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964~~

~~12101-12213 Americans with Disabilities Act~~

~~CODE OF FEDERAL REGULATIONS, TITLE 28~~

~~35.101-35.190 Americans with Disabilities Act~~

~~CODE OF FEDERAL REGULATIONS, TITLE 34~~

~~100.6 Compliance information~~

~~104.7 Designation of responsible employee for Section 504~~

~~104.8 Notice~~

~~106.8 Designation of responsible employee and adoption of grievance procedures~~

~~106.9 Dissemination of policy~~

~~COURT DECISIONS~~

~~Shephard v. Loyola Marymount, (2002) 102 CalApp.4th 837~~

~~Management Resources:~~

~~EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS~~

~~Questions and Answers: Religious Discrimination in the Workplace, 2008~~

~~Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002~~

~~Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999~~

~~U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS~~

~~Notice of Non-Discrimination, January 1999~~

~~WEB SITES~~

~~California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>~~

~~U.S. Department of Education, Office for Civil Rights:~~

~~<http://www.ed.gov/about/offices/list/ocr>~~

~~U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>~~

~~*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*~~

~~*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*~~

*Legal Reference:*

*EDUCATION CODE*

*200-262.4 Prohibition of discrimination*

*CIVIL CODE*

*51.7 Freedom from violence or intimidation*

*GOVERNMENT CODE*

*11135 Unlawful discrimination*

*11138 Rules and regulations*

*12900-12996 Fair Employment and Housing Act*

*PENAL CODE*

422.56 Definitions, hate crimes  
CODE OF REGULATIONS, TITLE 2  
11019 Terms, conditions and privileges of employment  
CODE OF REGULATIONS, TITLE 5  
4900-4965 Nondiscrimination in elementary and secondary education programs  
UNITED STATES CODE, TITLE 20  
1681-1688 Title IX of the Education Amendments of 1972  
UNITED STATES CODE, TITLE 29  
621-634 Age Discrimination in Employment Act  
794 Section 504 of the Rehabilitation Act of 1973  
UNITED STATES CODE, TITLE 42  
2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended  
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended  
2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
6101-6107 Age discrimination in federally assisted programs  
12101-12213 Americans with Disabilities Act  
CODE OF FEDERAL REGULATIONS, TITLE 28  
35.101-35.190 Americans with Disabilities Act  
CODE OF FEDERAL REGULATIONS, TITLE 34  
100.6 Compliance information  
104.7 Designation of responsible employee for Section 504  
104.8 Notice  
106.8 Designation of responsible employee and adoption of grievance procedures  
106.9 Dissemination of policy  
110.1-110.39 Nondiscrimination on the basis of age  
COURT DECISIONS  
Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863  
Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS  
California Law Prohibits Workplace Discrimination and Harassment, December 2014  
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
Notice of Non-Discrimination, August 2010  
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS  
Questions and Answers: Religious Discrimination in the Workplace, 2008  
New Compliance Manual Section 15: Race and Color Discrimination, April 2006  
Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999  
WEB SITES  
California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>  
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>  
U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

**Sequoia Union High School District  
All Personnel**

**Administrative Regulation 4030**  
**NONDISCRIMINATION IN EMPLOYMENT**

The District designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to coordinate the District's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the District's nondiscrimination policies. The coordinator may be contacted at:

Assistant Superintendent, Human Resources and Student Services  
480 James Avenue  
Redwood City, CA 94062  
(650) 369-1411

**Measures to Prevent Discrimination**

To prevent unlawful discrimination, harassment, and retaliation against District employees, volunteers, interns, and job applicants, the Superintendent or designee shall implement the following measures:

1. Publicize the District's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, to employees, volunteers, interns, job applicants, and the general public by: (5 CCR 4960; 34 CFR 100.6, 106.9)
  - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
  - b. Posting them in all District schools and offices, including staff lounges and other prominent locations
  - c. Posting them on the District's web site and providing easy access to them through District-supported social media, when available

*(cf. 1113 - District and School Web Sites)*  
*(cf. 1114 - District-Sponsored Social Media)*

2. Provide to employees a handbook that contains information that clearly describes the District's nondiscrimination policy, procedures for filing a complaint, and resources available to anyone who feels that he/she has been the victim of any discriminatory or harassing behavior

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

3. Provide training to employees, volunteers, and interns regarding the District's nondiscrimination policy, including what constitutes unlawful discrimination,

harassment, and retaliation and how and to whom a report of an incident should be made

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

4. Periodically review the District's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure District compliance with law

### **Complaint Procedure**

Any complaint by an employee or job applicant alleging discrimination or harassment shall be addressed in accordance with the following procedures:

1. **Notice and Receipt of Complaint:** A complainant who is an employee shall inform his/her supervisor. However, if the supervisor is the person against whom the employee is complaining, the employee shall inform the coordinator or the Superintendent. A job applicant shall inform the coordinator or the Superintendent or designee.

The complainant may file a written complaint in accordance with this procedure, or if he/she is an employee, may first attempt to resolve the situation informally with his/her supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4032 - Reasonable Accommodation)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

2. **Investigation Process:** The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the District's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the allegations will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

*(cf. 3580 - District Records)*

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

If the coordinator determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation as soon as possible. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

When necessary to carry out his/her investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, District legal counsel, or the District's risk manager.

