

SEQUOIA UNION HIGH SCHOOL DISTRICT  
Redwood City, California 94062

TO: Board of Trustees

DATE: September 3, 2014

FROM: James Lianides,  
SuperintendentSUBJECT: Personnel Recommendations  
for September 3, 2014  
Board MeetingEmployment – Certificated

Bajornas	Erin	W	Teacher – Education Specialist	1.0 fte	08/15/14	Probationary 1
Butscher	S.	M	Teacher – Mathematics	.2 fte	08/19/14	E.C. 44909
Bratton	Jenny	W	Teacher – English	.4 fte	08/14/14	E.C. 44920
Casperson	Karen	S	School Psychologist	1.0 fte	08/14/14	Probationary 1
Colvig	Robert	C	Teacher – English	1.0 fte	08/27/14	Probationary 1
Garcia Ortiz	Ventura	E	Teacher – Spanish	1.0 fte	08/20/14	Probationary 1
Hou	Li-chu	C	Teacher – Mandarin	.4 fte	08/19/14	E.C. 44909
Nelson	James	M	Teacher – English	1.0 fte	08/14/14	E.C. 44909
Ranum	Amie	S	English Curriculum Lead	.2 fte	08/14/14	E.C. 44909
Stone	Jordan	S	Teacher – English	.4 fte	08/28/14	E.C. 44920
Talbot	Katherine	S	Teacher – Science	.4 fte	08/15/14	Probationary 1

Approved Requests for Leave of Absence for the 2014-15 School Year

Seaberg Sonia M Teacher – Foreign Language 20% leave Section 9.1.1-(A-6)

Request to Rescind Leave of Absence for the 2014-15 School Year

Perkins Jana D TIPS Advisor 40% leave Section 9.1.1-(A-6)

Notice of Termination-Certificated

Chen	Tianing	W	Teacher – Mandarin	Resignation	.2 fte	08/14/14
Wachtler	Catherine	W	Teacher - Science	Resignation	.2 fte	08/26/14

Employment – Sequoia Adult Certificated

NONE

Notice of Terminations – Sequoia Adult Certificated

NONE

SEQUOIA UNION HIGH SCHOOL DISTRICT  
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for September 3, 2014  
Board MeetingEmployment – Classified

Andrade Estrada	Adriana	W	Food Service Worker I	Probationary	0.5 fte	08/01/14
Avalo	Jose	D	School Bus Driver	Temp	1.0 fte	08/13/14
Avalos	Carolina	M	IA II - Bilingual	Temp	1.0 fte	07/15/14
Alvarez	Noemi	S	Inclusion Aide/SCIA	Temp	1.0 fte	08/25/14
Avila	Ruben	S	Inclusion Aide/SCIA	Temp	1.0 fte	08/19/14
Brown	Jackie	S	Inclusion Aide/SCIA	Temp	1.0 fte	08/19/14
Carbajal	Rafael	M	Tech Supp. Assist.	Temp	1.0 fte	07/01/14
Cardona	Cynthia	M	IA II – Bilingual	Temp	1.0 fte	08/19/14
Carrasco	Constance	M	Student Worker	Student	0.5 fte	06/15/14
Cornelio	Maria	S	Inclusion Aide/SCIA	Temp	1.0 fte	08/20/14
De Anda	Christopher	D	Transportation Aide	Temp	1.0 fte	07/07/14
Flores	Karina	M	IA II	Probationary	1.0 fte	08/19/14
Gomez	Lorenzo	M	IA II - Bilingual	Temp	1.0 fte	08/19/14
Gonzalez	Jonathan	S	Campus Security	Temp	0.5 fte	08/18/14
Gonzalez	Jonathan	S	Inclusion Aide On-Call	Temp	0.5 fte	08/01/14
Hansen	Michael	D	Maint. Carpenter/Painter	Temp	1.0 fte	07/01/14
Hayes	Richard	M	Theater Manager	Temp	1.0 fte	07/01/14
Hayes	Robert	D	Food Service Worker I	Probationary	0.5 fte	08/01/14
Hinestroza	Sheleen	D	IA II / Tester-EL	Temp	1.0 fte	07/31/14
Horn	Gail	C	Food Service Worker I	Probationary	0.5 fte	08/01/14
Koehl	Martina	C	Food Service Cashier	Temp	0.5 fte	08/14/14
Lamb	Jayson	M	IA II	Probationary	1.0 fte	08/19/14
Lauese	Sione	E	Campus Security II	Probationary	1.0 fte	08/19/14
Lewis	Glenda	D	School Bus Driver	Probationary	1.0 fte	08/19/14
Magallon	Viridiana	E	School Secretary	Temp	1.0 fte	08/18/14
Maldonado	JoEllen	C	IA II	Temp	1.0 fte	08/20/14
Martin	Kimberly	S	Inclusion Aide/SCIA	Temp	1.0 fte	08/27/14
Martinucci	Lauren	W	IA II	Emp	1.0 fte	08/19/14
Mendez Esparza	Sergio	S	Food Service Cashier	Temp	0.5 fte	08/14/14
Mendez Esparza	Sergio	D	Tech Supp. Assist.	Temp	1.0 fte	08/21/14
Moore	Roger	D	School Bus Driver	Temp	1.0 fte	08/13/14
Nunura	Katherine	C	Food Service Cashier	Temp	0.5 fte	08/14/14
Pacheco	Kenia	D	IA II/Tutor – EL	Temp	1.0 fte	08/01/14
Piper	Devonte	S	Inclusion Aide/SCIA	Temp	1.0 fte	08/19/14
Ramirez-Rosillo	Abigail	S	Food Service Worker I	Probationary	0.5 fte	08/01/14
Randall	Terence	E	Campus Security Aide I	Probationary	1.0 fte	08/19/14
Record	Justine	C	Inclusion Aide Floater	Temp	1.0 fte	08/18/14
Reynaga	Wendy	M	IA II	Temp	1.0 fte	08/12/14
Rivera	Natasha	D	Office Assist-SPED	Probationary	1.0 fte	08/13/14
Taumoepeau	Amelia	T	Inclusion Aide	Temp	1.0 fte	08/20/14
Tautuaa	Joseph	M	Campus Security I	Temp	1.0 fte	07/16/14
Tejeda	Jocelyn	W	School Secretary	Temp	1.0 fte	08/20/14

Vassalo	Kathy	W	Food Service Worker I	Probationary	0.5 fte	08/01/14
Ventura-Perez	Blanca	R	Bil. Site Parent Liaison	Temp	0.8 fte	08/15/14
Williams	Brian	W	IA II	Probationary	1.0 fte	08/19/14
Winnen	Kaitlin	S	Inclusion Aide/SCIA	Temp	1.0 fte	08/22/14
Zepeda	Cristina	M	Food Service Worker I	Probationary	0.5 fte	08/01/14

Notice of Terminations

Garcia-Pina	Tania	S	IA II	Resigned	1.0 fte	08/18/14
Knox	Melissa	W	Inclusion Aide/SCIA	Resigned	1.0 fte	08/21/14
Munoz	Marlena	W	IA II	Resigned	1.0 fte	08/13/14
Serna	Ernesto	C	Custodian	Term	1.0 fte	08/15/14
Valle	Ariana	S	IA II	Resigned	1.0 fte	09/15/14

## Part II: The Single Plan for Student Achievement Template

School: Redwood High School

District: Sequoia Union High School District

County-District School (CDS) Code: 41690624135687

Principal: Miguel A. Rodriguez

Date of this revision: 8/27/14

The Single Plan for Student Achievement (SPSA) is a plan of actions to raise the academic performance of all students. California *Education Code* sections 41507, 41572, and 64001 and the federal Elementary and Secondary Education Act (ESEA) require each school to consolidate all school plans for programs funded through the ConApp and ESEA Program Improvement into the SPSA.

For additional information on school programs and how you may become involved locally, please contact the following person:

Contact Person: Miguel A. Rodriguez

Position: Principal

Telephone Number: (650) 298-8876

Address: 1968 Old County Rd., Redwood City, CA 94063

E-mail Address: mrodriguez@seq.org

The District Governing Board approved this revision of the SPSA on 9/3/14.





## Form C: Programs Included in this Plan

Check the box for each state and federal program in which the school participates. Enter the amounts allocated for each program in which the school participates and, if applicable, check the box indicating that the program's funds are being consolidated as part of operating a schoolwide program (SWP). The plan must describe the activities to be conducted at the school for each of the state and federal programs in which the school participates. The totals on these pages should match the cost estimates in Form A and the school's allocation from the ConApp.

Note: For many of the funding sources listed below, school districts may be exercising Categorical Program Provisions options (flexibility), which are described at <http://www.cde.ca.gov/fg/aa/co/ca12sguiappcatprog.asp>.

**Of the four following options, please select the one that describes this school site:**

- ☒ **This site operates as a targeted assistance school (TAS), not as a schoolwide program (SWP).**
- ☐ **This site operates a SWP but does not consolidate its funds as part of operating a SWP.**
- ☐ **This site operates a SWP and consolidates only applicable federal funds as part of operating a SWP.**
- ☐ **This site operates a SWP and consolidates all applicable funds as part of operating a SWP.**

State Programs	Allocation	Consolidated in the SWP
<input type="checkbox"/> <b>Local Control Funding Formula (LCFF) – Base Grant</b> Purpose: To provide flexibility in the use of state and local funds by LEAs and schools	\$	<input type="checkbox"/>
<input type="checkbox"/> <b>LCFF – Supplemental Grant</b> Purpose: To provide a supplemental grant equal to 20 percent of the adjusted LCFF base grant for targeted disadvantaged students	\$	<input type="checkbox"/>
<input type="checkbox"/> <b>LCFF – Concentration Grant</b> Purpose: To provide an additional concentration grant equal to 50 percent of the adjusted LCFF base grant for targeted students exceeding 55 percent of an LEA's enrollment	\$	<input type="checkbox"/>
<input type="checkbox"/> <b>California School Age Families Education (Carryover only)</b> Purpose: Assist expectant and parenting students to succeed in school	\$	<input type="checkbox"/>
<input type="checkbox"/> <b>Economic Impact Aid/State Compensatory Education (EIA-SCE) (Carryover only)</b> Purpose: Help educationally disadvantaged students succeed in the regular program	\$	<input type="checkbox"/>



<input type="checkbox"/>	<b>Economic Impact Aid/Limited English Proficient (EIA-LEP) (Carryover only)</b> Purpose: Develop fluency in English and academic proficiency of English learners	\$	<input type="checkbox"/>
<input type="checkbox"/>	<b>Peer Assistance and Review (Carryover only)</b> Purpose: Assist teachers through coaching and mentoring	\$	<input type="checkbox"/>
<input type="checkbox"/>	<b>Professional Development Block Grant (Carryover only)</b> Purpose: Attract, train, and retain classroom personnel to improve student performance in core curriculum areas	\$	<input type="checkbox"/>
<input type="checkbox"/>	<b>Pupil Retention Block Grant (Carryover only)</b> Purpose: Prevent students from dropping out of school	\$	<input type="checkbox"/>
<input type="checkbox"/>	<b>Quality Education Investment Act (QEIA)</b> Purpose: Funds are available for use in performing various specified measures to improve academic instruction and pupil academic achievement	\$	<input type="checkbox"/>
<input type="checkbox"/>	<b>School and Library Improvement Program Block Grant (Carryover only)</b> Purpose: Improve library and other school programs	\$	<input type="checkbox"/>
<input type="checkbox"/>	<b>School Safety and Violence Prevention Act (Carryover only)</b> Purpose: Increase school safety	\$	<input type="checkbox"/>
<input type="checkbox"/>	<b>Tobacco-Use Prevention Education</b> Purpose: Eliminate tobacco use among students	\$	<input type="checkbox"/>
X	<b>List and Describe Other State or Local Funds</b> (e.g., Career and Technical Education [CTE], etc.) District Support for EL Students will be utilized to provide Instructional Aide support to EL students.	\$30,744	<input type="checkbox"/>
Total amount of state categorical funds allocated to this school		\$30,744	
<b>Federal Programs</b>		<b>Allocation</b>	<b>Consolidated in the SWP</b>
X	<b>Title I, Part A: Allocation</b> Purpose: To improve basic programs operated by local educational agencies (LEAs) Social Worker Position (ACS)	\$28,979	<input type="checkbox"/>
X	<b>Title I, Part A: Parental Involvement</b> (if applicable under Section 1118[a][3][c] of the Elementary and Secondary Education Act) Purpose: Ensure that parents have information they need to make well-informed choices for their children, more effectively share responsibility with their children's schools, and help schools develop effective and successful academic programs (this is a reservation from the total Title I, Part A allocation). Funds used to add hours to Bilingual Site Parent Liaison Position	\$7,847	<input type="checkbox"/>

<input checked="" type="checkbox"/>	<b>For Program Improvement Schools only: Title I, Part A Program Improvement (PI) Professional Development</b> (10 percent minimum reservation from the Title I, Part A reservation for schools in PI Year 1 and 2)	\$2,898		<input type="checkbox"/>
<input type="checkbox"/>	<b>Title II, Part A: Improving Teacher Quality</b> Purpose: Improve and increase the number of highly qualified teachers and principals	\$		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<b>Title III, Part A: Language Instruction for Limited-English-Proficient (LEP) Students</b> Purpose: Supplement language instruction to help LEP students attain English proficiency and meet academic performance standards  These funds are used to fund .4FTE Bilingual Resource Teacher	\$9,482		Title III funds may not be consolidated as part of a SWP <sup>3</sup>
<input type="checkbox"/>	<b>Title VI, Part B: Rural Education Achievement Program</b> Purpose: Provide flexibility in the use of ESEA funds to eligible LEAs	\$		<input type="checkbox"/>
<input type="checkbox"/>	<b>For School Improvement Schools only: School Improvement Grant (SIG)</b> Purpose: to address the needs of schools in improvement, corrective action, and restructuring to improve student achievement	\$		<input type="checkbox"/>
<input type="checkbox"/>	<b>Other federal funds</b> (list and describe)	\$		<input type="checkbox"/>
<input type="checkbox"/>	<b>Other federal funds</b> (list and describe)	\$		<input type="checkbox"/>
<input type="checkbox"/>	<b>Other federal funds</b> (list and describe)	\$		<input type="checkbox"/>
Total amount of federal categorical funds allocated to this school		\$38,461		
Total amount of state and federal categorical funds allocated to this school		\$69,205		

Note: Other Title I-supported activities that are not shown on this page may be included in the SPSA Action Plan.

<sup>3</sup> Title III funds are not a school level allocation even if allocated by the district to a school site. The LEA is responsible for fiscal reporting and monitoring and cannot delegate their authority to a site at which the program is being implemented. If Title III funds are spent at a school site, they must be used for the purposes of Title III and only for those students the LEA has identified for services. For more information please contact the Language Policy and Leadership Office at 916-319-0845.



## Form D: School Site Council Membership

California *Education Code* describes the required composition of the School Site Council (SSC). The SSC shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; parents of pupils attending the school selected by such parents; and, in secondary schools, pupils selected by pupils attending the school.<sup>4</sup> The current make-up of the SSC is as follows:

Names of Members	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Student
Miguel A. Rodriguez	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ally Christian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Jackie Dixon	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Pamela Tenn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Jeff Watkins	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uriel Espino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Geraldine Ferguson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of members in each category	1	1	1	4	<input type="checkbox"/>

<sup>4</sup> EC Section 52852

## Form E: Recommendations and Assurances

The school site council (SSC) recommends this school plan and proposed expenditures to the district governing board for approval and assures the board of the following:

1. The SSC is correctly constituted and was formed in accordance with district governing board policy and state law.
2. The SSC reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the Single Plan for Student Achievement (SPSA) requiring board approval.
3. The SSC sought and considered all recommendations from the following groups or committees before adopting this plan **(Check those that apply)**:

- ☐ State Compensatory Education Advisory Committee \_\_\_\_\_ Signature
- X English Learner Advisory Committee *[Signature]* Signature
- ☐ Special Education Advisory Committee \_\_\_\_\_ Signature
- ☐ Gifted and Talented Education Advisory Committee \_\_\_\_\_ Signature
- ☐ District/School Liaison Team for schools in Program Improvement \_\_\_\_\_ Signature
- ☐ Compensatory Education Advisory Committee \_\_\_\_\_ Signature
- ☐ Departmental Advisory Committee (secondary) \_\_\_\_\_ Signature
- ☐ Other committees established by the school or district (list) \_\_\_\_\_ Signature

4. The SSC reviewed the content requirements for school plans of programs included in this SPSA and believes all such content requirements have been met, including those found in district governing board policies and in the local educational agency plan.
5. This SPSA is based on a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.
6. This SPSA was adopted by the SSC at a public meeting on: 8/27/14.

Attested:

Miguel A. Rodriguez  
Typed name of School Principal

*[Signature]*  
Signature of School Principal

8/28/14  
Date

Ally Christian  
Typed name of SSC Chairperson

*[Signature]*  
Signature of SSC Chairperson

8/28/14  
Date

## **Background Write up For Approval of Preliminary RHS Categorical Budget**

### **APPROVAL OF PRELIMINARY 2014-2015 CATEGORICAL BUDGET FOR REDWOOD HIGH SCHOOL**

(consent)

#### **SITUATION**

The California Department of Education requires that each school's site council and local governing board annually approves the corresponding categorical budgets as part of each school's site plan. These funds must be aligned to the goals and initiatives described in the corresponding school site plan, which, in turn must not conflict with the district's Local Control Accountability Plan (LCAP). Because preliminary budgets may change once the final state and federal allocations are provided, a revision to the school budgets may need to be submitted in the fall.

#### **FISCAL IMPACT**

Approval of Redwood High School's 2014-2015 preliminary categorical budget grants formal authority to Redwood High School to expend their state and federal categorical funds Title I, Title III-Limited English Proficient [LEP], District-funded English Learners [EL] Support, estimated at \$69,205.

#### **RECOMMENDATION**

That the Board of Trustees approves the preliminary 2014-2015 categorical budget for Redwood High School.



## Form C: Programs Included in this Plan

Check the box for each state and federal program in which the school participates. Enter the amounts allocated for each program in which the school participates and, if applicable, check the box indicating that the program's funds are being consolidated as part of operating a schoolwide program (SWP). The plan must describe the activities to be conducted at the school for each of the state and federal programs in which the school participates. The totals on these pages should match the cost estimates in Form A and the school's allocation from the ConApp.

Note: For many of the funding sources listed below, school districts may be exercising Categorical Program Provisions options (flexibility), which are described at <http://www.cde.ca.gov/fq/aa/co/ca12sguiappcatprog.asp>.

Of the four following options, please select the one that describes this school site:

- ☒ This site operates as a targeted assistance school (TAS), not as a schoolwide program (SWP).
- ☐ This site operates a SWP but does not consolidate its funds as part of operating a SWP.
- ☐ This site operates a SWP and consolidates only applicable federal funds as part of operating a SWP.
- ☐ This site operates a SWP and consolidates all applicable funds as part of operating a SWP.

State Programs	Allocation	Consolidated in the SWP
<input type="checkbox"/> <b>Local Control Funding Formula (LCFF) – Base Grant</b> Purpose: To provide flexibility in the use of state and local funds by LEAs and schools	\$0	<input type="checkbox"/>
<input type="checkbox"/> <b>LCFF – Supplemental Grant</b> Purpose: To provide a supplemental grant equal to 20 percent of the adjusted LCFF base grant for targeted disadvantaged students	\$0	<input type="checkbox"/>
<input type="checkbox"/> <b>LCFF – Concentration Grant</b> Purpose: To provide an additional concentration grant equal to 50 percent of the adjusted LCFF base grant for targeted students exceeding 55 percent of an LEA's enrollment	\$0	<input type="checkbox"/>
<input type="checkbox"/> <b>California School Age Families Education (Carryover only)</b> Purpose: Assist expectant and parenting students to succeed in school	\$0	<input type="checkbox"/>
<input type="checkbox"/> <b>Economic Impact Aid/State Compensatory Education (EIA-SCE) (Carryover only)</b> Purpose: Help educationally disadvantaged students succeed in the regular program	\$0	<input type="checkbox"/>

<input type="checkbox"/>	<b>Economic Impact Aid/Limited English Proficient (EIA-LEP) (Carryover only)</b> Purpose: Develop fluency in English and academic proficiency of English learners	\$n/a	<input type="checkbox"/>
<input type="checkbox"/>	<b>Peer Assistance and Review (Carryover only)</b> Purpose: Assist teachers through coaching and mentoring	\$0	<input type="checkbox"/>
<input type="checkbox"/>	<b>Professional Development Block Grant (Carryover only)</b> Purpose: Attract, train, and retain classroom personnel to improve student performance in core curriculum areas	\$0	<input type="checkbox"/>
<input type="checkbox"/>	<b>Pupil Retention Block Grant (Carryover only)</b> Purpose: Prevent students from dropping out of school	\$0	<input type="checkbox"/>
<input type="checkbox"/>	<b>Quality Education Investment Act (QEIA)</b> Purpose: Funds are available for use in performing various specified measures to improve academic instruction and pupil academic achievement	\$0	<input type="checkbox"/>
<input type="checkbox"/>	<b>School and Library Improvement Program Block Grant (Carryover only)</b> Purpose: Improve library and other school programs	\$0	<input type="checkbox"/>
<input type="checkbox"/>	<b>School Safety and Violence Prevention Act (Carryover only)</b> Purpose: Increase school safety	\$0	<input type="checkbox"/>
<input type="checkbox"/>	<b>Tobacco-Use Prevention Education</b> Purpose: Eliminate tobacco use among students	\$ 1500	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<b>List and Describe Other State or Local Funds</b> (e.g., Career and Technical Education [CTE], etc.)	\$	<input type="checkbox"/>
Total amount of state categorical funds allocated to this school		\$	
<b>Federal Programs</b>		<b>Allocation</b>	<b>Consolidated in the SWP</b>
<input type="checkbox"/>	<b>Title I, Part A: Allocation</b> Purpose: To improve basic programs operated by local educational agencies (LEAs)	\$0	<input type="checkbox"/>
<input type="checkbox"/>	<b>Title I, Part A: Parental Involvement</b> (if applicable under Section 1118[a][3][c] of the Elementary and Secondary Education Act) Purpose: Ensure that parents have information they need to make well-informed choices for their children, more effectively share responsibility with their children's schools, and help schools develop effective and successful academic programs (this is a reservation from the total Title I, Part A allocation).	\$0	<input type="checkbox"/>



<input type="checkbox"/>	<b>For Program Improvement Schools only: Title I, Part A Program Improvement (PI) Professional Development</b> (10 percent minimum reservation from the Title I, Part A reservation for schools in PI Year 1 and 2)	\$0		<input type="checkbox"/>
<input type="checkbox"/>	<b>Title II, Part A: Improving Teacher Quality</b> Purpose: Improve and increase the number of highly qualified teachers and principals	\$0		<input type="checkbox"/>
<input type="checkbox"/>	<b>Title III, Part A: Language Instruction for Limited-English-Proficient (LEP) Students</b> Purpose: Supplement language instruction to help LEP students attain English proficiency and meet academic performance standards	\$31,462		Title III funds may not be consolidated as part of a SWP <sup>3</sup>
<input type="checkbox"/>	<b>Title VI, Part B: Rural Education Achievement Program</b> Purpose: Provide flexibility in the use of ESEA funds to eligible LEAs	\$0		<input type="checkbox"/>
<input type="checkbox"/>	<b>For School Improvement Schools only: School Improvement Grant (SIG)</b> Purpose: to address the needs of schools in improvement, corrective action, and restructuring to improve student achievement	\$0		<input type="checkbox"/>
<input type="checkbox"/>	<b>Other federal funds</b> (list and describe)	\$0		<input type="checkbox"/>
<input type="checkbox"/>	<b>Other federal funds</b> (list and describe)	\$0		<input type="checkbox"/>
<input type="checkbox"/>	<b>Other federal funds</b> (list and describe)	\$0		<input type="checkbox"/>
Total amount of federal categorical funds allocated to this school		\$0		
Total amount of state and federal categorical funds allocated to this school		\$		

Note: Other Title I-supported activities that are not shown on this page may be included in the SPSA Action Plan.

<sup>3</sup> Title III funds are not a school level allocation even if allocated by the district to a school site. The LEA is responsible for fiscal reporting and monitoring and cannot delegate their authority to a site at which the program is being implemented. If Title III funds are spent at a school site, they must be used for the purposes of Title III and only for those students the LEA has identified for services. For more information please contact the Language Policy and Leadership Office at 916-319-0845.

## Form D: School Site Council Membership

California *Education Code* describes the required composition of the School Site Council (SSC). The SSC shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; parents of pupils attending the school selected by such parents; and, in secondary schools, pupils selected by pupils attending the school.<sup>4</sup> The current make-up of the SSC is as follows:

Names of Members	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Student
Matthew Zito	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valerie Caveney	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Duran	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cindy Folker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stephanie Nisbet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amara Trabosh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sophia Boch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of members in each category	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>4</sup> EC Section 52852

## Form E: Recommendations and Assurances

The school site council (SSC) recommends this school plan and proposed expenditures to the district governing board for approval and assures the board of the following:

1. The SSC is correctly constituted and was formed in accordance with district governing board policy and state law.
2. The SSC reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the Single Plan for Student Achievement (SPSA) requiring board approval.
3. The SSC sought and considered all recommendations from the following groups or committees before adopting this plan (**Check those that apply**):

- ☐ State Compensatory Education Advisory Committee \_\_\_\_\_ Signature
- ☒ English Learner Advisory Committee East for \$ \_\_\_\_\_ Signature
- ☐ Special Education Advisory Committee \_\_\_\_\_ Signature
- ☐ Gifted and Talented Education Advisory Committee \_\_\_\_\_ Signature
- ☐ District/School Liaison Team for schools in Program Improvement \_\_\_\_\_ Signature
- ☐ Compensatory Education Advisory Committee \_\_\_\_\_ Signature
- ☐ Departmental Advisory Committee (secondary) \_\_\_\_\_ Signature
- ☐ Other committees established by the school or district (list) \_\_\_\_\_ Signature

4. The SSC reviewed the content requirements for school plans of programs included in this SPSA and believes all such content requirements have been met, including those found in district governing board policies and in the local educational agency plan.
5. This SPSA is based on a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.
6. This SPSA was adopted by the SSC at a public meeting on: \_\_\_\_\_

Attested:

Matthew Zito  
Typed name of School Principal

Man S 3 to  
Signature of School Principal

8/10/2014  
Date

VALERIE CAVENEY  
Typed name of SSC Chairperson

Valerney  
Signature of SSC Chairperson

8/10/14  
Date



**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

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

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
<b><u>01 GENERAL FUND</u></b>					
6/6/2014	01	3401	PUBLIC EMPLOYEES' RETIREMENT S	882958	1,931.07
6/25/2014	01	3401	CALIF. SCHOOLS DNTL COALITION	889397	347.22
			<b>HLTH &amp; WELFARE BNFT CERT-3401 TOTAL</b>		<b>2,278.29</b>
6/25/2014	01	3402	CALIF. SCHOOLS DNTL COALITION	889397	462.96
			<b>HLTH &amp; WELFARE BNFT CLASS-3402 TOTAL</b>		<b>462.96</b>
6/6/2014	01	3701	SEQUOIA UNION HIGH SCHOOL DIST	882942	384,744.36
6/6/2014	01	3701	PUBLIC EMPLOYEES' RETIREMENT S	882958	33,002.59
6/23/2014	01	3701	SEQUOIA UNION HIGH SCHOOL DIST	888008	127,058.43
6/25/2014	01	3701	SEQUOIA UNION HIGH SCHOOL DIST	889360	25,444.92
			<b>RETIREE BENEFITS CERT-3701 TOTAL</b>		<b>570,250.30</b>
6/6/2014	01	3702	SEQUOIA UNION HIGH SCHOOL DIST	882942	155,701.72
6/6/2014	01	3702	PUBLIC EMPLOYEES' RETIREMENT S	882958	19,634.60
6/23/2014	01	3702	SEQUOIA UNION HIGH SCHOOL DIST	888008	123,151.76
6/25/2014	01	3702	SEQUOIA UNION HIGH SCHOOL DIST	889360	16,436.94
			<b>RETIREE BENEFITS, CLASS-3702 TOTAL</b>		<b>314,925.02</b>
6/3/2014	01	4110	HOUGHTON MIFFLIN HARCOURT	881886	3,140.18
6/13/2014	01	4110	MPS	885577	6,953.01
			<b>TEXTBOOKS-4110 TOTAL</b>		<b>10,093.19</b>
6/4/2014	01	4210	SALEM PRESS INC.	882372	1,341.00
6/6/2014	01	4210	FOLLETT EDUCATIONAL SERVICES	882937	1,023.51
6/11/2014	01	4210	GALE	884958	207.52
			<b>OTHER BOOKS-4210 TOTAL</b>		<b>2,572.03</b>
6/3/2014	01	4310	APPERSON INC.	881867	944.28
6/3/2014	01	4310	ARBOR SCIENTIFIC	881868	315.65
6/3/2014	01	4310	BARNES & NOBLE INC	881869	996.45
6/3/2014	01	4310	JILL BAUMGARTEL	881870	295.01
6/3/2014	01	4310	DAVID BRIGGS	881872	209.13
6/3/2014	01	4310	CLAY PLANET	881874	170.82
6/3/2014	01	4310	CUSTOMINK	881876	639.80
6/3/2014	01	4310	ERIC ETTLIN	881878	549.89
6/3/2014	01	4310	FLINN SCIENTIFIC INC	881880	364.47
6/3/2014	01	4310	CRISTELDA GUILLEN	881883	377.40
6/3/2014	01	4310	ELANA HENDERSON	881885	187.64
6/3/2014	01	4310	DANIELLE HUFFMAN	881887	152.51
6/3/2014	01	4310	KRISTEN HUGHES	881888	108.10
6/3/2014	01	4310	MONA KLEIN	881890	747.34
6/3/2014	01	4310	JOHN ARNER	881892	596.59
6/4/2014	01	4310	APPLE COMPUTER	882329	172.22
6/4/2014	01	4310	BACH COMPANY	882331	1,469.07
6/4/2014	01	4310	JILL BAUMGARTEL	882332	240.47
6/4/2014	01	4310	LINDSEY BECKER	882335	146.48
6/4/2014	01	4310	BIO COMPANY INC	882337	587.80
6/4/2014	01	4310	LISA CAMERA	882338	99.14
6/4/2014	01	4310	MARY DUNN	882343	140.00
6/4/2014	01	4310	CRYSTAL GILFILLAN	882346	69.69
6/4/2014	01	4310	GRANARA'S FLOWER	882347	81.75
6/4/2014	01	4310	DEVON JONES	882348	52.86
6/4/2014	01	4310	BETH MCALLISTER	882350	96.82
6/4/2014	01	4310	MELISSA MELOY	882351	171.53
6/4/2014	01	4310	PATRICIA SPARACINO	882356	118.61
6/4/2014	01	4310	HM RECEIVABLES CO LLC	882360	2,222.23
6/4/2014	01	4310	SADDLEBACK EDUCATIONAL PUBLISH	882364	10,890.77

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
6/4/2014	01	4310	JULIA REISS	882368	109.90
6/4/2014	01	4310	CHRISTOPHER RUBIN	882371	59.49
6/4/2014	01	4310	GREGORY SCHAAL	882374	255.89
6/4/2014	01	4310	MARIAN WELCH	882376	137.33
6/6/2014	01	4310	B & H VIDEO	882921	1,159.94
6/6/2014	01	4310	BRITT BROOME	882922	967.01
6/6/2014	01	4310	CENTRAL BUSINESS EQUIPMENT	882927	1,816.44
6/6/2014	01	4310	JEN PETROELJE	882945	499.23
6/6/2014	01	4310	PROAUDIO.COM	882946	371.95
6/6/2014	01	4310	DAVID SHANNON	882952	159.67
6/6/2014	01	4310	GWEN SIDLEY	882953	211.42
6/6/2014	01	4310	PAUL SNOW	882954	52.43
6/6/2014	01	4310	LISA VASQUEZ	882955	246.86
6/6/2014	01	4310	AP EXAMINATIONS	882967	117,498.00
6/6/2014	01	4310	AP EXAMS	882968	166,981.00
6/10/2014	01	4310	MUSSON THEATRICAL T.V. & FILM	884487	840.09
6/10/2014	01	4310	TROXELL COMMUNICATIONS INC	884490	16,829.46
6/10/2014	01	4310	THE WEEK PUBLICATIONS INC	884491	1,087.50
6/10/2014	01	4310	PATRICK MAIER	884494	119.99
6/10/2014	01	4310	MENLO ATHERTON LEADERSHIP	884495	150.00
6/10/2014	01	4310	LAURA PERDIKOMATIS	884498	74.04
6/10/2014	01	4310	GREGORY SCHAAL	884500	109.95
6/10/2014	01	4310	SEHI COMPUTER PRODUCTS INC	884501	2,013.19
6/10/2014	01	4310	MELISSA SMILGYS	884502	103.75
6/10/2014	01	4310	PAUL SNOW	884503	63.82
6/10/2014	01	4310	NASCO WEST INC	884509	2,649.99
6/10/2014	01	4310	TELECENTER APPLIANCES-TV	884513	546.25
6/10/2014	01	4310	GWEN SIDLEY	884518	56.90
6/10/2014	01	4310	SLING IT LACROSSE	884519	2,183.79
6/10/2014	01	4310	CATHERINE WACHTLER	884520	85.52
6/10/2014	01	4310	WARD'S SCIENCE	884521	209.11
6/10/2014	01	4310	FELICIA YANG	884522	480.68
6/10/2014	01	4310	PIRAYEH ZARGAR	884523	421.80
6/10/2014	01	4310	ABLENET INC	884533	70.00
6/10/2014	01	4310	ANN AKEY	884534	75.12
6/10/2014	01	4310	JOHN DE SOLLAR	884538	63.79
6/11/2014	01	4310	ABLENET INC	884944	363.00
6/11/2014	01	4310	B & H VIDEO	884946	123.94
6/11/2014	01	4310	BEARCOM WIRELESS WORLDWIDE	884948	347.34
6/11/2014	01	4310	BIO COMPANY INC	884949	441.75
6/11/2014	01	4310	CAROLINA BIOLOGICAL SUPPLY	884950	42.09
6/11/2014	01	4310	CAROLINA BIOLOGICAL SUPPLY	884951	61.91
6/11/2014	01	4310	MINDY CHIANG	884953	500.00
6/11/2014	01	4310	GOETZ BROS	884959	114.45
6/11/2014	01	4310	RICHARD HAYES	884960	313.60
6/11/2014	01	4310	LAERDAL MEDICAL CORPORATION	884963	706.32
6/11/2014	01	4310	ERICA ST. JOHN	884966	516.52
6/11/2014	01	4310	GOVCONNECTION INC	884972	2,701.09
6/13/2014	01	4310	CARAVAN CANOPY INT'L INC	885572	765.31
6/13/2014	01	4310	KELLY NORDSTROM	885578	102.47
6/13/2014	01	4310	WEST ED/CHKS	885590	536.00
6/13/2014	01	4310	GAY BUCKLAND-MURRAY	885611	318.46
6/13/2014	01	4310	CAROLINA BIOLOGICAL SUPPLY	885613	9.27

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
6/13/2014	01	4310	CENTRAL BUSINESS EQUIPMENT	885614	267.05
6/13/2014	01	4310	JEFF DECURTINS	885617	271.52
6/13/2014	01	4310	FLINN SCIENTIFIC INC	885618	254.40
6/13/2014	01	4310	LOWE'S HOME IMPROVEMENT	885633	3,903.84
6/17/2014	01	4310	JENNIFER S BUCHANAN	886367	500.10
6/17/2014	01	4310	SHELLEY COLEMAN	886368	378.98
6/17/2014	01	4310	ANN AKEY	886371	470.69
6/17/2014	01	4310	B & H VIDEO	886373	987.83
6/17/2014	01	4310	CHRISTOPHER BEETLEY-HAGLER	886374	57.19
6/17/2014	01	4310	GOVCONNECTION INC.	886377	316.65
6/17/2014	01	4310	SHOMACE IGHANIAN	886379	226.26
6/17/2014	01	4310	KREFELD'S AWARDS	886380	354.25
6/17/2014	01	4310	AARON CAMPBELL	886384	447.58
6/17/2014	01	4310	FRY'S	886386	268.42
6/17/2014	01	4310	JONES CAMPBELL	886387	6,131.30
6/17/2014	01	4310	ZORINA MATAVULJ	886389	112.99
6/17/2014	01	4310	MOLLY NIXON	886393	93.79
6/17/2014	01	4310	DAVINA ORTIZ	886394	502.10
6/17/2014	01	4310	TRIARCO ARTS & CRAFTS	886400	3,092.79
6/17/2014	01	4310	TERESA YEAGER	886404	158.44
6/17/2014	01	4310	ALPINE AWARDS	886410	246.60
6/17/2014	01	4310	SALVADORA CALONJE	886414	401.29
6/17/2014	01	4310	KAREN DORSEY	886418	140.97
6/17/2014	01	4310	EASTBAY/FOOTLOCKER.COM	886419	14,661.00
6/17/2014	01	4310	JOSEPH EZRATI	886420	85.81
6/17/2014	01	4310	FLINN SCIENTIFIC INC	886421	323.77
6/17/2014	01	4310	ALICE KUO	886428	34.62
6/17/2014	01	4310	JASON LLANTERO	886430	158.64
6/17/2014	01	4310	NASCO WEST INC	886433	2,853.43
6/17/2014	01	4310	INC NCS-PEARSON	886434	496.81
6/17/2014	01	4310	SEHI COMPUTER PRODUCTS INC	886443	406.87
6/17/2014	01	4310	STANDARD BUSINESS MACHINES	886445	635.86
6/17/2014	01	4310	TAYLOR WHITE	886447	160.02
6/17/2014	01	4310	SEQUOIA UHSD REVOLVING FUND	886456	602.54
6/20/2014	01	4310	CLAY PLANET	887431	578.46
6/20/2014	01	4310	WEGMAN'S NURSERY	887471	49.46
6/23/2014	01	4310	APPERSON INC.	887968	86.08
6/23/2014	01	4310	BLICK ART MATERIALS	887971	50.73
6/23/2014	01	4310	BRITT BROOME	887972	68.34
6/23/2014	01	4310	MARIA CARYOTAKIS	887975	442.18
6/23/2014	01	4310	MICHAEL COBB	887977	320.44
6/23/2014	01	4310	JEFF DECURTINS	887978	116.71
6/23/2014	01	4310	CAMERON DODGE	887982	60.00
6/23/2014	01	4310	EASTBAY/FOOTLOCKER.COM	887984	7,210.88
6/23/2014	01	4310	JOAN FISER	887986	325.37
6/23/2014	01	4310	LESLIE WITH	887992	510.00
6/23/2014	01	4310	DIANE MAZZEI	887995	72.59
6/23/2014	01	4310	JULIA REISS	887997	64.17
6/23/2014	01	4310	SAN MATEO PET SUPPLY	887998	185.19
6/23/2014	01	4310	MARY KATHERINE SHEEHAN	887999	171.60
6/23/2014	01	4310	TOM SLATER	888000	327.34
6/23/2014	01	4310	GREG STEIN	888013	49.50
6/23/2014	01	4310	CLARE SZYDLOWSKI	888014	99.28

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
6/25/2014	01	4310	GOVCONNECTION INC	889352	22,791.39
6/25/2014	01	4310	DEVON JONES	889358	115.37
6/25/2014	01	4310	CRICKET MEDIA	889361	117.85
6/25/2014	01	4310	MOZELLE MATTHE DA COSTA PINTO	889362	143.94
6/25/2014	01	4310	FELIX GUZMAN	889366	82.72
6/25/2014	01	4310	HEARLIHY & CO/A DIVISION OF	889369	668.30
6/25/2014	01	4310	JW PEPPER & SONS INC	889373	67.23
6/25/2014	01	4310	EDWIN LOZADA	889376	78.24
6/25/2014	01	4310	SAFEWAY	889377	606.61
6/25/2014	01	4310	GREG PATNER	889395	292.67
6/25/2014	01	4310	SARGENT-WELCH SCIENTIFIC CO.	889398	1,537.60
6/27/2014	01	4310	SEQUOIA UHSD REVOLVING FUND	889858	-0.90
			<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>		<b>427,233.08</b>
6/3/2014	01	4351	ACT PUBLICATIONS	881865	250.00
6/3/2014	01	4351	DATA MANAGEMENT INC	881877	146.50
6/3/2014	01	4351	JMP PROMOTIONS INC.	881889	1,835.75
6/3/2014	01	4351	MONA KLEIN	881890	272.34
6/3/2014	01	4351	HOME DEPOT CREDIT SERVICES	881896	609.47
6/4/2014	01	4351	BEARCOM WIRELESS WORLDWIDE	882334	2,004.14
6/4/2014	01	4351	CARLMONT HARDWARE	882339	108.91
6/4/2014	01	4351	CONSORT DISPLAY GROUP	882340	1,379.00
6/4/2014	01	4351	SPRINT	882349	321.83
6/4/2014	01	4351	NEOPOST	882352	245.16
6/4/2014	01	4351	PATTERSON MEDICAL SUPPLY INC	882353	166.25
6/4/2014	01	4351	TOTAL ACCESS GROUP INC	882357	143.62
6/4/2014	01	4351	UNISOURCE MAINTENANCE SUPPLY	882358	91.29
6/4/2014	01	4351	HM RECEIVABLES CO LLC	882360	46.76
6/6/2014	01	4351	B & H VIDEO	882921	49.95
6/6/2014	01	4351	CENTRAL BUSINESS EQUIPMENT	882927	244.71
6/6/2014	01	4351	HERFF JONES	882931	3,249.84
6/6/2014	01	4351	HILLYARD	882932	1,511.00
6/6/2014	01	4351	MIGUEL RODRIGUEZ	882949	34.98
6/6/2014	01	4351	SERVICE PRESS INC	882951	104.10
6/6/2014	01	4351	MATTHEW ZITO	882956	174.88
6/6/2014	01	4351	CARLMONT HARDWARE	882966	102.89
6/10/2014	01	4351	PRIMETIME PAPER	884499	3,188.25
6/10/2014	01	4351	SEHI COMPUTER PRODUCTS INC	884501	990.67
6/10/2014	01	4351	MINUTEMAN PRESS	884508	1,633.83
6/10/2014	01	4351	HERFF JONES	884540	38.43
6/10/2014	01	4351	LOS ANGELES COUNTY OFFICE OF E	884541	33.25
6/11/2014	01	4351	BACKPACK GEAR INC.	884947	433.16
6/11/2014	01	4351	CENTRAL BUSINESS EQUIPMENT	884952	388.59
6/11/2014	01	4351	COMPUTER PARTS WAREHOUSE INC	884955	1,440.00
6/11/2014	01	4351	EVALUMETRICS INC	884957	999.03
6/11/2014	01	4351	FRED KESSLER	884962	184.18
6/11/2014	01	4351	GOVCONNECTION INC	884972	187.09
6/13/2014	01	4351	CARMINA CHAVEZ	885573	236.23
6/13/2014	01	4351	SCHOOL HEALTH CORPORATION	885584	783.85
6/13/2014	01	4351	WATERLOGIC WEST INC.	885589	55.82
6/13/2014	01	4351	US BANK	885596	57,747.27
6/13/2014	01	4351	HILLYARD	885600	269.63
6/13/2014	01	4351	HILLYARD	885604	597.16
6/13/2014	01	4351	BLOSSOMS FLOWER SHOP	885609	284.05

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
6/13/2014	01	4351	CINTAS FIRST AID & SAFETY	885616	85.94
6/13/2014	01	4351	GRAYBAR ELECTRIC COMPANY INC.	885620	282.41
6/13/2014	01	4351	GEOFF HORN	885623	114.02
6/17/2014	01	4351	HILLYARD	886378	1,060.15
6/17/2014	01	4351	AARON CAMPBELL	886384	991.50
6/17/2014	01	4351	FRY'S	886386	326.17
6/17/2014	01	4351	JONES CAMPBELL	886387	6,717.72
6/17/2014	01	4351	CLAUDIA MEYER-KISPERSKY	886391	62.27
6/17/2014	01	4351	GUADALUPE NAVARRETE	886392	233.63
6/17/2014	01	4351	TABLEART	886406	2,044.25
6/17/2014	01	4351	JACQUELINE DIXON	886417	1,521.37
6/17/2014	01	4351	KATIE GLATZEL	886424	10.89
6/17/2014	01	4351	MIGUEL RODRIGUEZ	886440	72.96
6/17/2014	01	4351	SCHOOL HEALTH CORPORATION	886441	113.61
6/17/2014	01	4351	SEQUOIA UHSD REVOLVING FUND	886456	121.47
6/20/2014	01	4351	HILLYARD	887438	85.47
6/20/2014	01	4351	DIANA MC DONALD	887458	29.28
6/20/2014	01	4351	MIGUEL RODRIGUEZ	887459	184.95
6/20/2014	01	4351	ORIENTAL TRADING	887474	551.10
6/23/2014	01	4351	DEGNAN PRINTERS	887979	2,850.35
6/23/2014	01	4351	JACQUELINE DIXON	887981	194.89
6/23/2014	01	4351	DON JOHNSTON INC	887983	324.80
6/25/2014	01	4351	FRY'S	889357	521.96
6/25/2014	01	4351	HERFF JONES	889370	3,608.71
6/25/2014	01	4351	GEOFF HORN	889371	247.73
6/25/2014	01	4351	KARL LOSEKOOT	889375	119.11
6/25/2014	01	4351	SAFEWAY	889377	50.16
6/25/2014	01	4351	STEPHEN READY	889396	82.62
6/25/2014	01	4351	SIGNWORKS	889399	52.32
6/27/2014	01	4351	HERFF JONES	889818	715.73
6/27/2014	01	4351	HERFF JONES	889828	31.94
6/27/2014	01	4351	HOME DEPOT CREDIT SERVICES	889829	1,775.29
6/27/2014	01	4351	SEQUOIA UHSD REVOLVING FUND	889858	32.17
			<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>		<b>107,800.80</b>
6/3/2014	01	4352	DIANE BURBANK	881873	78.00
6/3/2014	01	4352	KRISTEN HUGHES	881888	79.33
6/4/2014	01	4352	JILL BAUMGARTEL	882332	70.94
6/6/2014	01	4352	SIMONE RICK KENNEL	882933	139.32
6/6/2014	01	4352	MIGUEL RODRIGUEZ	882949	150.42
6/6/2014	01	4352	GWEN SIDLEY	882953	9.39
6/10/2014	01	4352	GWEN SIDLEY	884518	39.13
6/10/2014	01	4352	PIRAYEH ZARGAR	884523	33.93
6/10/2014	01	4352	ANN AKEY	884534	123.51
6/10/2014	01	4352	JOHN DE SOLLAR	884538	91.26
6/11/2014	01	4352	ERICA ST. JOHN	884966	142.30
6/13/2014	01	4352	CARMINA CHAVEZ	885573	601.54
6/13/2014	01	4352	CHARLES VELSCHOW	885588	85.95
6/13/2014	01	4352	ALVARO CALDERON	885612	10.38
6/17/2014	01	4352	SHELLEY COLEMAN	886368	174.84
6/17/2014	01	4352	ANN AKEY	886371	85.14
6/17/2014	01	4352	CHRISTOPHER BEETLEY-HAGLER	886374	22.57
6/17/2014	01	4352	SHOMACE IGHANIAN	886379	459.00
6/17/2014	01	4352	DAVINA ORTIZ	886394	43.11



**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
6/17/2014	01	4352	LISA VASQUEZ	886402	58.64
6/17/2014	01	4352	TERESA YEAGER	886404	52.24
6/17/2014	01	4352	EVELYN VALENCIA	886408	692.01
6/17/2014	01	4352	CARMINA CHAVEZ	886415	201.90
6/17/2014	01	4352	MARSHA'S LUNCHBOX	886431	297.00
6/17/2014	01	4352	MIGUEL RODRIGUEZ	886440	384.36
6/17/2014	01	4352	SEQUOIA UHSD REVOLVING FUND	886456	174.89
6/20/2014	01	4352	MIGUEL RODRIGUEZ	887459	293.99
6/20/2014	01	4352	MOUNTAIN MIKE'S PIZZA	887464	19.62
6/20/2014	01	4352	GREG STEIN	887469	60.00
6/23/2014	01	4352	BUCK'S RESTAURANT	887973	444.28
6/23/2014	01	4352	DONNA DEKOM	887980	117.13
6/23/2014	01	4352	CAMERON DODGE	887982	130.47
6/23/2014	01	4352	DIANE MAZZEI	887995	223.37
6/23/2014	01	4352	PACIFIC DINING	888007	1,068.20
6/23/2014	01	4352	GREG STEIN	888013	20.68
6/25/2014	01	4352	KAREN ANN BRESLOW	889355	41.85
6/25/2014	01	4352	LISA M. GLEATON	889365	44.29
6/25/2014	01	4352	SAFEWAY	889377	2,478.28
6/25/2014	01	4352	STEPHEN READY	889396	144.92
6/27/2014	01	4352	SEQUOIA UHSD REVOLVING FUND	889858	98.78
			<b>FOOD;MEETINGS-4352 TOTAL</b>		<b>9,486.96</b>
6/4/2014	01	4353	PACE SUPPLY CORP	882363	4,823.24
6/4/2014	01	4353	ORCHARD SUPPLY HARDWARE	882367	444.19
6/4/2014	01	4353	ROBERTS & BRUNE	882370	1,701.64
6/4/2014	01	4353	SAN JOSE BOILER WORKS40	882373	3,297.93
6/6/2014	01	4353	AMERICAN DRYER INC.	882920	2,978.00
6/13/2014	01	4353	BANK GLASS COMPANY	885576	398.48
6/13/2014	01	4353	NORTHERN CALIFORNIA FENCE COMP	885579	32.60
6/13/2014	01	4353	PLATT ELECTRIC SUPPLY	885581	499.10
6/13/2014	01	4353	TOOLAND	885587	235.62
6/13/2014	01	4353	PRAXAIR	885592	3,220.07
6/13/2014	01	4353	GRANITE ROCK	885599	395.67
6/13/2014	01	4353	LANDON/UNIVERSAL POOL CENTER	885601	2,241.22
6/13/2014	01	4353	ESBRO CHEMICAL	885602	3,590.88
6/13/2014	01	4353	ESBRO CHEMICAL	885603	11,079.75
6/13/2014	01	4353	GRAY'S PAINT AND WALLPAPER	885619	298.40
6/17/2014	01	4353	PENINSULA BUILDING MATERIALS C	886395	49.65
6/17/2014	01	4353	WILCO SUPPLY	886409	7,425.61
6/17/2014	01	4353	SIGNWORKS	886451	5,863.82
6/20/2014	01	4353	BAYSHORE SUPPLY	887432	246.35
6/20/2014	01	4353	HEATING SUPPLY COMPANY	887437	348.69
6/20/2014	01	4353	INTERSTATE TRAFFIC CONTROL PRO	887439	107.91
6/20/2014	01	4353	KELLY MOORE PAINT COMPANY	887442	782.38
6/20/2014	01	4353	CREST/GOOD MANUFACTURING CO IN	887446	1,177.58
6/20/2014	01	4353	GENERAL HARDWARE & BUILDERS SU	887447	855.13
6/20/2014	01	4353	HORIZON	887448	687.05
6/23/2014	01	4353	BANK GLASS COMPANY	888009	994.69
6/23/2014	01	4353	SHERWIN WILLIAMS	888012	293.22
6/23/2014	01	4353	TURF & INDUSTRIAL EQUIPMENT	888015	32.97
6/25/2014	01	4353	O. K. LUMBER COMPANY	889382	573.13
6/25/2014	01	4353	SLAKEY BROTHERS	889388	323.34
6/27/2014	01	4353	HOME DEPOT CREDIT SERVICES	889829	482.31