The coordinator also shall determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents do not occur. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Corrective Action:** No more than 30 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the complainant and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, correct the effect on the complainant, and ensure that retaliation or further discrimination or harassment does not occur.

The report shall be presented to the complainant, the person accused, and the Superintendent or designee.

4. **Appeal to the Governing Board:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a District employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

## **Other Remedies**

In addition to filing a discrimination or harassment complaint with the District, a person may file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960
2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

# **Sequoia Union High School District**

## **Strategic Plan Goal Areas**

### **Academics**

#### **1. Academic Achievement**

- a. Create an academic environment in which all students feel welcomed, challenged, and supported to take the most rigorous courses possible, with consideration for balance and well being
- b. Annually increase the percentage of all seniors and unduplicated target group seniors who complete graduation requirements and, correspondingly, decrease the dropout rate (LCAP 7; Dashboard 7; LEA 5)
- c. Annually increase the percentage of all students and unduplicated target group students who graduate UC A-G eligible. (LCAP 5; Dashboard 3)
- d. Annually increase the percentage of all students and unduplicated target group students who take an AP/IB class before graduation. (LCAP 6; Dashboard 4)

#### **2. Curriculum**

- a. Implement Common Core curriculum at all levels and across all subject areas, further building students' analytical and communication skills (LCAP 2)
- b. Utilize instructional strategies that provide Common Core access to all students (LCAP 2)
- c. Optimize technology to support the implementation of Common Core Standards (LCAP 2)
- e. Support curricular relevancy and experience across disciplines

#### **3. Informed Decision Making**

- a. Align District and Site Goals under common evaluative tools
- b. Ensure that District programmatic and instructional decisions are driven by data
- c. Align budget decisions with results of systematic program review
- d. Maintain District budget stability through informed, evaluative decisions regarding the utilization of resources

#### **4. Staff**

- a. Hire and retain highly qualified staff, while seeking to recruit teachers who represent demographically the communities we serve (LCAP 1, LEA 3)
- b. Provide ongoing support, training and ongoing professional development for staff (LCAP 1, LEA 3)

#### **5. Articulation**

- a. Collaborate with partner K-8 districts, with a focus on Redwood City and Ravenswood, to develop an aligned curricular, instructional and support k-12 system.



# Passion for Learning

## 1. Affective Domain

- a. With the goal of increasing academic engagement, work to improve student attendance, motivation, adult/student relationships and connections with post-secondary opportunities
- b. Continue to support programs and activities that result in reducing the number of incidences that require disciplinary action
- c. choose courses from an academic program comprised of a variety of programmatic options, thereby engaging learners in experiences driven by intellectual curiosity and discovery
- d. Connect personal interests and talents to college and career options through access to courses and programs that promote students' development as well-rounded members of society

## 2. Positive School Climate

- a. Support and develop programs and activities that promote a nurturing, safe environment
- b. Promote participation of all students and unduplicated target groups in extracurricular activities

# Support

- a) receive academic, social, emotional, and personal support from peers, mentors, parents, and staff;

## 1. Mental Health Support

- a. Ensure an adequate safety net of mental health supports across the District that provides support from peers, mentors parents and staff
- b. Provide an environment in which students can develop the interpersonal skills, confidence and resilience to pursue intellectual and personal goals

## 2. Physical Health Support

- a. Promote the physical well being of students

## 3. Academic Support

- a. Provide academic support for students from peers, mentors, parents and staff
- b. Implement an academic and support program for Redwood that meets the needs of its population, advances students to graduation and builds connections to post-secondary opportunities
- c. Provide for additional support classes, summer school opportunities, credit recovery, after school tutoring to promote academic achievement of targeted students
- d. Increase communication and partnership with nonprofits that support District students
- e. Increase communication, articulation and partnership with community colleges
- f. Build relationships with business partners, keeping them informed of District achievements and seeking their counsel to prepare students to meet industry needs
- g. Align the Adult School to better coordinate with sites to promote higher graduation rates school graduation
- h. Implement instructional strategies and support programs to increase the re-designation rate of EL learners (LCAP 4)

- i. Increase participation in parent educational activities designed to promote the well-being of students, college readiness and the utilization of tools to support student success (LCAP 3)
- j. Provide monthly information to parents around curriculum, education and extra-curricula opportunities

#### **4. Alternative Programs**

- a. Provide for high quality, alternative academic programs such as Independent Study and Middle College to meet the unique learning needs of interested students
- b. Develop the Menlo Park Small School based on a technology and engineering theme, business partnerships and collaboration with the community college
- c. Provide for a high quality instructional program at Redwood High School that meets the academic and post-secondary needs of its students

#### **5. Facilities**

- a. Provide for state of the art facilities designed for implementation of the latest instructional strategies, while meeting the housing needs of a changing student population
- b. Ensure that the school sites are optimized for the smooth administration and support
- c. Consider shifting enrollment needs in the development of new and updated facilities
- d. Create alternative settings that support the District's goals for all and unduplicated target students

#### **6. District Office**

- a. Provide for efficient, centralized services through the District Office to support schools and classroom instruction