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
6/27/2014	01	4353	INTEGRATED ACCESS SECURITY	889830	47.94
6/27/2014	01	4353	SEQUOIA UHSD REVOLVING FUND	889858	61.95
6/27/2014	01	4353	EVEREST PUBLIC HIGH SCHOOL	889865	-347.02
			<b>BLDG/GRNDS SUPPLIES-4353 TOTAL</b>		<b>55,243.49</b>
6/4/2014	01	4357	EMETERIO AVELAR	882330	100.00
6/25/2014	01	4357	MARIO DI CICCO	889363	100.00
			<b>SHOES-4357 TOTAL</b>		<b>200.00</b>
6/10/2014	01	4361	PG & E	884511	4,497.13
6/23/2014	01	4361	VALLEY OIL COMPANY	887991	23,490.52
			<b>FUEL/LUBRICANT-4361 TOTAL</b>		<b>27,987.65</b>
6/23/2014	01	4362	REDWOOD GENERAL TIRE	888010	2,794.13
			<b>TIRES/TUBES-4362 TOTAL</b>		<b>2,794.13</b>
6/3/2014	01	4363	HOME DEPOT CREDIT SERVICES	881896	180.04
6/4/2014	01	4363	CUMMINS WEST	882341	459.35
6/13/2014	01	4363	INTERSTATE ALL BATTERY CENTER	885625	1,339.69
6/23/2014	01	4363	O'REILLY AUTO PARTS	888003	1,064.34
6/25/2014	01	4363	NAPA AUTO PARTS BELMONT	889359	591.61
6/25/2014	01	4363	PETERSON POWER SYSTEMS INC.	889386	226.58
6/25/2014	01	4363	NORCAL KENWORTH	889394	2,364.82
6/27/2014	01	4363	HOME DEPOT CREDIT SERVICES	889829	29.71
			<b>SHOP SUPPLIES/REPAIRS-4363 TOTAL</b>		<b>6,256.14</b>
6/3/2014	01	4400	KAMIMOTO STRING INSTRUMENTS	881898	3,793.82
6/4/2014	01	4400	APPLE COMPUTER	882329	2,069.52
6/10/2014	01	4400	TROXELL COMMUNICATIONS INC	884490	3,047.64
6/10/2014	01	4400	WEST COAST NETTING INC	884504	4,913.11
6/11/2014	01	4400	GOVCONNECTION INC	884972	2,093.02
6/13/2014	01	4400	TROXELL COMMUNICATIONS INC	885595	652.93
6/13/2014	01	4400	GOVCONNECTION INC.	885632	13,801.99
6/17/2014	01	4400	B & H VIDEO	886373	1,262.66
6/17/2014	01	4400	JONES CAMPBELL	886387	2,500.00
6/17/2014	01	4400	J. SNELL & CO. INC.	886427	899.25
6/17/2014	01	4400	NASCO WEST INC	886433	3,022.62
6/17/2014	01	4400	DAU PRODUCTS	886461	2,302.87
6/20/2014	01	4400	APPLE COMPUTER	887428	1,252.02
6/20/2014	01	4400	CDW	887450	135,000.00
6/25/2014	01	4400	GOVCONNECTION INC	889352	1,771.25
			<b>NONCAPITALIZED EQUIPMENT-4400 TOTAL</b>		<b>178,382.70</b>
6/6/2014	01	5204	DORI FAU	882928	122.04
6/6/2014	01	5204	BROOKE O'DONNELL	882944	62.50
6/13/2014	01	5204	MARLAINA PERLA	885580	50.65
6/17/2014	01	5204	BRUCE GLATZEL	886423	71.12
6/17/2014	01	5204	KATIE GLATZEL	886424	60.48
6/17/2014	01	5204	CYNTHIA GUERRA	886425	146.07
6/17/2014	01	5204	JIM LIGGETT	886429	385.84
6/17/2014	01	5204	LAUREN MC LEOD	886432	221.76
6/17/2014	01	5204	JANET OSINSKI	886435	224.40
6/17/2014	01	5204	JANA PERKINS	886436	111.72
6/17/2014	01	5204	MARY LYDON PHOENIX	886437	203.00
6/17/2014	01	5204	ANGELA POMI	886438	23.18
6/17/2014	01	5204	MARIAN WELCH	886446	113.68
6/17/2014	01	5204	SEQUOIA UHSD REVOLVING FUND	886456	35.17
6/20/2014	01	5204	EDITH BENNETT	887433	423.92
6/20/2014	01	5204	DORI FAU	887434	172.48

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
6/20/2014	01	5204	MARIE FAVRO	887435	144.81
6/20/2014	01	5204	GAIL OYTAS	887443	151.96
6/20/2014	01	5204	JAMES BELL	887445	801.92
6/20/2014	01	5204	RUTH NELSON	887465	93.38
6/20/2014	01	5204	GLENAL PRUITT-JOHNSON	887467	155.01
6/23/2014	01	5204	JUDI AHONEN	887967	134.96
6/25/2014	01	5204	KAREN ANN BRESLOW	889355	881.53
6/25/2014	01	5204	JOSEPH EZRATI	889364	38.08
6/25/2014	01	5204	STEPHEN READY	889396	301.00
6/27/2014	01	5204	SEQUOIA UHSD REVOLVING FUND	889858	44.92
			<b>MILEAGE-5204 TOTAL</b>		<b>5,175.58</b>
6/3/2014	01	5205	ELANA HENDERSON	881885	229.00
6/3/2014	01	5205	LAURA LARKIN	881899	1,078.63
6/4/2014	01	5205	MIRYAN MEDINA	882366	97.43
6/4/2014	01	5205	GREGORY SCHAAL	882374	343.10
6/4/2014	01	5205	BOARD OF TRUSTEES OF THE	882381	2,250.00
6/10/2014	01	5205	JUDITH SENCENBAUGH	884517	829.30
6/11/2014	01	5205	JOHN DE SOLLAR	884956	49.48
6/11/2014	01	5205	SHELLEY BUSTAMANTE	884971	1,957.04
6/13/2014	01	5205	CARMINA CHAVEZ	885573	75.00
6/13/2014	01	5205	HETAC/IN-SERVICE	885621	100.00
6/17/2014	01	5205	COUNTY SCHOOL SERVICE FUND	886416	25.00
6/17/2014	01	5205	ELANA HENDERSON	886426	17.97
6/17/2014	01	5205	SEQUOIA UHSD REVOLVING FUND	886456	85.98
6/23/2014	01	5205	JESSICA MAGALLANES	887993	679.00
6/23/2014	01	5205	DAVID GARCIA ORTIZ	888004	679.00
6/25/2014	01	5205	KAREN ANN BRESLOW	889355	32.00
6/25/2014	01	5205	GLENDA ORTEZ-GALAN	889383	184.84
6/25/2014	01	5205	MELISSA PEREZ	889385	102.31
6/25/2014	01	5205	STEVEN WONG	889390	189.95
6/25/2014	01	5205	GREG PATNER	889395	594.38
6/27/2014	01	5205	SEQUOIA UHSD REVOLVING FUND	889858	5.00
			<b>CONFERENCES-5205 TOTAL</b>		<b>9,604.41</b>
6/13/2014	01	5450	SAN MATEO COUNTY SCHOOLS INSUR	885583	645.67
			<b>OTHER INSURANCE-5450 TOTAL</b>		<b>645.67</b>
6/10/2014	01	5501	PG & E	884511	5,602.40
6/20/2014	01	5501	PG & E	887466	3,843.05
			<b>GAS-5501 TOTAL</b>		<b>9,445.45</b>
6/10/2014	01	5502	PG & E	884511	87,115.98
6/20/2014	01	5502	PG & E	887466	43,045.93
			<b>ELECTRICITY-5502 TOTAL</b>		<b>130,161.91</b>
6/6/2014	01	5503	MID-PENINSULA WATER DISTRICT	882943	7,869.92
6/10/2014	01	5503	AMERICAN WATER SERVICES INC	884535	2,378.94
6/10/2014	01	5503	CALIFORNIA WATER SERVICE CO.	884537	4,417.98
6/27/2014	01	5503	CALIFORNIA WATER SERVICE CO.	889823	18,037.60
6/27/2014	01	5503	CITY OF REDWOOD CITY	889824	13,905.28
6/27/2014	01	5503	CITY OF REDWOOD CITY	889825	2,843.88
			<b>WATER-5503 TOTAL</b>		<b>49,453.60</b>
6/27/2014	01	5505	CITY OF REDWOOD CITY	889824	7,832.25
			<b>SEWER-5505 TOTAL</b>		<b>7,832.25</b>
6/3/2014	01	5506	RECOLOGY SAN BRUNO	881904	1,007.64
6/10/2014	01	5506	RECOLOGY SAN BRUNO	884512	11,238.24
6/10/2014	01	5506	RECOLOGY SAN BRUNO	884515	1,750.14

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
6/10/2014	01	5506	RECOLOGY SILICON VALLEY	884516	203.09
		<b>GARBAGE-5506 TOTAL</b>			<b>14,199.11</b>
6/3/2014	01	5603	HAULAWAY STORAGE CONTAINERS	881884	132.00
6/3/2014	01	5603	KEVIN COULOMBE	881895	711.32
6/20/2014	01	5603	JW ENTERPRISES	887441	119.22
6/23/2014	01	5603	AAA RENTALS	887965	649.32
6/23/2014	01	5603	ARAMARK UNIFORM SERVICES	887969	289.34
6/25/2014	01	5603	A-ABCO RENTS & SELLS INC	889354	8,921.20
6/25/2014	01	5603	HAULAWAY STORAGE CONTAINERS	889368	136.40
6/25/2014	01	5603	NATIONAL CONSTRUCTION RENTALS	889380	633.12
		<b>EQUIPMENT RENTAL-5603 TOTAL</b>			<b>11,591.92</b>
6/17/2014	01	5605	RIDDELL ALL AMERICAN	886439	7,585.74
		<b>REPR/RECND EQUIP/BOOKS-5605 TOTAL</b>			<b>7,585.74</b>
6/11/2014	01	5607	AUTOMATIC DOOR SYSTEMS INC	884945	215.00
6/20/2014	01	5607	ACS CONTROLS CORPORATION	887426	1,385.00
6/25/2014	01	5607	AMERICAN REPROGRAPHICS COMPANY	889408	20.74
		<b>BLDG/GRNDS OUTSIDE SRVC-5607 TOTAL</b>			<b>1,620.74</b>
6/6/2014	01	5640	CENTRAL BUSINESS EQUIPMENT	882927	8,300.00
6/20/2014	01	5640	RAYMOND HANDLING CONCEPTS CORP	887468	671.83
6/25/2014	01	5640	PACIFIC OFFICE AUTOMATION	889407	10,070.72
		<b>REPAIR MAINT CONTRACTS-5640 TOTAL</b>			<b>19,042.55</b>
6/4/2014	01	5641	BI OPTIC INCORPORATED	882336	1,260.00
6/4/2014	01	5641	CUMMINS WEST	882341	1,057.50
6/6/2014	01	5641	BUBBA'S FIRE EXTINGUISHER CO.	882923	504.50
6/10/2014	01	5641	METROMOBILE COMMUNICATIONS	884496	1,254.00
6/10/2014	01	5641	PALO ALTO ELECTRIC MOTOR CORP	884497	1,155.49
6/11/2014	01	5641	IMAGE AUTO	884961	846.35
6/13/2014	01	5641	PENINSULA PUMP AND EQUIPMENT	885591	637.50
6/23/2014	01	5641	TURF & INDUSTRIAL EQUIPMENT	888015	2,714.91
6/25/2014	01	5641	GYMDOC INC.	889367	577.83
6/25/2014	01	5641	PENINSULA TRUCK REPAIR INC	889384	4,141.35
6/25/2014	01	5641	PORTA'S AUTO BODY SHOP INC	889387	275.00
		<b>EQUIP REPAIR OUTSIDE SRVC-5641 TOTAL</b>			<b>14,424.43</b>
6/6/2014	01	5804	DEPARTMENT OF JUSTICE	882925	985.00
6/17/2014	01	5804	DEPARTMENT OF JUSTICE	886376	1,576.00
		<b>MEDICAL EXAMS/X-RAYS-5804 TOTAL</b>			<b>2,561.00</b>
6/3/2014	01	5807	CHERYL SHARP BRACCO	881871	1,125.00
6/3/2014	01	5807	JOANNE BOALER	881893	6,000.00
6/4/2014	01	5807	MIDWEST DIAGNOSTICS AND	882361	1,050.00
6/6/2014	01	5807	PROMETHEUS FAMILY SUPPORT	882939	2,000.00
6/13/2014	01	5807	MENDY LEA LUPTAK THIJSEN	885594	1,680.00
6/13/2014	01	5807	FAITH WEINSTOCK VELSCHOW	885597	3,000.00
6/13/2014	01	5807	RUDOLF OLIVER BOCK	885610	1,000.00
6/13/2014	01	5807	NANCY L. HILL	885622	1,200.00
6/17/2014	01	5807	AVAM GREG DERTOROSSIAN	886369	1,000.00
6/17/2014	01	5807	ENIDLEE CONSULTANTS INC.	886385	4,400.00
6/20/2014	01	5807	ADOLESCENT COUNSELING SERVICE	887427	10,000.00
6/20/2014	01	5807	MELANIE E BEBBINGTON	887430	270.00
6/20/2014	01	5807	MICHAEL ISAACS	887440	1,756.00
6/20/2014	01	5807	RAPE TRAUMA SERVICES	887475	1,920.00
6/23/2014	01	5807	SAN MATEO COUNTY COMMUNITY COL	887989	6,022.68
6/27/2014	01	5807	DAYNA DANIELSON	889817	1,011.00
		<b>CONSULTANTS FOR FIRST \$25,000-5807 TOTAL</b>			<b>43,434.68</b>

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
6/13/2014	01	5810	ACSA FOUNDATION	885607	180.00
			<b>ADVERTISING-5810 TOTAL</b>		<b>180.00</b>
6/6/2014	01	5811	G & K SERVICES INC	882929	436.17
6/13/2014	01	5811	G & K SERVICES INC	885574	3,431.43
			<b>LAUNDRY CONTRACTS-5811 TOTAL</b>		<b>3,867.60</b>
6/25/2014	01	5812	WOODSIDE & PORTOLA PRIVATE PAT	889391	334.00
			<b>SECURITY SERVICES-5812 TOTAL</b>		<b>334.00</b>
6/3/2014	01	5813	ACE TUTORING SERVICES	881864	2,340.00
6/3/2014	01	5813	AGILE MIND	881866	6,000.00
6/3/2014	01	5813	BRIAN THOMAS VILLA CONNOR	881875	500.00
6/3/2014	01	5813	FRIENDS FOR YOUTH INC	881881	300.00
6/3/2014	01	5813	VICTOR GUILLERMO GONZALEZ	881882	420.00
6/3/2014	01	5813	THE LEARNING CURVE	881891	1,010.00
6/4/2014	01	5813	BAY CITIES PATROL	882333	300.00
6/4/2014	01	5813	DAVID MILLER ENTERPRISES INC	882342	100.00
6/4/2014	01	5813	FAST MAIL SPECIALISTS LLC	882344	120.00
6/4/2014	01	5813	GERBOTH FIRE EQUIPMENT COMPANY	882345	319.88
6/4/2014	01	5813	DEVON JONES	882348	192.76
6/4/2014	01	5813	SIGNATURE WIRELESS GROUP	882355	77.48
6/4/2014	01	5813	STARVISTA	882365	40,250.00
6/4/2014	01	5813	JULIA REISS	882368	246.00
6/4/2014	01	5813	RACHEL "MARTHA" RICHARDS	882369	317.50
6/4/2014	01	5813	RUTHANNE ROSE SMITH	882375	840.00
6/4/2014	01	5813	LAUREN SNEED	882380	8,000.00
6/6/2014	01	5813	BRITT BROOME	882922	504.74
6/6/2014	01	5813	EQUAL OPPORTUNITY SCHOOLS	882926	1,516.45
6/6/2014	01	5813	LEWIS AND JOAN PLATT	882934	3,500.00
6/6/2014	01	5813	PIP PRINTING #233	882938	710.71
6/6/2014	01	5813	SERVICE PRESS INC	882940	1,231.59
6/6/2014	01	5813	VISION COMMUNICATIONS CO	882941	631.05
6/6/2014	01	5813	SEQUOIA UNION HIGH SCHOOL DIST	882942	706.00
6/6/2014	01	5813	PROFESSIONAL TUTORS OF AMERICA	882947	2,856.00
6/6/2014	01	5813	REDWOOD CITY SCHOOL DISTRICT	882948	8,665.56
6/6/2014	01	5813	SCHOOL WISE PRESS	882950	887.00
6/6/2014	01	5813	PUBLIC EMPLOYEES' RETIREMENT S	882958	4,331.24
6/10/2014	01	5813	QUAGLIA INSTITUTE FOR STUDENT	884488	47,480.00
6/13/2014	01	5813	SHIRA LUBLINER	885575	6,000.00
6/13/2014	01	5813	SAN JOAQUIN CNTY OF EDUCATION	885582	1,531.50
6/13/2014	01	5813	SERVICE PRESS INC	885585	1,396.40
6/13/2014	01	5813	THOR AUDIO SOLUTIONS	885586	975.00
6/13/2014	01	5813	CENTRAL COAST SECTION - CIF	885615	150.00
6/13/2014	01	5813	INFINITE CAMPUS INC	885624	325.00
6/13/2014	01	5813	LUND-PEARSON-MCLAUGHLIN	885626	895.00
6/17/2014	01	5813	RUTH WEST GORRIN	886388	1,000.00
6/17/2014	01	5813	VIENA VAKA	886401	585.00
6/17/2014	01	5813	FOLGER GRAPHICS	886422	812.05
6/17/2014	01	5813	ALICE KUO	886428	1,785.00
6/17/2014	01	5813	LORRAINE B DESSER SCHULZE	886442	150.00
6/17/2014	01	5813	MARTIN SHEPHARD	886444	335.00
6/17/2014	01	5813	STARVISTA	886452	35,750.00
6/17/2014	01	5813	VISION COMMUNICATIONS CO	886453	1,477.78
6/17/2014	01	5813	SEQUOIA UHSD REVOLVING FUND	886456	77.72
6/20/2014	01	5813	MELANIE E BEBBINGTON	887430	240.00

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
6/20/2014	01	5813	STARVISTA	887476	11,000.00
6/23/2014	01	5813	ACE TUTORING SERVICES	887966	1,200.00
6/23/2014	01	5813	ARAMARK UNIFORM SERVICES	887969	61.94
6/23/2014	01	5813	BARRETT ENTERPRISES LLC	887970	562.50
6/23/2014	01	5813	BRITT BROOME	887972	112.50
6/23/2014	01	5813	NICHOLAS A BUFORD	887974	1,000.00
6/23/2014	01	5813	MICHAEL COBB	887977	68.50
6/23/2014	01	5813	FAST MAIL SPECIALISTS LLC	887985	120.00
6/23/2014	01	5813	JULIA REISS	887997	312.41
6/23/2014	01	5813	SEQUOIA UNION HIGH SCHOOL DIST	888008	383.00
6/23/2014	01	5813	SECTORPOINT INC.	888011	3,370.25
6/25/2014	01	5813	DEVON JONES	889358	518.40
6/25/2014	01	5813	SEQUOIA UNION HIGH SCHOOL DIST	889360	35.00
6/25/2014	01	5813	SIOSIFA LATANOA LAUESE	889374	400.00
6/25/2014	01	5813	THORNTON ENVIRONMENTAL CONSTRU	889378	4,697.27
6/25/2014	01	5813	SEPEEDEH NOVISKY	889381	360.00
6/25/2014	01	5813	SYTECH SOLUTIONS INC.	889389	7,378.00
6/25/2014	01	5813	ELISA M. NINO-SEARS	889393	12,498.00
6/27/2014	01	5813	RAWAN JABARI	889819	1,250.00
6/27/2014	01	5813	THE LEARNING CURVE	889820	745.72
6/27/2014	01	5813	THE COMMUNITY COLLEGE	889826	3,262.50
6/27/2014	01	5813	! A + CAT	889832	1,100.00
6/27/2014	01	5813	SEQUOIA UHSD REVOLVING FUND	889858	58.83
6/27/2014	01	5813	EAST PALO ALTO ACADEMY	889864	2,102.00
<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>					<b>240,436.23</b>
6/3/2014	01	5834	ROYAL COACH TOURS	881921	34,145.48
6/4/2014	01	5834	PROFESSIONAL CHARTER SERVICES	882354	1,200.00
6/17/2014	01	5834	SAN MATEO COUNTY TRANSIT DIST	886397	500.00
6/23/2014	01	5834	NAFI'S TOWN CAR SERVICE	887988	11,195.00
6/25/2014	01	5834	NAFI'S TOWN CAR SERVICE	889379	2,210.00
<b>CONTRACT TRANSPORTATION-5834 TOTAL</b>					<b>49,250.48</b>
6/3/2014	01	5840	MARY ANN BYRNES	881894	10,000.00
6/3/2014	01	5840	LYNDA JOHNSTON	881897	6,250.00
6/6/2014	01	5840	GARVEY SCHUBERT BARER	882930	2,091.40
6/10/2014	01	5840	ZATOPA & STEPHENS	884492	5,000.00
6/13/2014	01	5840	LOZANO SMITH LLP	885605	25,977.57
6/17/2014	01	5840	PAMELA ARELLANO	886372	3,616.00
6/17/2014	01	5840	ANDREW BONHAM	886375	18,750.00
6/17/2014	01	5840	SAN MATEO COUNTY SCHOOLS INSUR	886396	246.22
<b>LEGAL EXPENSE-5840 TOTAL</b>					<b>71,931.19</b>
6/6/2014	01	5842	CHAVAN & ASSOCIATES LLP	882969	8,100.00
<b>AUDIT EXPENSE-5842 TOTAL</b>					<b>8,100.00</b>
6/3/2014	01	5845	MAXIM HEALTHCARE SERVICES INC	881902	1,612.63
6/3/2014	01	5845	PALO ALTO PREP	881903	10,290.00
6/4/2014	01	5845	OAK HILL SCHOOL	882362	20,236.25
6/11/2014	01	5845	CHILDREN'S HEALTH COUNCIL	884954	13,759.13
6/13/2014	01	5845	ACHIEVE	885571	16,971.78
6/17/2014	01	5845	MAXIM HEALTHCARE SERVICES INC	886390	3,140.38
6/17/2014	01	5845	SECOND START LEARNING DISAB	886398	3,924.00
6/17/2014	01	5845	WINGS LEARNING CENTER	886403	9,462.50
6/17/2014	01	5845	OAK HILL SCHOOL	886405	9,389.50
6/17/2014	01	5845	THERAPEUTIC LEARNING	886407	1,110.00
6/17/2014	01	5845	THE AVALON ACADEMY	886411	9,145.00

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
6/17/2014	01	5845	BEACON SCHOOL	886412	16,409.32
6/17/2014	01	5845	MORGAN CENTER	886449	15,112.50
6/17/2014	01	5845	RISE INSTITUTE	886450	9,112.00
6/20/2014	01	5845	ACHIEVE	887425	35,279.48
6/23/2014	01	5845	CHILDREN'S HEALTH COUNCIL	887976	13,392.85
6/23/2014	01	5845	SPECTRUM CENTER SCHOOLS	887990	18,784.25
6/23/2014	01	5845	MAXIM HEALTHCARE SERVICES INC	887994	3,176.75
6/23/2014	01	5845	PACE	887996	8,578.50
6/23/2014	01	5845	WINGS LEARNING CENTER	888001	3,745.00
6/23/2014	01	5845	PALO ALTO PREP	888005	13,020.00
6/23/2014	01	5845	THERAPEUTIC LEARNING	888006	1,790.00
6/25/2014	01	5845	EDGEWOOD CENTER	889356	6,270.00
6/27/2014	01	5845	ACHIEVE	889816	7,547.26
6/27/2014	01	5845	EDGEWOOD CENTER	889827	3,800.00
			<b>NON-PUBLIC SCH'L TUITION-5845 TOTAL</b>		<b>255,059.08</b>
6/4/2014	01	5901	SPRINT	882349	2,162.05
6/10/2014	01	5901	A T & T	884532	39.36
6/10/2014	01	5901	AT&T	884536	8,374.51
6/13/2014	01	5901	A T & T	885606	19.80
6/13/2014	01	5901	AT&T	885608	204.11
6/17/2014	01	5901	AT&T	886366	1,293.70
6/20/2014	01	5901	AT&T	887429	5,327.19
6/27/2014	01	5901	AT&T	889822	16.06
			<b>PHONES-5901 TOTAL</b>		<b>17,436.78</b>
6/4/2014	01	5902	SPRINT	882349	-741.04
6/10/2014	01	5902	AT&T	884536	-3,194.50
6/13/2014	01	5902	AT&T	885608	-37.64
6/17/2014	01	5902	AT&T	886366	-207.94
6/20/2014	01	5902	AT&T	887429	-1,545.15
6/27/2014	01	5902	AT&T	889822	-7.57
			<b>REBATE-5902 TOTAL</b>		<b>-5,733.84</b>
6/3/2014	01	5912	FEDEX	881879	121.62
6/20/2014	01	5912	FEDEX	887436	1,371.21
			<b>POSTAGE-5912 TOTAL</b>		<b>1,492.83</b>
6/10/2014	01	5913	AT&T	884536	128.24
6/17/2014	01	5913	AT&T	886366	1,814.96
			<b>OTHER COMMUNICATIONS-5913 TOTAL</b>		<b>1,943.20</b>
6/6/2014	01	6510	COMP VIEW INC	882924	20,204.81
			<b>EQUIPMENT REPLACEMENT-6510 TOTAL</b>		<b>20,204.81</b>
6/27/2014	01	8096	ASPIRE PUBLIC SCHOOLS	889863	113,819.73
6/27/2014	01	8096	EAST PALO ALTO ACADEMY	889864	144,494.16
6/27/2014	01	8096	EVEREST PUBLIC HIGH SCHOOL	889865	216,214.84
			<b>IN LIEU PROPERTY TAX-8096 TOTAL</b>		<b>474,528.73</b>
6/27/2014	01	8290	ASPIRE PUBLIC SCHOOLS	889863	1,367.00
			<b>ALL OTHER FEDERAL REVENUE-8290 TOTAL</b>		<b>1,367.00</b>
6/27/2014	01	8590	CALIFORNIA DEPARTMENT OF EDUCA	889833	1,101.63
6/27/2014	01	8590	ASPIRE PUBLIC SCHOOLS	889863	358.80
			<b>ALL OTHER STATE REVENUES-8590 TOTAL</b>		<b>1,460.43</b>
6/10/2014	01	8650	PALO ALTO BALLET INC	884510	1,000.00
6/13/2014	01	8650	SAN CARLOS SCHOOL DISTRICT	885593	25,557.55
6/17/2014	01	8650	STUDIO RINCON LLC	886399	225.00

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
6/17/2014	01	8650	KIRAN BHATTUPAIDIKONDALA	886413	290.00
6/20/2014	01	8650	MENLO PARK ACADEMY OF DANCE	887463	705.00
			<b>LEASES AND RENTALS-8650 TOTAL</b>		<b>27,777.55</b>
6/10/2014	01	8699	ROSARIO DURAN	884539	75.00
6/10/2014	01	8699	LISETTE LUGO	884542	75.00
6/17/2014	01	8699	SEQUOIA UHSD REVOLVING FUND	886456	693.94
6/20/2014	01	8699	TONY VELHO	887470	200.00
6/27/2014	01	8699	SEQUOIA UHSD REVOLVING FUND	889858	-109.00
			<b>ALL OTHER LOCAL REVENUE-8699 TOTAL</b>		<b>934.94</b>
6/27/2014	01	8781	ASPIRE PUBLIC SCHOOLS	889863	-18,852.91
6/27/2014	01	8781	EAST PALO ALTO ACADEMY	889864	-25,459.02
6/27/2014	01	8781	EVEREST PUBLIC HIGH SCHOOL	889865	-120,000.00
			<b>ALL OTH TRNSFR FRM DISTRICT-8781 TOTAL</b>		<b>-164,311.93</b>
6/4/2014	01	9320	UNISOURCE MAINTENANCE SUPPLY	882358	187.04
6/10/2014	01	9320	SOUTHWEST SCHOOL AND OFFICE SU	884489	7,025.05
6/25/2014	01	9320	THE UNISOURCE CORPORATION	889353	45,655.74
6/25/2014	01	9320	INTERSTATE ALL BATTERY CENTER	889372	443.68
			<b>STORES-9320 TOTAL</b>		<b>53,311.51</b>
6/3/2014	01	9564	THE HARTFORD-PRIORITY ACCTS.	881900	2,674.02
6/3/2014	01	9564	KEENAN & ASSOCIATES PRUDENTIAL	881901	1,601.54
6/6/2014	01	9564	PUBLIC EMPLOYEES' RETIREMENT S	882958	1,119,466.85
6/25/2014	01	9564	CALIF. SCHOOLS DNTL COALITION	889397	74,483.79
6/25/2014	01	9564	CALIFORNIA SCHOOLS VISION	889406	10,933.07
6/27/2014	01	9564	ACSIG DENTAL	889843	8,353.27
6/27/2014	01	9564	THE HARTFORD-PRIORITY ACCTS.	889844	2,656.32
6/27/2014	01	9564	HEALTH AND HUMAN RESOURCE	889845	854.04
6/27/2014	01	9564	KEENAN & ASSOCIATES PRUDENTIAL	889857	1,606.80
			<b>EMPLOYER H&amp;W SUSP ACCT-9564 TOTAL</b>		<b>1,222,629.70</b>
6/13/2014	01	9589	THE STANDARD	885631	1,448.71
6/20/2014	01	9589	THOMAS MARIN	887449	1,836.86
			<b>CANCELLED PAYROLL DEDUCTIONS-9589 TOTAL</b>		<b>3,285.57</b>
<b><u>11 ADULT EDUCATION</u></b>					
6/10/2014	11	3401	BARBARA LINCOLN	884524	6,376.00
6/10/2014	11	3401	KAREN LUNDBERG	884525	3,105.00
6/10/2014	11	3401	AIDA NATACHA MATUTE	884526	476.00
6/10/2014	11	3401	MARIAN MILLER	884527	1,085.00
6/10/2014	11	3401	BRIAN PARROW	884528	607.00
6/10/2014	11	3401	SANDRA SHARP	884529	3,804.00
6/10/2014	11	3401	JOAN SINGER	884530	7,245.00
6/10/2014	11	3401	ELIZABETH WEAL	884531	1,693.00
6/11/2014	11	3401	ELIZABETH HUBER	884967	2,385.00
6/11/2014	11	3401	MARIA KLECZEWSKA	884968	1,389.00
6/11/2014	11	3401	WENDY PIPPIN	884969	3,187.00
6/11/2014	11	3401	ADELE PRANDINI	884970	8,468.00
			<b>HLTH &amp; WELFARE BNFT CERT-3401 TOTAL</b>		<b>39,820.00</b>
6/4/2014	11	3701	SEQUOIA UNION HIGH SCHOOL DIST	882377	3,776.40
6/6/2014	11	3701	PUBLIC EMPLOYEES' RETIREMENT S	882959	476.00
6/20/2014	11	3701	SEQUOIA UNION HIGH SCHOOL DIST	887477	809.40
			<b>RETIREE BENEFITS CERT-3701 TOTAL</b>		<b>5,061.80</b>
6/4/2014	11	3702	SEQUOIA UNION HIGH SCHOOL DIST	882377	3,776.40
6/6/2014	11	3702	PUBLIC EMPLOYEES' RETIREMENT S	882959	357.00
6/20/2014	11	3702	SEQUOIA UNION HIGH SCHOOL DIST	887477	4,728.30
			<b>RETIREE BENEFITS, CLASS-3702 TOTAL</b>		<b>8,861.70</b>



**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
6/10/2014	11	4310	SEHI COMPUTER PRODUCTS INC	884507	2,142.47
			<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>		<b>2,142.47</b>
6/11/2014	11	4351	CENTRAL BUSINESS EQUIPMENT	884965	876.31
6/17/2014	11	4351	JONES CAMPBELL	886381	4,884.50
6/17/2014	11	4351	SEHI COMPUTER PRODUCTS INC	886448	163.44
			<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>		<b>5,924.25</b>
6/13/2014	11	4400	TROXELL COMMUNICATIONS INC	885598	652.93
6/25/2014	11	4400	GOVCONNECTION INC	889351	2,565.82
			<b>NONCAPITALIZED EQUIPMENT-4400 TOTAL</b>		<b>3,218.75</b>
6/20/2014	11	5204	GLENAL PRUITT-JOHNSON	887472	191.42
			<b>MILEAGE-5204 TOTAL</b>		<b>191.42</b>
6/10/2014	11	5501	PG & E	884505	60.60
			<b>GAS-5501 TOTAL</b>		<b>60.60</b>
6/10/2014	11	5502	PG & E	884505	3,379.27
			<b>ELECTRICITY-5502 TOTAL</b>		<b>3,379.27</b>
6/10/2014	11	5503	CALIFORNIA WATER SERVICE CO.	884544	127.30
6/27/2014	11	5503	CALIFORNIA WATER SERVICE CO.	889831	143.03
			<b>WATER-5503 TOTAL</b>		<b>270.33</b>
6/10/2014	11	5506	RECOLOGY SAN BRUNO	884506	207.95
			<b>GARBAGE-5506 TOTAL</b>		<b>207.95</b>
6/6/2014	11	5640	CENTRAL BUSINESS EQUIPMENT	882935	2,000.00
			<b>REPAIR MAINT CONTRACTS-5640 TOTAL</b>		<b>2,000.00</b>
6/6/2014	11	5813	PUBLIC EMPLOYEES' RETIREMENT S	882959	9.19
6/11/2014	11	5813	CALIFORNIA DEPARTMENT OF EDUCA	884964	20.00
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		<b>29.19</b>
6/10/2014	11	5901	AT&T	884543	1,130.13
6/13/2014	11	5901	AT&T	885627	82.43
			<b>PHONES-5901 TOTAL</b>		<b>1,212.56</b>
6/3/2014	11	9564	THE HARTFORD-PRIORITY ACCTS.	881905	48.68
6/3/2014	11	9564	KEENAN & ASSOCIATES PRUDENTIAL	881906	33.75
6/25/2014	11	9564	CALIF. SCHOOLS DNTL COALITION	889400	1,041.66
6/25/2014	11	9564	CALIFORNIA SCHOOLS VISION	889401	127.07
6/27/2014	11	9564	ACSIG DENTAL	889846	1.65
6/27/2014	11	9564	THE HARTFORD-PRIORITY ACCTS.	889847	48.68
6/27/2014	11	9564	HEALTH AND HUMAN RESOURCE	889848	6.37
6/27/2014	11	9564	KEENAN & ASSOCIATES PRUDENTIAL	889859	33.75
			<b>EMPLOYER H&amp;W SUSP ACCT-9564 TOTAL</b>		<b>1,341.61</b>
<b>13 CAFETERIA FUND</b>					
6/4/2014	13	3702	SEQUOIA UNION HIGH SCHOOL DIST	882378	3,155.39
6/6/2014	13	3702	PUBLIC EMPLOYEES' RETIREMENT S	882957	1,071.00
6/20/2014	13	3702	SEQUOIA UNION HIGH SCHOOL DIST	887478	4,376.19
6/23/2014	13	3702	SEQUOIA UNION HIGH SCHOOL DIST	888016	881.16
			<b>RETIREE BENEFITS, CLASS-3702 TOTAL</b>		<b>9,483.74</b>
6/13/2014	13	4351	GRAYBAR ELECTRIC COMPANY INC.	885628	261.60
6/23/2014	13	4351	FRY'S	887987	119.58
			<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>		<b>381.18</b>
6/10/2014	13	4390	SYSCO FOOD SERVICES	884493	1,146.38
6/10/2014	13	4390	CLEAN SOURCE	884545	451.61
6/27/2014	13	4390	THE DANIELSEN COMPANY INC.	889821	1,616.36
			<b>NON-FOOD SUPPLIES-4390 TOTAL</b>		<b>3,214.35</b>
6/6/2014	13	4700	HOUSE OF BAGELS	882936	696.00
6/10/2014	13	4700	SYSCO FOOD SERVICES	884493	7,587.39
6/11/2014	13	4700	EARTH GRAINS BAKING CO.	884973	642.36

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
6/17/2014	13	4700	FOOD 4 THOUGHT LLC	886370	4,289.50
6/17/2014	13	4700	ED JONES FOOD SERVICE INC	886382	2,660.61
6/20/2014	13	4700	NEW YORK PIZZA	887460	6,656.65
6/20/2014	13	4700	PACIFIC COAST BAKING CO INC	887461	3,547.95
6/20/2014	13	4700	PARKVIEW PRODUCE CO. INC.	887462	8,969.15
6/27/2014	13	4700	THE DANIELSEN COMPANY INC.	889821	11,787.82
6/27/2014	13	4700	BERKELEY FARMS	889834	10,329.96
			<b>FOOD-4700 TOTAL</b>		<b>57,167.39</b>
6/17/2014	13	5204	SEQUOIA UHSD REVOLVING FUND	886454	38.64
6/23/2014	13	5204	MARIA VILCHEZ	888002	63.00
6/25/2014	13	5204	CAROL PATINO	889392	66.36
6/27/2014	13	5204	SEQUOIA UHSD REVOLVING FUND	889861	96.04
			<b>MILEAGE-5204 TOTAL</b>		<b>264.04</b>
6/20/2014	13	5640	RAYMOND HANDLING CONCEPTS CORP	887473	90.69
			<b>REPAIR MAINT CONTRACTS-5640 TOTAL</b>		<b>90.69</b>
6/17/2014	13	5810	BAY AREA NEWS GROUP - EAST BAY	886457	252.52
			<b>ADVERTISING-5810 TOTAL</b>		<b>252.52</b>
6/6/2014	13	5813	PUBLIC EMPLOYEES' RETIREMENT S	882957	19.07
6/20/2014	13	5813	INFINITE CAMPUS INC.	887444	300.00
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		<b>319.07</b>
6/3/2014	13	9564	THE HARTFORD-PRIORITY ACCTS.	881907	233.20
6/3/2014	13	9564	KEENAN & ASSOCIATES PRUDENTIAL	881908	73.10
6/25/2014	13	9564	CALIF. SCHOOLS DNTL COALITION	889402	2,800.63
6/25/2014	13	9564	CALIFORNIA SCHOOLS VISION	889403	515.76
6/27/2014	13	9564	ACSIG DENTAL	889849	1.65
6/27/2014	13	9564	THE HARTFORD-PRIORITY ACCTS.	889850	233.20
6/27/2014	13	9564	HEALTH AND HUMAN RESOURCE	889851	32.19
6/27/2014	13	9564	KEENAN & ASSOCIATES PRUDENTIAL	889860	73.10
			<b>EMPLOYER H&amp;W SUSP ACCT-9564 TOTAL</b>		<b>3,962.83</b>
			<u><b>14 DEFERRED MAINTENANCE FUND</b></u>		
6/25/2014	14	5607	ASBESTOS MANAGEMENT SERVICE	889409	13,800.00
			<b>BLDG/GRNDS OUTSIDE SRVC-5607 TOTAL</b>		<b>13,800.00</b>
6/25/2014	14	5813	QUALITY SYS INSTALLATIONS LTD	889410	5,930.00
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		<b>5,930.00</b>
			<u><b>21 BUILDING FUND</b></u>		
6/4/2014	21	3702	SEQUOIA UNION HIGH SCHOOL DIST	882379	1,258.80
			<b>RETIREE BENEFITS, CLASS-3702 TOTAL</b>		<b>1,258.80</b>
6/6/2014	21	4351	COMP VIEW INC	882960	1,584.46
6/13/2014	21	4351	GRAYBAR ELECTRIC COMPANY INC.	885629	501.77
6/17/2014	21	4351	SEQUOIA UHSD REVOLVING FUND	886455	16.04
6/20/2014	21	4351	CDW	887451	1,074.24
6/20/2014	21	4351	JONES CAMPBELL	887452	2,786.04
6/20/2014	21	4351	CENTRAL COMPUTER SYSTEM INC.	887455	67,880.84
			<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>		<b>73,843.39</b>
6/6/2014	21	4400	COMP VIEW INC	882960	3,982.46
6/20/2014	21	4400	CDW	887451	63,744.60
6/20/2014	21	4400	JONES CAMPBELL	887452	18,128.90
6/20/2014	21	4400	CENTRAL COMPUTER SYSTEM INC.	887455	43,259.70
			<b>NONCAPITALIZED EQUIPMENT-4400 TOTAL</b>		<b>129,115.66</b>
6/25/2014	21	5107	JACK SCHREDER & ASSOCIATES	889414	2,898.75
			<b>SUBAGREEMENTS FOR CONSULTS -5107 TOTAL</b>		<b>2,898.75</b>
6/20/2014	21	5807	DEBORAH A SMITH	887453	9,600.00
			<b>CONSULTANTS FOR FIRST \$25,000-5807 TOTAL</b>		<b>9,600.00</b>

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
6/3/2014	21	5813	DIVISION OF THE STATE ARCHITEC	881911	500.00
6/6/2014	21	5813	THE BANK OF NEW YORK MELLON	882963	975.00
6/17/2014	21	5813	DIVISION OF THE STATE ARCHITEC	886458	953.45
6/17/2014	21	5813	SPENCER ASSOCIATES	886460	2,992.50
6/18/2014	21	5813	DIVISION OF THE STATE ARCHITEC	886838	1,390.96
6/20/2014	21	5813	JONES CAMPBELL	887452	4,983.48
6/25/2014	21	5813	DIVISION OF THE STATE ARCHITEC	889413	49.00
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		<b>11,844.39</b>
6/3/2014	21	6200	BFGC-IBI GROUP ARCHITECTURE	881915	10,317.00
6/6/2014	21	6200	CSDA DESIGN GROUP	882961	16,087.74
6/6/2014	21	6200	QUATTROCCHI ARCHITECTS INC.	882962	2,562.62
6/17/2014	21	6200	S.W.R.C.B	886459	1,695.07
6/25/2014	21	6200	BFGC-IBI GROUP ARCHITECTURE	889411	1,674.25
6/25/2014	21	6200	CSDA DESIGN GROUP	889412	1,284.80
			<b>BLDG AND IMPROV OF BLDGS-6200 TOTAL</b>		<b>33,621.48</b>
6/20/2014	21	6410	CDW	887451	26,122.25
6/27/2014	21	6410	COMP VIEW INC	889835	33,671.68
			<b>NEW EQUIPMENT-6410 TOTAL</b>		<b>59,793.93</b>
6/3/2014	21	9564	THE HARTFORD-PRIORITY ACCTS.	881909	8.85
6/3/2014	21	9564	KEENAN & ASSOCIATES PRUDENTIAL	881910	7.50
6/25/2014	21	9564	CALIF. SCHOOLS DNTL COALITION	889404	115.74
6/25/2014	21	9564	CALIFORNIA SCHOOLS VISION	889405	23.10
6/27/2014	21	9564	ACSIG DENTAL	889852	1.65
6/27/2014	21	9564	THE HARTFORD-PRIORITY ACCTS.	889853	8.85
6/27/2014	21	9564	HEALTH AND HUMAN RESOURCE	889854	1.96
6/27/2014	21	9564	KEENAN & ASSOCIATES PRUDENTIAL	889862	7.50
			<b>EMPLOYER H&amp;W SUSP ACCT-9564 TOTAL</b>		<b>175.15</b>
			<u><b>25 CAPITAL FACILITIES FUND</b></u>		
6/25/2014	25	4351	FLINN SCIENTIFIC INC	889416	1,019.06
6/25/2014	25	4351	HILLYARD	889417	1,261.13
6/25/2014	25	4351	VIRCO INC	889419	7,712.08
			<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>		<b>9,992.27</b>
6/27/2014	25	5813	JACK SCHREDER & ASSOCIATES	889836	7,924.79
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		<b>7,924.79</b>
6/3/2014	25	6200	CORNERSTONE EARTH GROUP	881912	10,950.00
6/3/2014	25	6200	SPENCER ASSOCIATES	881913	6,875.00
6/10/2014	25	6200	ASBESTOS MANAGEMENT SERVICE	884514	5,600.00
6/20/2014	25	6200	DIVISION OF THE STATE ARCHITEC	887456	20,650.00
6/25/2014	25	6200	AMERICAN REPROGRAPHICS COMPANY	889415	369.56
6/25/2014	25	6200	SPENCER ASSOCIATES	889418	4,125.00
			<b>BLDG AND IMPROV OF BLDGS-6200 TOTAL</b>		<b>48,569.56</b>
6/4/2014	25	8681	REDWOOD CITY SCHOOL DISTRICT	882359	2,739.84
			<b>MITIGATION/DEVELOPER FEES-8681 TOTAL</b>		<b>2,739.84</b>
			<u><b>35 CO SCHOOL FACILITIES FUND</b></u>		
6/25/2014	35	4351	CAL-ED OPTICAL	889421	9,578.08
6/27/2014	35	4351	AMERICAN PARK AND RECREATION C	889837	1,400.00
6/27/2014	35	4351	SARGENT-WELCH SCIENTIFIC CO.	889855	2,146.22
			<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>		<b>13,124.30</b>
6/6/2014	35	4400	TELECENTER APPLIANCES-TV	882965	3,239.15
6/27/2014	35	4400	AMERICAN PARK AND RECREATION C	889837	5,358.00
6/27/2014	35	4400	SARGENT-WELCH SCIENTIFIC CO.	889855	645.05
			<b>NONCAPITALIZED EQUIPMENT-4400 TOTAL</b>		<b>9,242.20</b>

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JUNE, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
6/27/2014	35	5607	NATIONAL AQUATIC SERVICES INC	889840	14,117.18
			<b>BLDG/GRNDS OUTSIDE SRVC-5607 TOTAL</b>		<b>14,117.18</b>
6/18/2014	35	5813	DEPT. OF INDUSTRIAL RELATIONS	886840	726.73
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		<b>726.73</b>
6/13/2014	35	5901	AT&T	885630	37.11
			<b>PHONES-5901 TOTAL</b>		<b>37.11</b>
6/3/2014	35	6200	SPENCER ASSOCIATES	881914	11,604.00
6/3/2014	35	6200	CAL PACIFIC CONSTRUCTION INC	881916	207,499.00
6/3/2014	35	6200	CHARLES PANKOW BUILDERS LTD	881917	1,524,970.00
6/3/2014	35	6200	CORNERSTONE EARTH GROUP	881918	75,769.24
6/3/2014	35	6200	EAST WEST BANK	881919	10,921.00
6/3/2014	35	6200	TESTING ENGINEERS INC.	881920	45,373.12
6/6/2014	35	6200	217 ENTERPRISES LIMITED	882964	15,570.00
6/18/2014	35	6200	TESTING ENGINEERS INC.	886839	5,230.25
6/20/2014	35	6200	DAN BUTLER	887454	15,120.00
6/20/2014	35	6200	STATE OF CALIFORNIA	887457	3,600.00
6/25/2014	35	6200	AMERICAN REPROGRAPHICS COMPANY	889420	915.98
6/25/2014	35	6200	CORNERSTONE EARTH GROUP	889422	14,918.78
6/25/2014	35	6200	DEPARTMENT OF TOXIC	889423	1,384.62
6/25/2014	35	6200	QUATTROCCHI ARCHITECTS INC.	889424	1,269.00
6/27/2014	35	6200	BFGC-IBI GROUP ARCHITECTURE	889838	5,321.54
6/27/2014	35	6200	GRAINGER W W	889839	7,089.37
6/27/2014	35	6200	SPENCER ASSOCIATES	889841	44,524.00
6/27/2014	35	6200	TESTING ENGINEERS INC.	889842	7,980.00
6/27/2014	35	6200	TESTING ENGINEERS INC.	889856	10,935.25
			<b>BLDG AND IMPROV OF BLDGS-6200 TOTAL</b>		<b>2,009,995.15</b>
<u>40 SPECIAL FUND RESERVE CAP</u>					
6/17/2014	40	6510	FRY'S	886383	298.35
			<b>EQUIPMENT REPLACEMENT-6510 TOTAL</b>		<b>298.35</b>
			<b>DISTRICT TOTAL</b>		<b><u>\$6,935,738.38</u></b>

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JULY, 2014 EXPENDITURES**

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

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
<b><u>01 GENERAL FUND</u></b>					
7/9/2014	01	3401	PUBLIC EMPLOYEES' RETIREMENT S	891457	1,931.07
7/30/2014	01	3401	CALIF. SCHOOLS DNTL COALITION	895605	347.22
			<b>HLTH &amp; WELFARE BNFT CERT-3401 TOTAL</b>		2,278.29
7/30/2014	01	3402	CALIF. SCHOOLS DNTL COALITION	895605	462.96
			<b>HLTH &amp; WELFARE BNFT CLASS-3402 TOTAL</b>		462.96
7/9/2014	01	3701	PUBLIC EMPLOYEES' RETIREMENT S	891457	33,002.59
			<b>RETIREE BENEFITS CERT-3701 TOTAL</b>		33,002.59
7/9/2014	01	3702	PUBLIC EMPLOYEES' RETIREMENT S	891457	20,348.60
			<b>RETIREE BENEFITS, CLASS-3702 TOTAL</b>		20,348.60
7/15/2014	01	4310	NASCO WEST INC	892387	369.86
7/15/2014	01	4310	FRANCISCO NEGRI	892388	419.16
7/15/2014	01	4310	EVELYN VALENCIA	892399	28.40
7/15/2014	01	4310	HM RECEIVABLES CO LLC	892401	1,876.28
7/15/2014	01	4310	SEHI COMPUTER PRODUCTS INC	892413	98.41
7/16/2014	01	4310	MICRON SEMICONDUCTOR PROD. INC	892755	5,395.17
7/16/2014	01	4310	RIDDELL ALL AMERICAN	892756	4,622.70
7/16/2014	01	4310	EASTBAY/FOOTLOCKER.COM	892778	497.70
7/16/2014	01	4310	HOME DEPOT CREDIT SERVICES	892779	960.97
7/18/2014	01	4310	PALO ALTO SPORT SHOP & TOY WOL	893097	3,128.34
7/18/2014	01	4310	SERVICE PRESS INC	893106	81.75
7/18/2014	01	4310	MINUTEMAN PRESS	893118	554.95
7/18/2014	01	4310	BAY REPROGRAPHICS & SUPPLY INC	893130	392.40
7/18/2014	01	4310	LINDSEY BECKER	893131	219.37
7/18/2014	01	4310	BLICK ART MATERIALS	893132	125.60
7/18/2014	01	4310	CLAY PLANET	893134	298.63
7/18/2014	01	4310	MICHAEL ISAACS	893137	152.75
7/18/2014	01	4310	KLEENSLATE CONCEPTS LP	893139	556.91
7/22/2014	01	4310	TIM BRAND	893542	77.22
7/22/2014	01	4310	JULIO CALLES	893544	49.01
7/22/2014	01	4310	MONA KLEIN	893552	1,890.02
7/22/2014	01	4310	MARK LEEPER	893554	154.45
7/22/2014	01	4310	JILL BAUMGARTEL	893572	198.20
7/22/2014	01	4310	BIO COMPANY INC	893573	620.25
7/22/2014	01	4310	DAVID BRIGGS	893574	55.56
7/22/2014	01	4310	CHINA SPROUT INC	893579	570.00
7/22/2014	01	4310	TINA DRESS	893583	500.80
7/22/2014	01	4310	FRY'S	893587	499.99
7/22/2014	01	4310	GOODHEART-WILLCOX	893589	3,462.10
7/22/2014	01	4310	CLAY PLANET	893597	1,567.65
7/22/2014	01	4310	COMP VIEW INC	893599	658.00
7/29/2014	01	4310	MIRACLE SHRED	895298	130.00
7/29/2014	01	4310	HECTOR RICO	895301	548.97
7/29/2014	01	4310	OCTAVIO RODRIGUEZ	895302	345.53
7/29/2014	01	4310	SCHOLASTIC INC.	895303	3,553.30
7/29/2014	01	4310	JAMES BELL	895319	106.66
7/29/2014	01	4310	ASCEND EDUCATION	895334	420.00
7/29/2014	01	4310	LYNGSO GARDEN MATERIALS	895346	499.49
7/30/2014	01	4310	THE MARKERBOARD PEOPLE	895606	792.00
7/30/2014	01	4310	MUSSON THEATRICAL T.V. & FILM	895607	1,394.94
7/30/2014	01	4310	SARGENT-WELCH SCIENTIFIC CO.	895608	122.69
7/30/2014	01	4310	SEHI COMPUTER PRODUCTS INC	895610	2,725.03
7/30/2014	01	4310	TRIARCO ARTS & CRAFTS	895612	1,399.02

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JULY, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
7/30/2014	01	4310	MICRON SEMICONDUCTOR PROD. INC	895628	7,847.67
			<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>		49,967.90
7/15/2014	01	4351	ORCHARD SUPPLY HARDWARE	892389	457.17
7/15/2014	01	4351	SIGN-A-RAMA USA	892393	937.44
7/15/2014	01	4351	MATTHEW ZITO	892400	226.71
7/15/2014	01	4351	MULTI-HEALTH SYSTEMS INC	892404	869.04
7/15/2014	01	4351	TELECENTER APPLIANCES-TV	892406	1,121.12
7/16/2014	01	4351	US BANK	892758	37,938.80
7/18/2014	01	4351	SEQUOIA UHSD REVOLVING FUND	893105	10.00
7/22/2014	01	4351	SPRINT	893569	158.49
7/22/2014	01	4351	B & B DESIGNS	893571	705.19
7/22/2014	01	4351	CINTAS FIRST AID & SAFETY	893580	94.26
7/22/2014	01	4351	ETS	893585	1,241.18
7/22/2014	01	4351	COMP VIEW INC	893599	270.10
7/29/2014	01	4351	PACIFIC JANITORIAL SUPPLY CO	895293	4,636.13
7/30/2014	01	4351	CARMINA CHAVEZ	895598	262.21
7/30/2014	01	4351	GRAINGER W W	895599	450.27
7/30/2014	01	4351	HILLYARD	895600	7,725.08
7/30/2014	01	4351	SCHOOL HEALTH CORPORATION	895609	340.50
7/30/2014	01	4351	SEHI COMPUTER PRODUCTS INC	895610	3,130.15
7/30/2014	01	4351	SCHOOL HEALTH CORPORATION	895629	109.91
			<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>		60,683.75
7/15/2014	01	4352	MARSHA'S LUNCHBOX	892385	942.50
7/15/2014	01	4352	MATTHEW ZITO	892400	365.66
7/15/2014	01	4352	CHARLES VELSCHOW	892416	213.88
7/16/2014	01	4352	SAFeway	892764	979.73
7/22/2014	01	4352	JULIO CALLES	893544	50.00
7/22/2014	01	4352	JILL BAUMGARTEL	893572	158.96
7/22/2014	01	4352	DIANE BURBANK	893575	228.30
7/22/2014	01	4352	TIFFANY BURKLE	893576	121.96
7/29/2014	01	4352	LISA M. GLEATON	895339	171.30
7/29/2014	01	4352	KAREN E. LI	895345	151.03
7/30/2014	01	4352	CARMINA CHAVEZ	895598	759.28
			<b>FOOD;MEETINGS-4352 TOTAL</b>		4,142.60
7/9/2014	01	4353	EVEREST PUBLIC HIGH SCHOOL	891462	-347.02
7/15/2014	01	4353	LOGO FLOOR MATS	892402	882.30
7/15/2014	01	4353	SINGLE CYLINDER REPAIR	892414	173.45
7/16/2014	01	4353	ALLIANCE GAS PRODUCTS	892780	784.08
7/16/2014	01	4353	CAL-STEAM INC	892781	2,968.33
7/18/2014	01	4353	BANK GLASS COMPANY	893094	370.00
7/18/2014	01	4353	O. K. LUMBER COMPANY	893095	29.80
7/18/2014	01	4353	PACE SUPPLY CORP	893096	90.30
7/18/2014	01	4353	ROBERTS & BRUNE	893101	110.20
7/18/2014	01	4353	SAN MATEO LAWN MOWER SHOP	893102	58.90
7/18/2014	01	4353	SEQUOIA UHSD REVOLVING FUND	893105	104.51
7/18/2014	01	4353	SHERWIN WILLIAMS	893107	211.05
7/18/2014	01	4353	WILCO SUPPLY	893122	1,601.96
7/18/2014	01	4353	ALAN STEEL & SUPPLY CO	893127	52.32
7/18/2014	01	4353	BOETHING TREELAND FARM INC	893133	663.59
7/18/2014	01	4353	KELLY MOORE PAINT COMPANY	893138	549.11
7/18/2014	01	4353	ORCHARD SUPPLY HARDWARE	893149	2,557.94
7/18/2014	01	4353	SFO REPRESENTATIVES	893151	41.42
7/18/2014	01	4353	TOOLAND	893153	26.13

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JULY, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
7/18/2014	01	4353	UNITED LABORATORIES	893154	413.57
7/22/2014	01	4353	UNITED REFRIGERATION INC	893560	644.05
7/22/2014	01	4353	USAIRCONDITIONING DISTRIBUTOR	893567	151.92
7/22/2014	01	4353	PRAXAIR	893568	7,878.83
7/22/2014	01	4353	CHARLES McMURRAY CO	893578	203.40
7/22/2014	01	4353	CREST/GOOD MANUFACTURING CO IN	893582	193.19
7/22/2014	01	4353	GRANITE ROCK	893591	61.04
7/22/2014	01	4353	GRAY'S PAINT AND WALLPAPER	893592	299.35
7/23/2014	01	4353	ROYAL WHOLESALE ELECTRIC	893859	8,263.24
7/29/2014	01	4353	LANDON/UNIVERSAL POOL CENTER	895324	1,820.38
7/29/2014	01	4353	BAYSIDE PRINTED PRODUCTS	895327	21,829.28
7/29/2014	01	4353	EWING IRRIGATION PRODUCTS	895330	7,352.16
7/29/2014	01	4353	GENERAL HARDWARE & BUILDERS SU	895338	240.95
7/29/2014	01	4353	HORIZON	895340	842.86
7/29/2014	01	4353	KELLY MOORE PAINT COMPANY	895343	321.43
7/29/2014	01	4353	LANDON/UNIVERSAL POOL CENTER	895344	400.33
7/29/2014	01	4353	LYNGSO GARDEN MATERIALS	895346	3,405.51
7/30/2014	01	4353	GRAINGER W W	895599	4,289.56
			<b>BLDG/GRNDS SUPPLIES-4353 TOTAL</b>		69,539.42
7/15/2014	01	4357	STEVE MOOSE	892409	97.88
7/18/2014	01	4357	TONY VELHO	893113	100.00
			<b>SHOES-4357 TOTAL</b>		197.88
7/15/2014	01	4361	UNITED LABORATORIES	892415	980.38
7/22/2014	01	4361	PG & E	893559	1,713.40
7/23/2014	01	4361	VALLEY OIL COMPANY	893861	1,927.63
7/29/2014	01	4361	STATE BOARD OF EQUALIZATION	895304	189.00
			<b>FUEL/LUBRICANT-4361 TOTAL</b>		4,810.41
7/16/2014	01	4362	REDWOOD GENERAL TIRE	892771	2,074.30
			<b>TIRES/TUBES-4362 TOTAL</b>		2,074.30
7/15/2014	01	4363	NAPA AUTO PARTS BELMONT	892386	309.12
7/15/2014	01	4363	TOWNE FORD SALES	892395	41.71
7/16/2014	01	4363	TRACTION	892757	706.07
7/16/2014	01	4363	NORCAL KENWORTH	892768	650.80
7/16/2014	01	4363	BUS WEST LLC	892777	2,084.98
7/18/2014	01	4363	AUTOZONE WEST INC	893129	677.12
7/18/2014	01	4363	LAWSON PRODUCTS INC	893140	117.09
7/18/2014	01	4363	O'REILLY AUTO PARTS	893150	844.10
7/22/2014	01	4363	BUS WEST LLC	893577	95.23
7/22/2014	01	4363	CROMER EQUIPMENT	893600	807.90
7/29/2014	01	4363	INTERSTATE ALL BATTERY CENTER	895331	7,495.18
7/29/2014	01	4363	CARQUEST AUTO PARTS	895335	239.45
7/30/2014	01	4363	A-Z BUS SALES	895596	1,660.58
			<b>SHOP SUPPLIES/REPAIRS-4363 TOTAL</b>		15,729.33
7/18/2014	01	4400	B & H VIDEO	893144	3,752.55
7/29/2014	01	4400	TRANS-LUX FAIR-PLAY	895305	554.25
7/29/2014	01	4400	APPLE COMPUTER	895318	1,537.72
7/30/2014	01	4400	TELECENTER APPLIANCES-TV	895611	887.11
7/30/2014	01	4400	TROXELL COMMUNICATIONS INC	895613	2,507.00
			<b>NONCAPITALIZED EQUIPMENT-4400 TOTAL</b>		9,238.63
7/16/2014	01	5113	PENINSULA FAMILY SERVICES	892769	49,926.60
			<b>SUBAGREEMENT FOR SERVICES, AFTER \$25,000-5113 TOTAL</b>		49,926.60
7/18/2014	01	5204	GLENAL PRUITT-JOHNSON	893098	37.38
7/18/2014	01	5204	STEPHEN READY	893099	121.52

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JULY, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
7/18/2014	01	5204	HECTOR RICO	893100	167.81
7/22/2014	01	5204	KAREN ANN BRESLOW	893543	85.96
7/22/2014	01	5204	CARMINA CHAVEZ	893546	321.76
7/22/2014	01	5204	MARIE FAVRO	893549	81.42
7/22/2014	01	5204	ALICIA GONZALEZ	893551	80.08
7/22/2014	01	5204	BRANDON LEE	893553	361.43
7/29/2014	01	5204	TERESA ABARCA	895317	30.58
7/29/2014	01	5204	CLARE CHANDLER	895323	1,138.11
7/29/2014	01	5204	CLARE CHANDLER	895336	141.71
		<b>MILEAGE-5204 TOTAL</b>			2,567.76
7/18/2014	01	5205	SEQUOIA UHSD REVOLVING FUND	893105	5.00
7/18/2014	01	5205	ALAMEDA COUNTY OFFICE OF EDUCA	893126	200.00
7/22/2014	01	5205	JOHN DE SOLLAR	893547	98.99
7/22/2014	01	5205	DIANA DEAN	893548	183.26
7/22/2014	01	5205	MONA KLEIN	893552	180.00
7/22/2014	01	5205	DAVID GARCIA ORTIZ	893562	124.05
7/22/2014	01	5205	REBECA GOODWIN	893590	92.00
7/23/2014	01	5205	HECTOR RICO	893865	361.48
7/23/2014	01	5205	OCTAVIO RODRIGUEZ	893866	229.77
7/29/2014	01	5205	OCTAVIO RODRIGUEZ	895302	81.42
7/29/2014	01	5205	UC REGENTS	895306	450.00
7/29/2014	01	5205	BUREAU OF EDUCATION & RESEARCH	895322	430.00
		<b>CONFERENCES-5205 TOTAL</b>			2,435.97
7/9/2014	01	5300	ONE EAST PALO ALTO	891463	5,000.00
		<b>DUES AND MEMBERSHIPS-5300 TOTAL</b>			5,000.00
7/22/2014	01	5501	PG & E	893559	16,659.15
7/29/2014	01	5501	PG & E	895299	2,944.30
		<b>GAS-5501 TOTAL</b>			19,603.45
7/22/2014	01	5502	PG & E	893559	78,971.97
7/29/2014	01	5502	PG & E	895299	36,258.30
		<b>ELECTRICITY-5502 TOTAL</b>			115,230.27
7/15/2014	01	5503	MID-PENINSULA WATER DISTRICT	892408	7,422.08
		<b>WATER-5503 TOTAL</b>			7,422.08
7/22/2014	01	5505	SUMMIT PREPARATORY CHARTER HS	893570	-641.21
		<b>SEWER-5505 TOTAL</b>			-641.21
7/15/2014	01	5506	RECOLOGY SAN BRUNO	892411	11,238.24
7/15/2014	01	5506	RECOLOGY SILICON VALLEY	892412	203.09
7/16/2014	01	5506	RECOLOGY SAN BRUNO	892762	3,559.76
7/18/2014	01	5506	SRDC INC	893152	350.00
		<b>GARBAGE-5506 TOTAL</b>			15,351.09
7/29/2014	01	5507	CLARKE PEST CONTROL	895328	5,084.00
		<b>PEST CONTROL-'5507 TOTAL</b>			5,084.00
7/15/2014	01	5603	NATIONAL CONSTRUCTION RENTALS	892410	570.80
7/18/2014	01	5603	TURF & INDUSTRIAL EQUIPMENT	893109	981.00
7/18/2014	01	5603	AHERN RENTALS INC	893125	613.11
7/29/2014	01	5603	JW ENTERPRISES	895342	119.22
		<b>EQUIPMENT RENTAL-5603 TOTAL</b>			2,284.13
7/18/2014	01	5607	LORAL LANDSCAPING INC	893146	11,747.00
7/22/2014	01	5607	LEA & BRAZE ENGINEERING INC	893605	640.00
7/23/2014	01	5607	SOUTHLAND INDUSTRIES	893868	2,797.32
7/29/2014	01	5607	SMITH'S GOPHER TRAPPING	895294	790.00
7/29/2014	01	5607	BROTHERS SERVICES	895320	2,200.00



**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JULY, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
7/29/2014	01	5607	COMMERCIAL TREE CARE	895329	4,830.00
			<b>BLDG/GRNDS OUTSIDE SRVC-5607 TOTAL</b>		23,004.32
7/23/2014	01	5640	PACIFIC OFFICE AUTOMATION	893864	9,935.21
			<b>REPAIR MAINT CONTRACTS-5640 TOTAL</b>		9,935.21
7/15/2014	01	5641	TRIPLE ACE GLASS INC	892396	225.00
7/15/2014	01	5641	SINGLE CYLINDER REPAIR	892414	433.71
7/16/2014	01	5641	PORTA'S AUTO BODY SHOP INC	892760	225.00
7/16/2014	01	5641	REDWOOD GENERAL TIRE	892771	394.66
7/16/2014	01	5641	BUBBA'S FIRE EXTINGUISHER CO.	892776	488.00
7/18/2014	01	5641	WESTERN ENGINEERING SUPPLY CO	893114	180.00
7/22/2014	01	5641	PENINSULA PUMP AND EQUIPMENT	893563	1,578.71
7/22/2014	01	5641	SAFETY-KLEEN SYSTEMS INC	893565	673.24
7/22/2014	01	5641	CUMMINS PACIFIC LLC	893601	1,156.67
7/22/2014	01	5641	EVERGREEN OIL INC	893609	1,250.00
7/29/2014	01	5641	PACIFIC JANITORIAL SUPPLY CO	895293	2,275.90
7/29/2014	01	5641	SOUND AND SIGNAL	895295	2,926.65
7/29/2014	01	5641	REDWOOD CITY ELECTRIC	895300	470.92
7/29/2014	01	5641	IMAGE AUTO	895341	1,274.90
7/30/2014	01	5641	CALIFORNIA SECURITY ALARMS	895597	3,593.45
7/30/2014	01	5641	HOWARD AVENUE RADIATOR	895601	1,064.51
7/30/2014	01	5641	LUND-PEARSON-MCLAUGHLIN	895602	2,919.20
			<b>EQUIP REPAIR OUTSIDE SRVC-5641 TOTAL</b>		21,130.52
7/15/2014	01	5804	PREFERRED ALLIANCE	892390	636.76
7/16/2014	01	5804	US HEALTHWORKS MEDICAL GROUP	892765	430.00
7/29/2014	01	5804	DEPARTMENT OF JUSTICE	895337	1,992.00
			<b>MEDICAL EXAMS/X-RAYS-5804 TOTAL</b>		3,058.76
7/9/2014	01	5807	SCHOOL SERVICES OF CALIFORNIA	891459	2,460.00
7/9/2014	01	5807	SCHOOLS FOR SOUND FINANCE	891460	6,000.00
7/16/2014	01	5807	CITY OF REDWOOD CITY/	892782	10,000.00
7/22/2014	01	5807	ROTEM PEARLSON	893564	360.00
7/22/2014	01	5807	ANGELA GALLEGOS CASTILLO	893596	1,625.00
7/29/2014	01	5807	PARTNERS IN COMMUNICATION LLC	895312	12,455.20
			<b>CONSULTANTS FOR FIRST \$25,000-5807 TOTAL</b>		32,900.20
7/18/2014	01	5810	DAILY JOURNAL CORP	893135	72.93
			<b>ADVERTISING-5810 TOTAL</b>		72.93
7/23/2014	01	5812	WOODSIDE & PORTOLA PRIVATE PAT	893869	613.00
7/30/2014	01	5812	CALIFORNIA SECURITY ALARMS	895597	7,369.74
			<b>SECURITY SERVICES-5812 TOTAL</b>		7,982.74
7/9/2014	01	5813	PUBLIC EMPLOYEES' RETIREMENT S	891457	4,222.04
7/9/2014	01	5813	EAST PALO ALTO ACADEMY	891461	2,102.00
7/15/2014	01	5813	PROFESSIONAL TUTORS OF AMERICA	892391	3,230.00
7/15/2014	01	5813	SAN MATEO COUNTY COMMUNITY COL	892392	906.64
7/15/2014	01	5813	SIGNATURE WIRELESS GROUP	892394	77.48
7/15/2014	01	5813	TUTORIAL SERVICES INC	892397	550.24
7/15/2014	01	5813	MARGARET A MARSHALL	892403	2,300.00
7/16/2014	01	5813	MENLO PARK CITY SCHOOL DIST	892759	10,417.50
7/16/2014	01	5813	RAVENSWOOD CITY SCHOOL DISTRCT	892761	7,875.23
7/16/2014	01	5813	RICHARD TSUKUSHI	892763	1,379.00
7/16/2014	01	5813	PENINSULA FAMILY SERVICES	892769	9,572.00
7/16/2014	01	5813	REDWOOD CITY SCHOOL DISTRICT	892770	6,167.63
7/16/2014	01	5813	SAN CARLOS SCHOOL DISTRICT	892772	5,744.25
7/18/2014	01	5813	SERVICE PRESS INC	893106	417.64
7/18/2014	01	5813	THE SPEECH PATHOLOGY GROUP INC	893108	3,060.00

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JULY, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
7/18/2014	01	5813	UNITED PARCEL SERVICES	893110	111.12
7/18/2014	01	5813	SCHOOL INNOVATIONS &	893121	21,500.00
7/18/2014	01	5813	ACCREDITING COMMISSION FOR SCH	893124	810.00
7/22/2014	01	5813	I ADVANCED CHEMICAL TRANSPORT	893539	286.02
7/22/2014	01	5813	CANADA COLLEGE	893545	2,496.00
7/22/2014	01	5813	FEDEX	893550	24.58
7/22/2014	01	5813	LINDA ODUM	893561	892.50
7/22/2014	01	5813	THORNTON ENVIRONMENTAL CONSTRU	893566	1,295.00
7/22/2014	01	5813	THE COMMUNITY COLLEGE	893581	200.00
7/22/2014	01	5813	EQUAL OPPORTUNITY SCHOOLS	893584	991.39
7/22/2014	01	5813	FEDEX FREIGHT WEST INC.	893586	76.69
7/22/2014	01	5813	GERBOTH FIRE EQUIPMENT COMPANY	893588	603.85
7/22/2014	01	5813	BOYS & GIRLS CLUB OF THE PENIN	893595	750.00
7/22/2014	01	5813	CLOUD TECHNOLOGY SOLUTIONS	893598	6,600.00
7/22/2014	01	5813	SPENCER ASSOCIATES	893610	10,417.50
7/23/2014	01	5813	HM RECEIVABLES CO	893858	30,915.30
7/23/2014	01	5813	SERVICE PRESS INC	893867	1,567.05
7/29/2014	01	5813	MIRACLE SHRED	895298	2,491.25
7/29/2014	01	5813	SECURITAS SECURITY SERVICES	895313	1,350.00
7/29/2014	01	5813	SERVICE PRESS INC	895314	778.81
7/29/2014	01	5813	SSO EASY	895315	5,200.00
7/29/2014	01	5813	TLC CHILD AND FAMILY SERVICES	895316	24,361.37
7/29/2014	01	5813	ALL CLEAN	895333	7,965.00
7/30/2014	01	5813	LUND-PEARSON-MCLAUGHLIN	895602	5,495.00
7/30/2014	01	5813	UNITED PARCEL SERVICES	895630	74.47
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		185,274.55
7/18/2014	01	5834	MV TRANSPORTATION	893119	2,310.00
7/18/2014	01	5834	DIANE LEVINTHAL	893141	1,422.02
			<b>CONTRACT TRANSPORTATION-5834 TOTAL</b>		3,732.02
7/16/2014	01	5845	ACHIEVE	892774	8,772.33
7/18/2014	01	5845	SECOND START LEARNING DISAB	893104	1,744.00
7/18/2014	01	5845	PACE	893120	8,129.75
7/18/2014	01	5845	COMMUNITY GATEPATH	893145	1,320.00
			<b>NON-PUBLIC SCH'L TUITION-5845 TOTAL</b>		19,966.08
7/16/2014	01	5901	A T & T	892773	39.36
7/16/2014	01	5901	AT&T	892775	204.13
7/18/2014	01	5901	A T & T	893123	19.72
7/18/2014	01	5901	AT&T	893128	696.66
7/22/2014	01	5901	AT&T	893540	5,998.40
7/22/2014	01	5901	SPRINT	893569	2,159.49
			<b>PHONES-5901 TOTAL</b>		9,117.76
7/16/2014	01	5902	AT&T	892775	-37.64
7/22/2014	01	5902	SPRINT	893569	-736.67
			<b>REBATE-5902 TOTAL</b>		-774.31
7/16/2014	01	5912	US POSTAL SERVICE/NEOPOST	892766	8,000.00
7/16/2014	01	5912	US POSTMASTER	892767	2,000.00
7/18/2014	01	5912	US POSTAL SERVICE/NEOPOST	893111	4,000.00
7/18/2014	01	5912	US POSTMASTER	893112	3,000.00
7/18/2014	01	5912	FEDEX	893136	71.89
7/18/2014	01	5912	US POSTAL SERVICE/NEOPOST	893148	8,000.00
7/18/2014	01	5912	US POSTAL SERVICE/NEOPOST	893155	10,000.00
			<b>POSTAGE-5912 TOTAL</b>		35,071.89

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JULY, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
7/23/2014	01	7141	SAN MATEO UNION HIGH SCHOOL DI	893860	252,372.69
			<b>OTHR TUIT EX-COST TO SCHL-7141 TOTAL</b>		252,372.69
7/9/2014	01	8096	EAST PALO ALTO ACADEMY	891461	96,662.15
7/9/2014	01	8096	EVEREST PUBLIC HIGH SCHOOL	891462	185,460.84
7/15/2014	01	8096	ASPIRE PUBLIC SCHOOLS	892407	16,098.99
7/22/2014	01	8096	SUMMIT PREPARATORY CHARTER HS	893570	209,302.80
7/30/2014	01	8096	EAST PALO ALTO ACADEMY	895631	139,846.90
			<b>IN LIEU PROPERTY TAX-8096 TOTAL</b>		647,371.68
7/22/2014	01	8650	BAY AREA DANCE SCHOOL	893541	390.00
			<b>LEASES AND RENTALS-8650 TOTAL</b>		390.00
7/18/2014	01	8699	ALEXANDER N. SCHNEIDER	893103	160.00
7/29/2014	01	8699	GLORIA BULLOCK	895321	7,447.43
			<b>ALL OTHER LOCAL REVENUE-8699 TOTAL</b>		7,607.43
7/9/2014	01	8781	EAST PALO ALTO ACADEMY	891461	-25,459.02
7/9/2014	01	8781	EVEREST PUBLIC HIGH SCHOOL	891462	-120,000.00
7/22/2014	01	8781	SUMMIT PREPARATORY CHARTER HS	893570	-138,509.42
			<b>ALL OTH TRNSFR FRM DISTRICT-8781 TOTAL</b>		-283,968.44
7/15/2014	01	9320	UNISOURCE MAINTENANCE SUPPLY	892398	1,968.54
7/15/2014	01	9320	SOUTHWEST SCHOOL AND OFFICE SU	892405	1,747.62
			<b>STORES-9320 TOTAL</b>		3,716.16
7/9/2014	01	9564	PUBLIC EMPLOYEES' RETIREMENT S	891457	1,082,197.50
7/30/2014	01	9564	ACSIG DENTAL	895604	5,652.79
7/30/2014	01	9564	CALIF. SCHOOLS DNTL COALITION	895605	74,483.79
			<b>EMPLOYER H&amp;W SUSP ACCT-9564 TOTAL</b>		1,162,334.08
7/29/2014	01	9565	EMPLOYMENT DEVELOPMENT DEPT	895297	9,566.48
			<b>EMPLOYER U.I. SUSP ACCT-9565 TOTAL</b>		9,566.48
7/23/2014	01	9580	CALIFORNIA STATE BOARD OF EQUA	893863	5,738.06
			<b>SALES TAX LIAB ACCT-9580 TOTAL</b>		5,738.06
<u>CHARTER SCHOOLS SP REV FUN</u>					
7/30/2014	09	4400	NEOPOST	895614	3,853.15
			<b>NONCAPITALIZED EQUIPMENT-4400 TOTAL</b>		3,853.15
<u>11 ADULT EDUCATION</u>					
7/8/2014	11	3701	PUBLIC EMPLOYEES' RETIREMENT S	891211	476.00
			<b>RETIREE BENEFITS CERT-3701 TOTAL</b>		476.00
7/8/2014	11	3702	PUBLIC EMPLOYEES' RETIREMENT S	891211	357.00
			<b>RETIREE BENEFITS, CLASS-3702 TOTAL</b>		357.00
7/22/2014	11	4310	GUILLERMO ACEVEDO	893555	19.48
7/22/2014	11	4310	CENTRAL BUSINESS EQUIPMENT	893594	468.70
			<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>		488.18
7/18/2014	11	5204	GLENAL PRUITT-JOHNSON	893115	45.99
7/22/2014	11	5204	GUILLERMO ACEVEDO	893555	31.25
			<b>MILEAGE-5204 TOTAL</b>		77.24
7/18/2014	11	5501	PG & E	893156	35.46
7/29/2014	11	5501	PG & E	895308	3.85
			<b>GAS-5501 TOTAL</b>		39.31
7/18/2014	11	5502	PG & E	893156	3,204.83
7/29/2014	11	5502	PG & E	895308	44.51
			<b>ELECTRICITY-5502 TOTAL</b>		3,249.34
7/15/2014	11	5506	RECOLOGY SAN BRUNO	892417	207.95
			<b>GARBAGE-5506 TOTAL</b>		207.95
7/22/2014	11	5607	BULLZEYE INSTALLATION	893593	295.00
7/29/2014	11	5607	JOHN LEDO	895357	15,555.00
			<b>BLDG/GRNDS OUTSIDE SRVC-5607 TOTAL</b>		15,850.00

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JULY, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
7/29/2014	11	5812	CALIFORNIA SECURITY ALARMS	895347	170.00
			<b>SECURITY SERVICES-5812 TOTAL</b>		170.00
7/8/2014	11	5813	PUBLIC EMPLOYEES' RETIREMENT S	891211	45.08
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		45.08
7/18/2014	11	5901	AT&T	893142	81.62
7/22/2014	11	5901	AT&T	893556	784.50
			<b>PHONES-5901 TOTAL</b>		866.12
7/8/2014	11	9564	PUBLIC EMPLOYEES' RETIREMENT S	891211	10,874.52
7/30/2014	11	9564	ACSIG DENTAL	895615	1.65
7/30/2014	11	9564	CALIF. SCHOOLS DNTL COALITION	895616	1,041.66
7/30/2014	11	9564	CALIFORNIA SCHOOLS VISION	895617	127.07
			<b>EMPLOYER H&amp;W SUSP ACCT-9564 TOTAL</b>		12,044.90
7/29/2014	11	9565	EMPLOYMENT DEVELOPMENT DEPT	895307	182.26
			<b>EMPLOYER U.I. SUSP ACCT-9565 TOTAL</b>		182.26
7/23/2014	11	9580	CALIFORNIA STATE BOARD OF EQUA	893870	16.94
			<b>SALES TAX LIAB ACCT-9580 TOTAL</b>		16.94
<b><u>13 CAFETERIA FUND</u></b>					
7/9/2014	13	3702	PUBLIC EMPLOYEES' RETIREMENT S	891458	1,071.00
			<b>RETIREE BENEFITS, CLASS-3702 TOTAL</b>		1,071.00
7/22/2014	13	4390	NORA DECARO	893558	66.99
7/30/2014	13	4390	BUCHANNAN FOOD SERVICE	895603	568.56
			<b>NON-FOOD SUPPLIES-4390 TOTAL</b>		635.55
7/22/2014	13	4700	NORA DECARO	893558	125.15
7/23/2014	13	4700	SYSCO FOOD SERVICES	893871	1,565.11
			<b>FOOD-4700 TOTAL</b>		1,690.26
7/22/2014	13	5204	CAROL CASSIDY	893557	56.00
7/22/2014	13	5204	NORA DECARO	893558	379.47
7/29/2014	13	5204	ROBERT S HAYES	895325	48.72
			<b>MILEAGE-5204 TOTAL</b>		484.19
7/9/2014	13	5813	PUBLIC EMPLOYEES' RETIREMENT S	891458	98.87
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		98.87
7/22/2014	13	5912	NORA DECARO	893558	17.00
			<b>POSTAGE-5912 TOTAL</b>		17.00
7/9/2014	13	9564	PUBLIC EMPLOYEES' RETIREMENT S	891458	24,182.61
7/30/2014	13	9564	ACSIG DENTAL	895618	1.65
7/30/2014	13	9564	CALIF. SCHOOLS DNTL COALITION	895619	2,800.63
7/30/2014	13	9564	CALIFORNIA SCHOOLS VISION	895620	515.76
			<b>EMPLOYER H&amp;W SUSP ACCT-9564 TOTAL</b>		27,500.65
7/29/2014	13	9565	EMPLOYMENT DEVELOPMENT DEPT	895309	170.29
			<b>EMPLOYER U.I. SUSP ACCT-9565 TOTAL</b>		170.29
<b><u>14 DEFERRED MAINTENANCE FUND</u></b>					
7/18/2014	14	5204	MARTI MARTINEZ	893116	29.23
			<b>MILEAGE-5204 TOTAL</b>		29.23
7/22/2014	14	5813	KELLCO ENVIRONMENTAL SVCS INC	893606	20,516.00
7/29/2014	14	5813	CROWN WORLDWIDE MOVING &	895326	1,711.65
7/30/2014	14	5813	KELLCO ENVIRONMENTAL SVCS INC	895632	11,600.00
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		33,827.65
<b><u>21 BUILDING FUND</u></b>					
7/16/2014	21	4351	TECHNOLOGY IN EDUCATION	892783	3,322.32
7/22/2014	21	4351	COMP VIEW INC	893602	166.80
			<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>		3,489.12
7/22/2014	21	4400	COMP VIEW INC	893602	782.52
			<b>NONCAPITALIZED EQUIPMENT-4400 TOTAL</b>		782.52

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JULY, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
7/16/2014	21	5807	DEBORAH A SMITH	892785	5,400.00
			<b>CONSULTANTS FOR FIRST \$25,000-5807 TOTAL</b>		5,400.00
7/8/2014	21	5813	PUBLIC EMPLOYEES' RETIREMENT S	891212	4.90
7/11/2014	21	5813	DIGITAL ASSURANCE CERT. LLC	891954	1,500.00
7/29/2014	21	5813	DIVISION OF THE STATE ARCHITEC	895348	42.50
7/29/2014	21	5813	DIVISION OF THE STATE ARCHITEC	895350	170.00
7/29/2014	21	5813	DIVISION OF THE STATE ARCHITEC	895356	766.85
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		2,484.25
7/3/2014	21	6200	CITY OF REDWOOD CITY	890857	10,213.18
7/29/2014	21	6200	BFGC-IBI GROUP ARCHITECTURE	895355	917.60
			<b>BLDG AND IMPROV OF BLDGS-6200 TOTAL</b>		11,130.78
7/8/2014	21	9564	PUBLIC EMPLOYEES' RETIREMENT S	891212	1,485.44
7/30/2014	21	9564	ACSIG DENTAL	895621	1.65
7/30/2014	21	9564	CALIF. SCHOOLS DNTL COALITION	895622	115.74
7/30/2014	21	9564	CALIFORNIA SCHOOLS VISION	895623	23.10
			<b>EMPLOYER H&amp;W SUSP ACCT-9564 TOTAL</b>		1,625.93
7/29/2014	21	9565	EMPLOYMENT DEVELOPMENT DEPT	895310	57.07
			<b>EMPLOYER U.I. SUSP ACCT-9565 TOTAL</b>		57.07
<b><u>25 CAPITAL FACILITIES FUND</u></b>					
7/22/2014	25	5601	PODS ENTERPRISES INC	893603	345.72
			<b>RENTS/LEASES-5601 TOTAL</b>		345.72
7/29/2014	25	5607	JACK SCHREDER & ASSOCIATES	895351	1,286.56
			<b>BLDG/GRNDS OUTSIDE SRVC-5607 TOTAL</b>		1,286.56
7/30/2014	25	5813	LPA INC	895625	3,626.50
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		3,626.50
7/11/2014	25	6200	DIVISION OF THE STATE ARCHITEC	891955	4,080.00
7/22/2014	25	6200	KELLCO ENVIRONMENTAL SVCS INC	893607	9,805.00
7/30/2014	25	6200	CAL PACIFIC CONSTRUCTION INC	895624	35,000.00
			<b>BLDG AND IMPROV OF BLDGS-6200 TOTAL</b>		48,885.00
<b><u>35 CO SCHOOL FACILITIES FUND</u></b>					
7/16/2014	35	4351	JONES CAMPBELL	892790	71,932.97
7/23/2014	35	4351	VIRCO MFG CORPORATION	893862	61,784.47
7/29/2014	35	4351	FISHER SCIENTIFIC-EDUCATIONAL	895332	2,068.93
			<b>INSTRUCTIONAL SUPPLIES-4310 TOTAL</b>		135,786.37
7/16/2014	35	4400	JONES CAMPBELL	892790	35,717.79
7/29/2014	35	4400	FISHER SCIENTIFIC-EDUCATIONAL	895332	13,579.11
			<b>NONCAPITALIZED EQUIPMENT-4400 TOTAL</b>		49,296.90
7/18/2014	35	5204	MARTI MARTINEZ	893117	153.27
			<b>MILEAGE-5204 TOTAL</b>		153.27
7/29/2014	35	5607	JACK SCHREDER & ASSOCIATES	895354	725.00
			<b>BLDG/GRNDS OUTSIDE SRVC-5607 TOTAL</b>		725.00
7/16/2014	35	5813	JONES CAMPBELL	892790	8,472.69
			<b>OTHER CONTRACTS/SERVICES-5813 TOTAL</b>		8,472.69
7/16/2014	35	5842	CHAVAN & ASSOCIATES LLP	892784	6,600.00
			<b>AUDIT EXPENSE-5842 TOTAL</b>		6,600.00
7/18/2014	35	5901	AT&T	893143	39.94
			<b>PHONES-5901 TOTAL</b>		39.94
7/16/2014	35	6200	217 ENTERPRISES LIMITED	892786	10,020.00
7/16/2014	35	6200	DAN BUTLER	892787	14,400.00
7/16/2014	35	6200	CAL PACIFIC CONSTRUCTION INC	892788	450,648.13
7/16/2014	35	6200	EAST WEST BANK	892789	23,718.32
7/18/2014	35	6200	CHARLES PANKOW BUILDERS LTD	893147	1,375,490.00
7/22/2014	35	6200	TESTING ENGINEERS INC.	893604	4,462.50

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
JULY, 2014 EXPENDITURES**

Warrant Date	Fund	Object	Vendor	Warrant Number	Amount
7/22/2014	35	6200	SPENCER ASSOCIATES	893608	64,618.00
7/29/2014	35	6200	LEA & BRAZE ENGINEERING INC	895349	2,389.50
7/29/2014	35	6200	AMERICAN REPROGRAPHICS COMPANY	895352	797.42
7/29/2014	35	6200	GREYSTONE WEST COMPANY	895353	7,250.00
7/30/2014	35	6200	CORNERSTONE EARTH GROUP	895626	5,301.90
7/30/2014	35	6200	QUATTROCCHI ARCHITECTS INC.	895627	3,807.00
			<b>BLDG AND IMPROV OF BLDGS-6200 TOTAL</b>		1,962,902.77
7/29/2014	35	9565	EMPLOYMENT DEVELOPMENT DEPT	895311	1.18
			<b>EMPLOYER U.I. SUSP ACCT-9565 TOTAL</b>		1.18
<b>40 SPECIAL FUND RESERVE CAP</b>					
7/29/2014	40	4400	PACIFIC JANITORIAL SUPPLY CO	895296	3,881.08
			<b>NONCAPITALIZED EQUIPMENT-4400 TOTAL</b>		3,881.08
			<b>DISTRICT TOTAL</b>		<b>\$5,002,762.42</b>

**ORIGINAL**

Agenda Item: 8f(1)

Date: 9/3/14

**AGREEMENT BETWEEN THE SEQUOIA UNION HIGH SCHOOL DISTRICT  
AND  
CALIFORNIA SECURITY ALARMS, INC.**

**THIS AGREEMENT, entered into this 13<sup>th</sup> day of August, 20 14, by and between the SEQUOIA UNION HIGH SCHOOL DISTRICT, hereinafter called "District," and CALIFORNIA SECURITY ALARMS, INC., hereinafter called "Contractor;"**

**WITNESSETH:**

WHEREAS, The District may contract with independent contractors for the furnishing of services such as those that Contractor proposes to provide to the District;

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of INSTALLATION OF NEW BURGLARY AND FIRE ALARM SYSTEMS FOR VARIOUS SITES, AS NEEDED.

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS  
FOLLOWS:**

**1. Exhibits and Attachments**

The following exhibits and attachments are included hereto and incorporated by reference herein:

Exhibit A – Services

Exhibit B – Payments and rates

Exhibit C – California Security Alarms, Inc. Installation Contract

**2. Services to be performed by Contractor**

In consideration of the payments set forth herein and in Exhibit "B," Contractor shall perform services for District in accordance with the terms, conditions and specifications set forth herein and in Exhibit "A."

**3. Payments**

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and exhibit "A," District shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B." The District reserves the right to withhold payment if the District determines that the quantity or quality of the work performed is unacceptable. In no event shall the District's total fiscal obligation under this Agreement exceed SIXTY THOUSAND, DOLLARS AND 00/100, \$60,000.

*Amo D*

**4. Term and Termination**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from JULY 1, 2014 through JUNE 30, 2015.

This Agreement may be terminated by, the District Superintendent or his/her designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District. Upon termination, the Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

**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. Relationship of Parties**

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the District and that Contractor acquires none of the rights, privileges, powers, or advantages of District employees.

**7. Hold Harmless**

Contractor shall indemnify and save harmless District, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, C) or other loss or cost, to the extent caused by the intentional actions or negligence of Contractor, its officers, agents, employees or servants ("Contractor's workers"), but only if occurring during the time that Contractor's workers are physically present at a District site or en route to or from a District site. Specifically excluded from this indemnity clause are claims, suits or actions arising from Contractor's activities as a monitoring station and/or harm occurring during the time that Contractor's workers are not physically present at a District site or en route to or from a District site.

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

**8. Assignability and Subcontracting**

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontractor with a third party to provide services required by Contractor under this Agreement without the prior written consent of District. Any such assignment or subcontract



without the District's prior written consent shall give District the right to automatically and immediately terminate this Agreement.

**9. Insurance**

The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by the District, and Contractor shall use diligence to obtain such insurance and to obtain such approval. The Contractor shall furnish the District with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to the District of any pending change in the limits of liability or of any cancellation or modification of the policy.

**(1) Worker's Compensation and Employer's Liability Insurance** The Contractor shall have in effect during the entire life of this Agreement Worker's Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

**(2) Liability Insurance** The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not less than the amount specified below.

Such insurance shall include:

(a) Comprehensive General Liability .....	\$1,000,000
(b) Motor Vehicle Liability Insurance .....	\$1,000,000
(c) Professional Liability .....	\$1,000,000

District and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the District, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the District or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the Sequoia Union High School District at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

CMOD

**10. 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.

**11. 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 timelessness of services performed.

**12. Merger Clause**

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

**13. Controlling Law**



The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California.

14. Attached hereto as Exhibit "C" is the agreement of Contractor. Both parties agree to the terms set forth in Exhibit C, and hereby incorporate them by reference. To the extent there is a conflict between this Agreement and Exhibit C, this Agreement shall govern.

**15. Notices**

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United State mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed to:

**In the case of District, to:**

Walter Haub, Director of Facilities  
480 James Avenue  
Redwood City, California 94062

**In the case of Contractor, to:**

Mark Demler  
California Security Alarms, Inc.  
2440 Camino Ramon, Suite 200  
San Ramon, CA 94583

SEQUOIA UNION HIGH SCHOOL DISTRICT

By: \_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Budget Code to be provided on individual proposals

MARK O. DEMLER

Contractor's Name

Mark O. Demler

Contractor's Signature

Date: 8/18/14

**Exhibit "A"**

In consideration of the payments set forth in Exhibit "B," CALIFORNIA SECURITY ALARMS, INC. shall provide the following services:

Master Agreement for Installation of New Burglary and Fire Alarm Systems

**Exhibit "B"**

In consideration of the services provided by CALIFORNIA SECURITY ALARMS, INC. in Exhibit "A," Sequoia Union High School District shall pay CALIFORNIA SECURITY ALARMS, INC. based on the following fee schedule:

Proposals to be submitted and applied to this Agreement as needed up to a maximum total amount of \$60,000.

CMOD

**ORIGINAL**

Agenda Item: 8p(2)

Date: 9/3/14

**AGREEMENT BETWEEN THE SEQUOIA UNION HIGH SCHOOL DISTRICT  
AND  
CALIFORNIA SECURITY ALARMS, INC.**

**THIS AGREEMENT, entered into this 13<sup>th</sup> day of August, 20 14, by and between the SEQUOIA UNION HIGH SCHOOL DISTRICT, hereinafter called "District," and CALIFORNIA SECURITY ALARMS, INC., hereinafter called "Contractor;"**

**WITNESSETH:**

WHEREAS, The District may contract with independent contractors for the furnishing of services such as those that Contractor proposes to provide to the District;

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of providing BURGLARY AND FIRE ALARM MONITORING SERVICES FOR ALL SITES, AND SERVICE CALLS FOR REPAIRS.

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:**

**1. Exhibits and Attachments**

The following exhibits and attachments are included hereto and incorporated by reference herein:

Exhibit A – Services

Exhibit B – Payments and rates

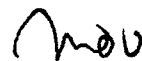
Exhibit C – California Security Alarms, Inc. Monitoring Contact

**2. Services to be performed by Contractor**

In consideration of the payments set forth herein and in Exhibit "B," Contractor shall perform services for District in accordance with the terms, conditions and specifications set forth herein and in Exhibit "A."

**3. Payments**

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and exhibit "A," District shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B." The District reserves the right to withhold payment if the District determines that the quantity or quality of the work performed is unacceptable. In no event shall the District's total fiscal obligation under this Agreement exceed FIFTY THREE THOUSAND DOLLARS AND 00/100, \$53,000.



**4. Term and Termination**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from JULY 1, 2014 through JUNE 30, 2015.

This Agreement may be terminated by, the District Superintendent or his/her designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District. Upon termination, the Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

**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. Relationship of Parties**

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the District and that Contractor acquires none of the rights, privileges, powers, or advantages of District employees.

**7. Hold Harmless**

Contractor shall indemnify and save harmless District, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, C) or other loss or cost, to the extent caused by the intentional actions or negligence of Contractor, its officers, agents, employees or servants ("Contractor's workers"), but only if occurring during the time that Contractor's workers are physically present at a District site or en route to or from a District site. Specifically excluded from this indemnity clause are claims, suits or actions arising from Contractor's activities as a monitoring station and/or harm occurring during the time that Contractor's workers are not physically present at a District site or en route to or from a District site.

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

**8. Assignability and Subcontracting**

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontractor with a third party to provide services required by Contractor under this Agreement without the prior written consent of District. Any such assignment or subcontract

without the District's prior written consent shall give District the right to automatically and immediately terminate this Agreement.

**9. Insurance**

The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by the District, and Contractor shall use diligence to obtain such insurance and to obtain such approval. The Contractor shall furnish the District with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to the District of any pending change in the limits of liability or of any cancellation or modification of the policy.

(1) **Worker's Compensation and Employer's Liability Insurance** The Contractor shall have in effect during the entire life of this Agreement Worker's Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

(2) **Liability Insurance** The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not less than the amount specified below.

Such insurance shall include:

- |                                             |             |
|---------------------------------------------|-------------|
| (a) Comprehensive General Liability .....   | \$1,000,000 |
| (b) Motor Vehicle Liability Insurance ..... | \$1,000,000 |
| (c) Professional Liability .....            | \$1,000,000 |

District and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the District, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the District or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the Sequoia Union High School District at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.



**10. 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.

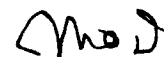
**11. Retention of Records, Right to Monitor and Audit**

- (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 timelessness of services performed.

**12. Merger Clause**

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

**13. Controlling Law**





The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California.

14. Attached hereto as Exhibit "C" is the agreement of Contractor. Both parties agree to the terms set forth in Exhibit C, and hereby incorporate them by reference. To the extent there is a conflict between this Agreement and Exhibit C, this Agreement shall govern.

15. **Notices**

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United State mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed to:

**In the case of District, to:**  
Walter Haub, Director of Facilities  
480 James Avenue  
Redwood City, California 94062

**In the case of Contractor, to:**  
Mark Demler  
California Security Alarms, Inc.  
2440 Camino Ramon, Suite 200  
San Ramon, CA 94583

SEQUOIA UNION HIGH SCHOOL DISTRICT

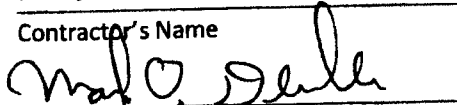
By: \_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Budget Code: 01-0000-0-0000-8300-5812-SITE  
11-0639-0-0000-8300-5812-SITE  
01-8150-0-0000-8300-5812-SITE

MARK O. DEMLER

Contractor's Name



Contractor's Signature

Date: 8/18/14

### Exhibit "A"

In consideration of the payments set forth in Exhibit "B," CALIFORNIA SECURITY ALARMS, INC. shall provide the following services:

- a. Burglary and Fire alarm monitoring services district wide;
- b. Repair and/or replacement of equipment as needed;
- c. Produce activity logs and reports.

### Exhibit "B"

In consideration of the services provided by CALIFORNIA SECURITY ALARMS, INC. in Exhibit "A," Sequoia Union High School District shall pay CALIFORNIA SECURITY ALARMS, INC. based on the following fee schedule:

MONTHLY MONITORING FEES		SERVICE CALLS ALLOWANCE
Sequoia	800.00	700.00
M-A	715.00	700.00
Carlmont	850.00	700.00
Woodside	451.00	700.00
Redwood	120.00	700.00
District	580.00 6,960	700.00
Adult School	85.00	700.00
Green St.	43.87	700.00
5 <sup>th</sup> Avenue	90.00 720	700.00
Myrtle St.	70.00 840	700.00





AGENDA ITEM 8g  
DATE 9/3/14

## Scope of Work

### SEQUOIA UNION HIGH SCHOOL DISTRICT

#### STRATEGIC PLAN PROPOSAL

AUGUST 13, 2014

This scope of work describes the mutual responsibilities and commitments of Pivot Learning Partners and the Sequoia Union High School District to reach the goals set forth in this Strategic Plan proposal. The responsibilities and commitments will be performed from September 2014 to December 2014.

#### Overview

##### **Pivot Learning Partners' Mission and Vision:**

Pivot Learning seeks to revitalize public education by developing the leaders and building the education organizations of the future. We aim to create a future in which race, class, language, gender, and culture no longer predict educational outcomes for students.

##### **Pivot Learning Partners' Theory of Action:**

Through a combination of professional development and coaching and the use of appropriate tools and strategies, Pivot Learning establishes long-term partnerships with districts to build the capacity of leaders and create high performing organizations that can improve the quality of teaching, raise student achievement and narrow the achievement gap.

#### **Effective Strategic Planning – A District Best Practice**

Pivot Learning believes that an effective strategic plan is essential to keep a school district focused on the challenges, issues, goals, strategies and actions that are most likely to impact student learning. The implementation of an effective strategic plan is one of the best practices that districts can execute to support student achievement focused on teaching and learning.

Pivot Learning Partners' (PLP) research confirms that the quality of instructional practice is the major variable influencing student achievement. It is PLP's belief that for a strategic plan to have real impact, it must focus on the systems, structures, and processes at all levels of the district that are most likely to affect instructional practice. As PLP assists the Sequoia Union High School District (SUHSD) in developing its strategic plan, PLP will help keep the focus on the core teaching and learning mission of the school district.

Pivot Learning also believes that for a strategic plan to be effective and useful it has to be concise and focused. PLP's goal is to assist the Sequoia Union High School District in developing a strategic plan that will be used on a regular basis to guide decision-making by the Board, superintendent, district and school leaders, teachers, parents and community.

The Pivot Learning Partners' strategic planning process defines the steps to create a strategic plan that includes stakeholder involvement. The process identifies who is involved in the 'What' part of the plan.



The process is one of capacity building, leadership development, and content development. This process is customized to fit the unique needs of the Sequoia Union High School District as presented in this proposal.

## **Deliverables**

**Strategic Planning:** Provide support to develop a strategic plan that focuses on a high performance district culture. The process will include the following activities for Phase 1 – Part One The “What”.

1. Meet with the superintendent to finalize the Scope of Work for the new plan, the planning process and timeline and provide continuing communications regarding the progress in developing the strategic plan.
2. Assist in developing or refining a communication plan for the strategic planning process.
3. Design and implement a community engagement plan in September to include stakeholder feedback throughout the process. Interview Board, principals, teacher leaders, union leadership, classified staff, district staff, PTA, community leaders.
4. Conduct parent, staff and community forums to gather input for the strategic plan.
5. Create a profile of the District based on these forums and District data to inform the Strategic Planning Committee. Data will include information from XXXXX
6. Charter the Strategic Planning Committee: establish charge, process, norms, roles and responsibilities, timeline and calendar and develop the ‘what’ portion of the strategic plan.
7. The Strategic Planning Committee will meet twice a month from October 2014 to January 2015. The group will put community engagement ideas into themes, refine themes to create Strategic Directions, and create the ‘What’ portion of the plan including ‘Student will...’ statements to support the Strategic Directions. The SPC will revise or refresh the District’s vision. This will include some work by a writing subcommittee composed of members of the SPC.
8. Share the new strategic plan draft with stakeholder groups for feedback. This will be done by members of the SPC who report feedback from their representative stakeholder groups. The SPC will create the final draft for Board approval.
9. Present the plan for Board approval.
10. District staff will be responsible for completing the ‘How’ portion of the plan.



## Services

**Strategic Planning:** Pivot Learning will provide consultants Barbara Young, Cathy Townsley, and Kit Pappenheimer who will work with the superintendent, district staff, and the stakeholder groups to complete the process for strategic planning.

**Planning Sessions:** Pivot learning consultants shall meet with Superintendent, Dr. James Lianides or identified District Office staff to plan the Strategic Planning Committee meetings and adjust the process as needed.

**Data collection to create a needs assessment:** Pivot Learning consultants shall interview staff, conduct forums, review and analyze data as needed to produce a profile of the district as preparation for the new Strategic Plan.

**Facilitation:** Pivot learning consultants shall facilitate a series of SPC meetings with activities designed to process themes, collaborate, reach consensus and create the strategic plan.

**Reports:** Pivot Learning consultants shall provide notes and drafts on the strategic planning process and a final written plan.

## Costs

As a mission-driven nonprofit organization, Pivot's work reflects our core value of good stewardship of resources. Our commitment is to provide the Sequoia Union High School District with the most cost-effective package of services possible.

Strategic Planning: Consultants Barbara Young, Cathy Townsley & Kit Pappenheimer

Strategic Plan: Three consultants for a total of 19 days @ \$1800 a day

**Total: \$34,200**



## **Commitments by Pivot Learning Partners**

PLP will designate consultants and others as needed to carry out the activities and produce the deliverables cited above. Superintendents in all PLP projects have access to the PLP regional director as needed.

Our commitment is to provide the best possible support to our partner districts. On a regular basis, Pivot Learning Partners will solicit formal and informal feedback from participants in PLP programs and from leaders in partner districts, and we will use this data and information to improve our work.

Sensitive matters discussed by school and district staff with Pivot Learning employees shall be held in strictest confidence.

## **Commitments by the Client**

The district shall identify at least one instructional leader to work collaboratively with Pivot Learning staff and to function as the district liaison with the PLP Project Lead.

The superintendent, other district staff, principals and teachers shall make themselves available to the PLP Project Lead as indicated in this plan.

The superintendent and other appropriate district staff shall participate in a progress-monitoring process.

## **Payment Terms**

The following payment terms will be noted in the contract once the scope of work has been approved:

For contracts over \$50,000, the client will receive quarterly billings that will be due and payable within thirty days from date of invoice. Client will receive a quarterly summary of progress.

**Sequoia Union High School District  
Strategic Plan Timeline**

<b>Date</b>	<b>Who</b>	<b>Action</b>	<b>Purpose/Process</b>
September	Superintendent	<ul style="list-style-type: none"> <li>• Invite Stakeholders to forum meetings</li> <li>• Solicit or identify names for the SPC</li> <li>• Select the SPC</li> <li>• Set calendar</li> </ul>	Communication of District's Strategic Planning
September	Consultants	<ul style="list-style-type: none"> <li>• Interview key leaders – supt, Board, admin, parent groups, union leadership</li> <li>• Parent Forums</li> <li>• Certificated staff after school</li> <li>• Classified staff – Time TBD</li> </ul>	Gather input from stakeholders for SPC to use in creating the Strategic Plan
October - December Time: TBD	Strategic Plan Committee (SPC) Consultants	<ul style="list-style-type: none"> <li>• Review future thinking about teaching/learning</li> <li>• Identify themes from forums and district data</li> <li>• Create profile of graduate &amp; work/career</li> <li>• Draft Strategic Directions, Students Will Statements, Vision Statement</li> <li>• Organize constituent feedback</li> </ul>	Create themes and profile to draft Strategic Directions and Students Will Statements
December	SPC Consultant	<ul style="list-style-type: none"> <li>• Review draft, feedback</li> <li>• Subgroup to refine plan</li> <li>• Create final draft</li> </ul>	Solicit community and staff feedback for refinement for final draft

January 14 <sup>th</sup> Board meeting	SPC Superintendent	Present Final Draft: First Reading	Review and feedback from Board
February 4 <sup>th</sup> Board meeting	SPC Superintendent	Present Final Draft: Second Reading	Final board approval
TBD	District/School Staff	Create "How" implementation part of the plan (timeline, actions, metrics)	Professional staff writes the implementation steps
TBD	Superintendent	Presents "How" plan for Board approval	



**RESOLUTION NO. 1523**  
**GOVERNING BOARD OF THE SEQUOIA UNION HIGH SCHOOL DISTRICT**  
**RESOLUTION CALLING UPON LEGISLATURE TO REPEAL**  
**LOCAL RESERVES CAP**

WHEREAS, School district governing boards have the obligation to provide a quality education that is essential for an informed citizenry, a competitive economy, a fulfilling life for all students, and the foundation of our democratic society; and

WHEREAS, School district governing boards are responsible for maintaining fiscal solvency of the school systems they govern; and

WHEREAS, The Local Control Funding Formula (LCFF), based on the principle of **subsidiarity** ~~subsidiary~~, provides governing boards, working with interested stakeholders, with the authority to prioritize funds in order to provide quality education for all students, especially those who are English learners, from low income households and who are Foster Youth; and

WHEREAS, Funds for crucial services for school operations, such as payroll, classroom materials, school construction projects, technology, home-to-school transportation, deferred maintenance, etc. often require successful ongoing cash-flow management and disciplined planning, including the creation and maintenance of prudent financial reserves; and

WHEREAS, School district reserve levels, as well as their fund balances, are determined by governing boards to meet local priorities and allow districts to save for potential future expected and unexpected expenditures and for eventual economic downturns; and

WHEREAS, community funded schools (Basic Aid Districts) receive funds only twice a year and must rely on adequate reserves to manage cash flow for normal daily operations and for future purchases, enrollment growth and unforeseen events, such as fluctuation in the collection of local property tax; and

WHEREAS, the statutory minimum for school district reserves for economic uncertainties ranges from 1 to 5 percent, depending on district enrollment, and covers between one to five weeks of payroll, or less than 20 days of total cash flow; and

WHEREAS, Prudent budgeting raises expectations for school districts to establish and maintain reserves above the statutory minimum; and

WHEREAS, the governing board of the Sequoia Union High School District currently maintains a projected reserve of approximately 13.7% for purposes of addressing fluctuations in the collection of local property tax, **projected enrollment growth**, ~~higher than anticipated student enrollment~~, additional funding for the implementation of the Common Core Standards, funding for unforeseen facilities deferred maintenance needs, and to maintain fiscal solvency, **projected to meet unfunded liabilities for post employment benefits**, and an acceptable credit rating ; and

WHEREAS, On June 20, 2014, the Governor signed into law SB 858 (Committee on Budget and Fiscal Review, Chapter 32, Statutes of 2014), the so-called education budget trailer bill; and

WHEREAS, SB 858, Sec. 27, requires school districts to spend their assigned and unassigned account balances down to no more than two to-three times the minimum level of the statutory reserve for economic uncertainties (depending on district size) in the fiscal year following the fiscal year in which the State of California makes a payment of any amount to the Public School System Stabilization Account; and

WHEREAS, Under SB 858 a deposit by the State of California of even \$1 to the Public School System Stabilization Account would result in school districts throughout California having to spend down billions of dollars in their reserves and ending balances; and

WHEREAS, It could take many years for the State of California to build up an adequate Public School System Stabilization Account; yet, in one year, school districts would be forced to spend down their reserves and ending balances to levels that could jeopardize fiscal solvency; and

WHEREAS, The LCFF is not fully implemented, many school districts are still funded below their 2007-08 levels, and districts cannot survive another downturn without fiscally responsible reserves; now, therefore, be it

BE IT RESOLVED, That the Board of Trustees of the Sequoia Union High School District calls upon the Legislature and the Governor to repeal or substantially change the language contained in Sec. 27 of SB 858 (Chapter 32, Statutes of 2014) immediately.

PASSED AND ADOPTED this 13<sup>th</sup> day of August 2014 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT”

---

President of the Board of Trustees  
of the Sequoia Union High School District

ATTEST:

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Secretary of the Board of Trustees  
of the Sequoia Union High School District

*Revised 8/25/14*

Date:

AGREEMENT BETWEEN THE SEQUOIA UNION HIGH SCHOOL DISTRICT and  
Excel Sports Medicine in support of a community outreach program by the the Palo Alto Medical  
Foundation.

THIS AGREEMENT, entered into this 16th day of August, 20 14 , by and between  
the SEQUOIA UNION HIGH SCHOOL DISTRICT, hereinafter referred to as  
"District," and EXCEL with its principal place of business, hereinafter referred to as  
"Contractor;"

WITNESSETH:

WHEREAS, The District may contract with independent contractors for the furnishing of  
services such as those that Contractor proposes to provide to the District;

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of  
providing complete and comprehensive treatment and rehabilitation of athletic injuries for students,  
with the support of the Palo Alto Medical Foundation's team physician representatives, participating in  
athletic programs at the District's comprehensive campuses: Carlmont High School, Menlo-Atherton  
High School, Sequoia High School, and Woodside High School (each a "Comprehensive School," and  
collectively, the "Comprehensive Schools").

NOW, THEREFORE, IT I S HEREBY AGREED BY THE PARTIES HERETO  
AS FOLLOWS:

1. Exhibits and Attachments

The following exhibits and attachments are included hereto and incorporated by reference  
herein:

Exhibit A - Services

Exhibit B - Payments and rates

2. Services to be performed by Contractor

In consideration of the payments set forth herein and in Exhibit "B," Contractor shall perform  
services for District in accordance with the terms, conditions and specifications set forth herein  
and in Exhibit "A."

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions  
and specifications set forth herein and Exhibit "A," contingent upon the Board of Trustees  
approval and ratification of this Agreement, District shall make payment to Contractor based on  
the rates and in the manner specified in Exhibit "B." In no event shall the District's total fiscal  
obligation under this Agreement exceed ONE HUNDRED FIFTY THOUSAND DOLLARS ,  
\$150,000.00 .



**4. Term and Termination**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from August 16, 2014 through May 31, 2015 ("Term").

This Agreement may be terminated by either party at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District. Upon termination, the Contractor may make and retain a copy of such materials. Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is due and owing at the effective date of termination.

**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 immediately after the District learns of said unavailability of outside funding.

**6. Relationship of Parties**

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the District and that Contractor acquires none of the rights, privileges, powers, or advantages of District employees.

**7. Hold Harmless**

Both parties shall indemnify and save harmless the other party, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of: (A) injuries to or death of any person, including either party, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, or (C) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of either party, its officers, agents, employees, or servants, resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which District has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of the parties to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

**8. Assignability and Subcontracting**

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontractor with a third party to provide services required by Contractor under this Agreement without the prior written consent of District. Any such assignment or subcontract without the District's prior written consent shall give District the right to automatically and immediately terminate this Agreement.



9. Insurance

The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by the District, and Contractor shall use diligence to obtain such insurance and to obtain such approval. The Contractor shall furnish the District with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to the District of any pending change in the limits of liability or of any cancellation or modification of the policy.

- (1) Worker's Compensation and Employer's Liability Insurance The Contractor shall have in effect during the entire life of this Agreement Worker's Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self- insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.
- (2) Liability Insurance The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not less than the amount specified below.

Such insurance shall include:

- |                                           |             |
|-------------------------------------------|-------------|
| (a) Comprehensive General Liability ..... | \$2,000,000 |
| (c) Professional Liability .....          | \$2,000,000 |

District and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the District, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the District or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the Sequoia Union High School District at its option, may, notwithstanding any other provision of this Agreement to the



contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

10. 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 (HIPAA) 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.

11. 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.

12. Merger Clause

This Agreement, including the Exhibits attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. In the *event* that any term, condition, provision, requirement or specification set forth in this body of the Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of this body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties



not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

13. Controlling Law: The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California.

14. Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United State mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges pre-paid, addressed to:

In the case of District, to:  
James Lianides, Superintendent, Sequoia  
Union High School District  
480 James Avenue  
Redwood City, CA 94062-1098

A  
N  
D

In the case of Contractor, to:  
Excel Sports Medicine  
3825 El Camino Real  
Palo Alto, CA 94306


SEQUOIA UNION HIGH SCHOOL DISTRICT

By: \_\_\_\_\_

Superintendent  
Date: \_\_\_\_\_

Budget Code:

By:

  
Marc Guillet PT, ATC  
Excel Sports Medicine,  
President

Contractor's Signature

Date:

8/27/14



## Exhibit "A"

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

1. Provide a certified athletic trainer (ATC) to support the interscholastic athletic program at each of the Comprehensive Schools for thirty (30) hours per week at each school site. The parties understand and agree that the ATC will generally be available each afternoon in the athletic training room during practice for most sports in the interscholastic athletic program. The ATC's schedule will be coordinated with the District's approved school calendar with services not provided during school holidays/closures.

2. The parties understand and agree that the ATC will coordinate with the Athletic Director at each Comprehensive School to ensure, to the extent possible, the presence of the ATC at each home game and/or other games of the Comprehensive School. Should a student athlete be injured while participating in a District-sponsored interscholastic athletic event at which Contractor is in attendance, Contractor will arrange for medical treatment and management of such injuries.

3. The duties of each ATC provided by Contractor pursuant to the terms of this Agreement shall include the following:

- (a) Coordinate for and provide team physician for each Comprehensive School.
- (b) Coordinate for and establish emergency procedures for ambulance services, as well as the services of physicians and related healthcare providers and entities.
- (c) Provide a daily written injury status report to the head coach of each team at the Comprehensive School that has an affected student.
- (d) Direct each injured student athlete to the appropriate team physician, family physician, and/or other healthcare provider or facility, as dictated by the student athlete's medical insurance plan/coverage.
- (e) Provide continuous follow-up of each injured student athlete.
- (f) Coordinate rehabilitation of injured student athletes with team physician, therapists, and family physician.
- (g) Complete required taping and strapping of student athletes.
- (h) Render emergency first aid to injured student athletes, within the scope of the ATC's license and scope of practice.
- (i) Inform the Athletic Director and affected Head Coaches at the Comprehensive School when an injured athlete is ready to be returned to practice and/or to interscholastic competition.
- (j) Maintain certification from the National Athletic Training Association during the entire term of this Agreement, and be certified in Cardiopulmonary Resuscitation and Basic First Aid during the term of the Agreement.
- (k)

4. Contractor will provide physical therapy treatments for student athletes only as directed by the team physician and as set forth in medical prescriptions.

5. Contractor will make recommendations to the Athletic Directors at each Comprehensive School concerning appropriate training supplies and equipment.



6. In coordination with Comprehensive Schools, cooperate and participate in developing and promoting fundraising events to support the athletic training program.

7. Athletic Directors at each Comprehensive School may request additional duties to be completed by contractor if those additional duties are consistent with the agreement and certification, and do not require additional hours in excess of this Agreement.

8. The parties will cooperate in the establishment of a student trainer education program when reasonably practicable to do so.

9. The parties will cooperate to develop a school-wide medical recommendation policy at each Comprehensive School that will apply to all student athletes.

### **Exhibit "B"**

In consideration of the Services provided herein by Contractor as outlined in Exhibit "A," Sequoia Union High School District shall pay Contractor based on the following fee schedule:

For the Term of this Agreement, Excel shall be paid a total of thirty-seven thousand five hundred dollars (\$37,500.00) for each Comprehensive School for which Contractor provides Services pursuant to this Agreement (i.e., if Contractor provides Services for each of the four (4) Comprehensive Schools, it shall be paid a total of \$150,000 for the Term of this Agreement).

Unless this contract is terminated, Contractor shall be paid the total amount to which it is entitled in five (5) equal installments, with payment on the following dates:

October 1, 2013  
November 1, 2013  
January 1, 2014  
March 1, 2014  
May 1, 2014

For example, if Contractor provides Services to each of the four (4) Comprehensive Schools, Contractor shall receive five (5) equal payments of \$30,000 each, payable on the dates identified above.



**AGREEMENT BETWEEN THE SEQUOIA UNION HIGH SCHOOL DISTRICT  
AND  
Quaglia Institute**

**THIS AGREEMENT, entered into this 21 day of May, 2014, by and between the SEQUOIA UNION HIGH SCHOOL DISTRICT, hereinafter called "District," and Quaglia Institute, hereinafter called "Contractor;"**

**WITNESSETH:**

WHEREAS, The District may contract with independent contractors for the furnishing of services such as those that Contractor proposes to provide to the District;

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of Students Aspirations Consulting.

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS  
FOLLOWS:**

**1. Exhibits and Attachments**

The following exhibits and attachments are included hereto and incorporated by reference herein:

Exhibit A – Services

Exhibit B – Payments and rates

**2. Services to be performed by Contractor**

In consideration of the payments set forth herein and in Exhibit "B," Contractor shall perform services for District in accordance with the terms, conditions and specifications set forth herein and in Exhibit "A."

**3. Payments**

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and exhibit "A," District shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B." The District reserves the right to withhold payment if the District determines that the quantity or quality of the work performed is unacceptable. In no event shall the District's total fiscal obligation under this Agreement exceed ninety seven thousand, four hundred eighty dollars, \$96,510.

**4. Term and Termination**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from August 14, 2014 through June 6, 2015.

This Agreement may be terminated by, the District Superintendent or his/her designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District. Upon termination, the Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

**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. Relationship of Parties**

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the District and that Contractor acquires none of the rights, privileges, powers, or advantages of District employees.

**7. Hold Harmless**

Contractor shall indemnify and save harmless District, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, or (C) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of District, its officers, agents, employees, or servants, resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which District has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

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

**8. Assignability and Subcontracting**

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontractor with a third party to provide services required by Contractor under this Agreement without the prior written consent of District. Any such assignment or subcontract without the District's prior written consent shall give District the right to automatically and immediately terminate this Agreement.

**9. Insurance**



The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by the District, and Contractor shall use diligence to obtain such insurance and to obtain such approval. The Contractor shall furnish the District with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to the District of any pending change in the limits of liability or of any cancellation or modification of the policy.

(1) **Worker's Compensation and Employer's Liability Insurance** The Contractor shall have in effect during the entire life of this Agreement Worker's Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

(2) **Liability Insurance** The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not less than the amount specified below.

Such insurance shall include:

- |                                             |             |
|---------------------------------------------|-------------|
| (a) Comprehensive General Liability .....   | \$1,000,000 |
| (b) Motor Vehicle Liability Insurance ..... | \$1,000,000 |
| (c) Professional Liability .....            | \$1,000,000 |

District and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the District, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the District or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the Sequoia Union High School District at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

#### **10. 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.

**11. 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 timelessness of services performed.

**12. Merger Clause**

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

**13. Controlling Law**

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California.

**14. Notices**

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United State mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed to:

In the case of District, to:  
Sequoia Union High School District  
480 James Avenue  
Redwood City, CA 94062

In the case of Contractor, to:  
Quaglia Institute  
29 Falmouth Street  
Portland, ME 04103

SEQUOIA UNION HIGH SCHOOL DISTRICT

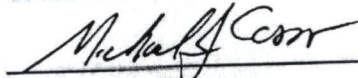
By: \_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Budget Code: 01-0000-0-0000-2100-5813-895

Michael J. Corso

Contractor's Name

  
Contractor's Signature

Date: May 16, 2014

Revised 2/2/12

Exhibit "A"

In consideration of the payments set forth in Exhibit "B," Quaglia Institute shall provide the following services:

See attached

Exhibit "B"

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

See Attached



## **Appendix A**

### **QISA Programs for the Sequoia Union High School District 2014-15**

#### **Aspirations Compass Program at Woodside High School**

QISA will continue to work with Woodside administration, staff, and district personnel, on the Compass program that began last year as part of the Woodside Demonstration Site effort. The Aspirations Compass Program that has been designed includes a summer component, as well as ongoing yearly support and mentoring for Compass participants. Moreover, QISA seeks to continue monitoring and assessing the effectiveness of the Aspirations influenced Compass program.

#### **QISA Services and Resources:**

- 5 days of onsite professional development and consulting for Compass staff
- Ongoing program design and support
- Training for Compass student leaders
- Administrative support
- Ongoing work with Compass participants
- Use of QISA's My Aspirations Action Plan (MAAP) for Compass students
- Continual program assessment
- Digital subscription to Aspiration in Action Journal for all staff

#### **Woodside High School Quaglia School of Excellence**

A QISA School of Excellence (QSE) is a special designation given to learning communities in which all involved have the ability to dream and set goals for the future while being inspired in the present to reach those dreams. Working in partnership with the Quaglia Institute, these schools are characterized by students and staff having self-worth, being meaningfully engaged in teaching and learning, and having a sense of purpose that leads to academic, personal, social, and professional success. Above all, QSE's take seriously student voice and the underlying belief that students have something to teach us.

#### **QISA Services and Resources:**

- 3 days of onsite professional development and consulting
- My Voice Student, Staff, and Parent Surveys
- *Impact Analysis* of My Voice 6-12 Student survey
- Year over year My Voice reports
- iKnow My Class Surveys
- MAAP (My Aspirations Action Plan) for students and staff
- Access to all student, staff, administration, parent, and coaching

guidebooks

- Guaranteed access to all QISA sponsored webinars
- Access and use of all student Aspirations Activity books
- Online meetings with assigned QISA field specialist (up to 5 meetings of one hour each)
- Online meeting with Dr. Quaglia twice a year specifically for WHS
- Introductions to and partnership with international schools
- Aspirations Course (curriculum elective for high school students only)
- Access to Aspirations in Action Journal

### **Sequoia Aspirations Advocate Program**

The SAAP program is being designed as an intensive 9<sup>th</sup>-grade support system for both individual students and small cohorts of identified students. A primary focus is placed on adjusting to, succeeding in, and graduating from high school. The Aspirations Advocates Program, being developed specifically for Sequoia Union High School District (SUSHD), strives to create a positive learning environment and provide essential support for students so that all can reach their fullest potential in each comprehensive high school.

### **QISA Services and Resources:**

- On-going program design and support
- Bimonthly Advocates training at one central location. Each training session will be one school day. Sessions to be designed/outlined in May and August 2014.
- Summer training meeting to kickoff *Aspirations Advocates*
- Five site visitations to observe and support Advocates
- Seminars with AAOP students
- Training binders – QISA will provide an electronic copy for the district
- All students will have access to My Aspirations Action Plan (MAAP)
- Online support in between bimonthly training
- Training and support for parents
- Ongoing integration with existing district programs
- End-of-year program evaluation
- Administrative support
- Support for planning and organizing outreach for district staff to share Aspirations Advocates efforts
- Continual resources and learning available to *Aspirations Advocates* at [www.qisa.org](http://www.qisa.org)
- Develop and deploy research agenda, including periodic reports
- Digital subscription to *Aspiration in Action Journal* for all staff



## **Appendix B-2014-15 Sequoia Union High School District**

The services QISA will provide to meet the goals of the Sequoia Union High School District for the 2014-15 school year are outlined below.

### **Woodside High School Aspirations Compass Program**

All services provided include prep time, travel expenses, dedicated social networking site, and access to QISA field specialists 24/7. To deliver field services QISA will provide one Senior Field Specialist for five site visits. Additionally, during two of these visits, QISA will provide a second Senior Field Specialist to support the professional development, research agenda, and other services provided. In support of the Compass program, QISA will provide a Senior Field Specialist for an online meeting for debrief and follow-up to the summer session.

Total person days: 8

**Total Cost: \$29,370**

### **Woodside High School Quaglia School of Excellence**

All services provided include prep time, travel expenses, a dedicated social networking site, and online access to QISA Field Specialists 24/7. To deliver these services, QISA will provide a Senior Field Specialist for three site visits. Additionally, Dr. Quaglia will meet virtually with the school Aspiration team twice a year, and QISA will provide at total of 5 online meetings per year.

Total person days: 3.

**Total Cost: \$27,474**

### **Sequoia Aspirations Advocate Program**

All services provided include prep time, travel expenses, a dedicated social networking site, and online access to QISA Field Specialists. To deliver these services, QISA will provide a Senior Field Specialist for five site visits of one day each. Additionally, during two of these visits, QISA will provide a second Field Specialist to support the professional development, research agenda, and other services provided directly to the participating students. In support of SAAP, QISA will provide ongoing access to and support from a Field Specialist via live conferencing in between each site visit.

Total person days: 9.

**Total Cost: \$37,770**

**Total Cost to District: \$94,614**



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Coordinator of English Learners and Special Programs</b>
<b>ADMINISTRATIVE RELATIONSHIP:</b>	The Coordinator of Equity Programs, is directly responsible to the Assistant Superintendent, Educational Services.
<b>CLASSIFICATION:</b>	Certificated
<b>REQUIREMENTS</b>	Minimum Degrees/Credentials/Experience Required for Position B.S. (B.A.) CLAD, BCLAD or equivalent, valid California Administration or Supervision Credential, certification authorizing bilingual instruction, and experience in teaching in college support programs; Masters preferred
<b>SALARY SCHEDULE:</b>	Coordinator II
<b>WORK - YEAR / HOURS:</b>	220 days
<b>LOCATION:</b>	Various
<b>BOARD APPROVAL:</b>	

### BRIEF DESCRIPTION OF POSITION

The Coordinator of EL and Special Programs provides leadership to programs designed to reduce the achievement gap between sub-groups of SUHSD students.

### DUTIES AND RESPONSIBILITIES

1. Coordinates the work of district and non-profits programs working with student groups under-represented in higher-level courses
2. Assists site administration in the supervision of instruction programs for English language learners and college prep support
3. Coordinates and facilitates the use of categorical, district and non-profit funds to meet the needs of targeted students and programs
4. Assists in developing evaluation procedures for EL and college prep support programs
5. Prepares and submits required reports to state and federal agencies
6. Coordinates and supervises the reclassification procedures for English language learners
7. Works with Bilingual Resource and college prep support teachers, and the Director of Professional Development, in the planning, implementation and coordination of staff development activities for certificated and classified personnel
9. Supervises and evaluates appropriate classified personnel
10. Administers and monitors state and federal programs and projects as designated



11. Prepares and administers the department budget
12. Serves as staff liaison for, or as a member of, appropriate committees
13. Attends Board of Trustees meetings as required
14. Schedules and chairs meetings of AVID Site Coordinators and BRTs
15. Oversees AVID and EL reporting
17. Updates the LCAP
19. Performs such other tasks and assumes other responsibilities as designated by the Assistant Superintendent, Educational Services

**RESOLUTION NO. 1526**

**GOVERNING BOARD OF THE SEQUOIA UNION HIGH SCHOOL DISTRICT**

**\* \* \* \* \***

**RESOLUTION APPROVING CHANGE TO THE SAN MATEO COUNTY SPECIAL  
EDUCATION LOCAL PLAN AREA (SELPA) LOCAL PLAN IN THE AREA OF LOCAL  
EDUCATION AGENCY PARTICIPANTS**

---

**RESOLVED**, by the Governing Board of the Sequoia Union High School District, County of San Mateo, State of California, that

**WHEREAS**, this Board is the Governing Body of the Sequoia Union High School District; and

**WHEREAS**, the SELPA Senior Administrator has recommended changes to the SELPA's Local Plan, as set forth in Exhibit A to this Resolution, and the SELPA Governing Board has adopted a resolution approving this change and recommending that Local Education Agency members of the SELPA also approve the change; and

**WHEREAS**, pursuant to the Local Plan and the Education Code, changes such as the one proposed require the approval of this Board; and

**WHEREAS**, this Board has considered the SELPA Senior Administrator's and the SELPA Governing Board's recommendations and other matters pertaining to this action and desires to approve the change to Local Education Agency Participants section of the Local Plan;

**NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the proposed change to the SELPA Local Plan attached hereto as Exhibit A and incorporated herein by reference is approved.

**IT IS FURTHER DETERMINED AND ORDERED** that the Superintendent shall cause to be distributed a copy of this resolution to be transmitted to the San Mateo County SELPA Senior Administrator.

PASSED AND ADOPTED this third day of September, 2014 by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENT: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Secretary of the Board of Trustees  
of the Sequoia Union High School District



**217 Enterprises, Ltd.**  
Construction Services

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Agenda Item: 8m

Date: 9/3/14

August 25, 2014  
Sequoia Union High School District  
Assistant Superintendent, Enrique Navas  
480 James Street  
Redwood City, CA 94062

Dear Mr. Navas,

I am pleased to present my proposal for Inspector of Record (IOR) services for the Sequoia High School District Menlo-Atherton School, F Wing Classroom Additions.

All inspection services to be in accordance with the requirements of DSA and all applicable codes, standards and laws.

Specifics:

1. The project inspector will be Ralph W. Adams. There are no assistant inspectors contemplated.
2. It is understood that this is estimated to be a part time, 10 to 15 hours per week assignment for the duration of the project including project close-out. Ralph Adams will have other DSA projects and District duties as well as other consulting assignments.
3. Work to start September 15<sup>th</sup>, 2014, or as directed.
4. Ralph Adams has been approved by DSA for this specific project through the standard DSA Form 5 process.
5. Inspection hours will be as needed, but during contractor work hours. Administrative work may occur offsite, after contractor work hours.
6. All time is charged at \$ 90.00/hour. Any overtime will be charged at the same rate as regular time. Based on an expected completion date of approximately August 15<sup>th</sup>, 2015, and a one month close out period, this will be a 12 month project, and inspection services will not exceed 780 hours or \$ 70,200.
7. The inspection engagement may be canceled by the District with 14 days notice.
8. The agreement would be between 217 Enterprise, Ltd. and the Sequoia High School District.

Thank you for your consideration.



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217 Enterprise Limited  
Ralph Adams, President

Accepted

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Dr. James Lianides, Superintendent  
Sequoia Union High School District

# 217 Enterprises, Ltd.

## Construction Services

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August 25, 2014

Mr. Enrique Navas  
Chief Operations Officer  
Sequoia High School District  
480 James Street  
Redwood City, CA

Dear Mr. Navas:

I am pleased to send you this proposal for Consulting Services as Owner's Representative to assist the Sequoia High School District in the execution of its construction project: Menlo-Atherton High School, F Wing Additions.

### Proposal

To provide Project Consulting services and represent the Sequoia High School District as directed by Assistant Superintendent, Enrique Navas as Owner's Representative and to act as the focal point for information flow. To Report to District and Board as Requested.

### Pre-Construction

- To develop and organize program schedules, budgets and financial impact
- Evaluate projects scope and program to meet, but not exceed, District needs
- Monitor Architect's progress and schedule and billings for service
- Monitor the *Lease, Lease-Back* pre-construction tasks of Builder
- Request and evaluate Architectural proposals
- Coordinate Architectural programming with users
- Review programming to ensure District needs are addressed
- Manage Architect/Builder coordination
- Manage Value Engineering efforts by Architect/Builder and coordinate with District personnel
- Coordinate and manage hazardous materials studies
- Coordinate pre-construction site visits by consultants, surveyors or builder
- Assist District in hiring Special Inspection Laboratory
- Assist District in hiring Inspector of Record
- Provide cost estimating as requested
- Periodically report out to District on FMP progress

### Construction

- Work with Builder to establish procedure that will ensure EIR compliance during construction
- Monitor report and on EIR compliance
- Monitor on site construction activities
- Attend weekly project meetings
- Coordinate Architect, Builder and District project work
- Continually reanalyze schedule and plans throughout the duration of the project to reduce or eliminate delays or unplanned costs
- Evaluate and recommend for approval/rejection all costs charged to project contingency
- Coordinate project requirements with other District consultants, District Staff, and Government agencies
- Coordinate project safety issues that involve the Campus Staff or students
- Review and recommend for approval of all Architect applications for payment
- Review and recommend for approval of all Builder applications for payment
- Analyze Change Order requests and recommend action

# 217 Enterprises, Ltd.

## Construction Services

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- Periodically report out to District on project status

### Post Construction

- Provide assistance in ordering furniture and equipment as requested
- Coordinate move into new Campus with District staff
- Schedule project training with District personnel
- Project Close out
  - Coordinate with DSA, Architect, Builder, Testing Labs and Inspector of Record to have project closed and certified by DSA
  - Coordinate with Architect and Builder for delivery of required attic stock, manuals and project documentation
    - As built plans
    - Change Orders
    - Submittals
    - RFIs
    - Daily Reports
    - Meeting minutes and logs
- Coordinate final punch list and monitor activity, periodically report progress
- Coordinate 'trouble-shooting' any of building systems
- Prepare a 'lessons learned' report for District

Services of Ralph Adams are offered at \$175/hr. Two hundred hours are estimated for this project (September 2014 through October 2015) including pre-construction and close-out, providing I am also serving as IOR for the project (see separate proposal)

Thank you for this opportunity to work with the Sequoia High School District on its Measure A Project, 5 new classrooms at Menlo-Atherton High School.

Sincerely,

Accepted



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217 Enterprise Limited  
Ralph Adams, President

---

Dr. James Lianides, Superintendent  
Sequoia Union High School District

## FINANCIAL ADVISOR AGREEMENT

This financial advisor agreement ("Agreement") dated herein is entered into between Keygent LLC (hereinafter "Financial Advisor" or "Keygent") and Sequoia Union High School District (hereinafter "District").

### RECITALS

Whereas, the District desires Financial Advisor to provide consulting services in connection with the District's financing needs; and

Whereas, the District desires Financial Advisor to provide administrative/strategic support and quantitative analysis in connection with prospective financings including, but not limited to, general obligation bonds and refinancings ("Financings"); and

Whereas, the District desires Financial Advisor to provide financial consulting services in connection with the issuance of Financings associated with its financing needs; and

Whereas, Financial Advisor represents itself able and, for a consideration, willing to perform the financial consulting services for the District.

NOW, THEREFORE, in consideration of the terms and provisions set forth herein, the benefits to be gained by the performance thereof and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Financial Advisor and District agree as follows:

### I. CONSULTING SERVICES.

The District hereby retains Keygent to perform the consulting services ("Consulting Services"), which services are described in Exhibit A, attached hereto and incorporated herein, and Keygent hereby agrees to perform said services pursuant to the terms and conditions of this Agreement. Keygent will not be responsible for work that is beyond the services set forth in Exhibit A. Either party may request changes to the services set forth in Exhibit A. All changes must be agreed to in writing between the parties prior to any change in the services in Exhibit A.

The Consulting Services do not include the provision of legal advice and Keygent makes no representations regarding questions of legal interpretation. The District should consult with its attorneys with respect to any legal matters or items that require legal interpretation, under federal, state or other type of law or regulation.

### II. DISTRICT RESPONSIBILITIES.

The District shall provide Keygent with all information relevant to the Consulting Services and any reasonable assistance as may be required to properly perform the Consulting Services. The District represents and warrants to Keygent that all such information provided by the District and any designated third party will be accurate and complete in all material respects. Keygent cannot warrant the correctness of data supplied by the District or other parties, nor can Keygent be responsible for data



not provided in a timely manner. We will not audit or otherwise verify the information supplied to us by the District or third party, except as may be specified in this Agreement. The District shall perform all management functions and make all management decisions in connection with the Consulting Services, and shall assign competent individuals to oversee the Consulting Services. The District is also responsible for the implementation of actions identified in the course of this engagement and results achieved from the Consulting Services. Any timing or fee estimate we have provided for this engagement is based upon the agreed-upon level of assistance from the District and commitment of District resources.

Keygent has not been engaged to, nor will Keygent provide any management functions or make management decisions for the District under this Agreement. It is the District's responsibility to establish and maintain its policies and procedures related to its business operations and financings.

### **III. TOOL DEVELOPMENT.**

Except as otherwise set forth in this Agreement, the District will own all tangible written material originally prepared expressly for the District and delivered to the District under this Agreement ("Work Product"), excluding any Keygent materials contained or embodied therein, which includes all: proprietary information, general skills, know-how, expertise, ideas, concepts, methods, techniques, processes, software, materials, or other intellectual property or information which may have been discovered, created, developed or derived by Keygent either prior to or as a result of its provision of Consulting Services under this Agreement.

### **IV. TERM OF THE AGREEMENT/ EFFECTIVE DATE OF AGREEMENT**

The term of this Agreement shall be for the length necessary to complete the Financings. Nevertheless, the initial term of this Agreement shall be three years from the date of execution and shall renew annually, unless Section X of this Agreement is invoked.

### **V. COMPENSATION**

#### **Fees, Payment Contingent on Successful Completion of Financing.**

Compensation for Consulting Services rendered pursuant to the Financings shall be subject to the terms and conditions hereof. Compensation for any subsequent additional work shall be agreed upon by the District and the Financial Advisor in writing prior to the issuance of the Financing. Notwithstanding anything to the contrary herein, the compensation of Financial Advisor for services rendered in connection with the Financing is contingent upon the successful completion of each respective Financing. Invoice for payment shall be provided at closing of each Financing and in an amount in accordance with the below. Payment shall be made from Financing proceeds or any other method acceptable to the District and Financial Advisor. The number and types of Financings pursuant to this Agreement is undetermined; however, prior to the issuance of each Financing, the Board of the District shall approve a resolution of issuance authorizing the type and parameters of each Financing. The Municipal Securities Rulemaking Board requires us, as your financial advisor, to provide written disclosure to you about the actual or potential conflicts of interest presented by various forms of compensation as set forth in Exhibit B of this Agreement.

Fees for Financial Advisor's Consulting Services shall be paid per Financing according to the following schedule:

<b>General Obligation Bonds &amp; Refinancings:</b>	<b>Not to exceed: \$75,000</b>
-----------------------------------------------------	--------------------------------

Expenses. The District shall reimburse Keygent for out-of-pocket expenses. Such expenses shall include travel and administrative costs and shall not exceed \$2,500 per Financing.

Other Financing Costs. In addition to the compensation payable to Financial Advisor hereunder, the District shall provide from the proceeds of the Financing for the payment of any and all costs and expenses incident to the actual issuance of the Financing, including the cost of preparing the Financing for execution and delivery, all printing and publication costs, and any other expenses incurred in connection with the issuance and delivery of the Financing, including the fees and expenses of bond counsel, disclosure counsel, or other experts retained by the District and payable under the terms of the District's written agreements with them.

Payment. All charges incurred under this Agreement, in connection with the Financing shall be due and payable only upon the successful completion of the sale and closing of the Financing for which such Consulting Services were rendered or expenses incurred.

#### **VI. LIMITATION OF LIABILITY.**

Keygent shall be solely liable for any finally determined damages in connection with this Agreement. The parties agree that Keygent's officers, directors, agents, and employees shall not be personally liable to the District, whether in tort, contract or otherwise, for any damages in connection with this Agreement.

Except to the extent finally determined to have resulted from the gross negligence or intentional misconduct of Keygent, Keygent's liability to pay damages for any losses and claims incurred by the District as a result of breach of contract, negligence or other tort committed by Keygent, regardless of the theory of liability asserted, is limited to no more than the total amount of fees paid to Keygent under this Agreement. In addition, Keygent will not be liable in any event for lost profits or any consequential, indirect, punitive, exemplary or special damages.

#### **VII. MEDIATION AND ARBITRATION.**

In the event of any dispute arising out of or relating to the engagement of Keygent by the District, the parties agree first to try in good faith to settle the dispute voluntarily with the aid of an impartial mediator who will attempt to facilitate negotiations. A dispute will be submitted to mediation by written notice to the other party or parties. The mediator will be selected by agreement of the parties. If the parties cannot agree on a mediator within 30 days of the receipt of the notice of request for mediation, parties shall request a list of 5 mediators from the American Arbitration Association ("AAA"). Parties shall then select a mediator from such list by striking names from the list one at a time.

The mediation will be treated as a settlement discussion and therefore will be confidential. Any applicable statute of limitations will be tolled during the pendency of the mediation. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

If the dispute has not been resolved within 60 days after the written notice beginning the mediation process (or a longer period, if the parties agree to extend the mediation), the mediation will terminate, and the dispute will be resolved by final and binding arbitration under the Commercial Arbitration Rules of the AAA. The arbitration will take place before a panel of three arbitrators. Within 30 days of the commencement of the arbitration, each party will designate in writing a single neutral and independent arbitrator. The two arbitrators designated by the parties will then select a third arbitrator. The

arbitrators will have a sufficient background in public finance law to reasonably prepare them to decide the dispute. The arbitrators will have the authority to permit limited discovery, including depositions, prior to the arbitration hearing, and such discovery will be conducted consistent with the Federal Rules of Civil Procedure. The arbitrators will have no power or authority to award punitive or exemplary damages. The arbitrators may, in their discretion, award the cost of the arbitration, including reasonable attorney fees and costs, to the prevailing party. Any award made may be confirmed and enforced in any court having jurisdiction. Any arbitration shall be confidential, and except as required by law, neither party may disclose the content or results of any arbitration hereunder without the prior written consent of the other parties, except that disclosure is permitted to a party's auditors, insurers and legal advisors.

#### **VIII. STATUS OF KEYGENT.**

Keygent will provide the services in this Agreement as an independent contractor. No other relationship to the District is implied or intended.

#### **IX. DISCLOSURES.**

##### Municipal Bond Holdings

Keygent's employees may hold brokerage accounts with broker dealers and/or investment companies that are active participants in California municipal bonds. Keygent employees are not permitted to purchase primary offerings of municipal securities of our clients. Keygent employees may hold municipal securities of the District which were purchased prior to the execution of this Agreement. To avoid any conflict of interest, Keygent's employees who hold any municipal securities of the District will not be assigned to provide financial advisory services to the District. Keygent is confident that this situation will not impact Keygent's responsibilities and duties to the District and ability to provide objective advice under this Agreement. The District shall retain the sole right to recuse any Keygent employees from any business meetings, discussions or situations that may present a conflict of interest. Furthermore, upon written direction, the District may in its sole discretion direct Keygent to liquidate any municipal securities of the District held by a Keygent employee within 30 days or a mutually agreed upon amount of time.

##### Insurance

Keygent carries general business insurance with State Farm Insurance Company, professional liability insurance with Philadelphia Insurance Companies and workers' compensation insurance with State Compensation Insurance Fund. Keygent's professional liability is limited to \$1,000,000 per claim with an aggregate liability of \$2,000,000. A copy of Keygent's insurance policies with coverage amounts will be made available upon written request.

##### Other Services

In addition to providing financial advisory services to municipal clients, Keygent offers municipal bond dissemination agent and benefit consulting services. Keygent's dissemination agent and benefit consulting services are distinct from Keygent's financial advisory services and require separate, independent contracts in order for Keygent to engage in such services.

#### **X. TERMINATION.**

Either party may terminate this Agreement at any time by giving the other party forty-five (45) days written notice of termination. Keygent may also resign from performing all or any portion of the services in connection with the Consulting Services and terminate this Agreement immediately upon

written notice in the event that circumstances arise that would make continuation of all or any portion of the work by Keygent in conflict with any professional regulations, standards or guidelines to which Keygent conforms.

To the extent that the District terminates Keygent without cause less than forty-five (45) prior to the sale of a Financing in which Keygent performed Consulting Services, Keygent shall be entitled to the same compensation associated with such sale had Keygent not been terminated.

Upon termination of the Agreement, Financial Advisor will return, upon the written request of the District, all copies of any District data, records, or materials of whatever nature or kind, including all materials incorporating the proprietary information of the District. If terminated for cause, Financial Advisor shall also furnish to District all work in progress or portions thereof, including all incomplete work.

#### **XI. CHOICE OF LAW AND FORUM.**

The construction, interpretation, and enforcement of this Agreement shall be governed by the substantive contract laws of the State of California without regard to its conflict of laws provisions. In the event any provision of this Agreement is unenforceable as a matter of law, the remaining provisions will stay in full force and effect.

#### **XII. NOTICE TO PARTIES.**

All notices to be given by the parties hereto shall be in writing and served by depositing the same in the United States Post Office, postage prepaid and registered, as follows:

##### **TO THE DISTRICT:**

Mr. Enrique Navas  
Assistant Superintendent, Administrative Services  
Sequoia Union High School District  
480 James Avenue  
Redwood City, CA 94062  
650-369-1411

##### **TO THE FINANCIAL ADVISOR:**

Mr. Anthony Hsieh  
Managing Director & Manager of Public Finance  
Keygent LLC  
999 N. Sepulveda Blvd., Suite 500  
El Segundo, CA 90245  
Phone/Fax: (310) 322-4222 / (866) 518-7656  
Email: tony.hsieh@keygentcorp.com

**XIII. EXECUTION OF THE AGREEMENT, EXECUTION IN COUNTERPARTS.**

This Agreement shall be executed by the respective party's authorized signatories. A fax copy or copy of the contract with any revisions appropriately initialed may serve as the original contract. This Agreement may be executed in one or more counterparts, each of which shall be deemed a part of the Agreement, but all of which shall be considered one instrument and shall become a binding agreement when one or more counterparts have been signed by each of the parties and delivered to the other.

**XIV. ENTIRE AGREEMENT.**

These terms and conditions contained in this Agreement constitute the entire agreement between the District and Keygent. This Agreement includes all representations of every kind and nature made by each of the parties to the other and sets forth the entire Agreement of the parties. No representations, warranties, covenants, or agreements of any kind have been made by either party hereto except as those expressly set forth in this Agreement. Neither this Agreement nor any of its terms, covenants or conditions, nor any modification or addendum to this Agreement shall be valid unless it is in writing and signed by both parties.

If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of the Agreement is severable and shall remain in effect and binding on Keygent and the District.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the following date:

\_\_\_\_\_.

**SEQUOIA UNION HIGH SCHOOL DISTRICT**

By: \_\_\_\_\_  
Enrique Navas  
Assistant Superintendent, Administrative Services

Date: \_\_\_\_\_

**KEYGENT LLC**

By: \_\_\_\_\_  
Anthony Hsieh  
Managing Director & Manager of Public Finance

Date: \_\_\_\_\_

**EXHIBIT A**  
**Description of Consulting Services**

Financial Advisor shall make available for consultation and conference with the District, District's attorneys, other District officials, bond counsel, and disclosure counsel at times and places mutually agreed upon, such personnel of Financial Advisor as are qualified to advise on financial matters relating to the issuance of Financings, and any other financial advisory services within the scope of this Agreement.

At the District's request, Financial Advisor shall attend working group meetings of those involved in the Financing and such other meetings at the request of the District. Financial Advisor shall also attend meetings of the District's Board of Education, meetings with rating agencies and such other meetings as the District may determine necessary or appropriate. Financial advisor may attend such meetings in person or via conference call as mutually agreed between the District and Financial Advisor.

For each Financing, Financial Advisor shall advise the District regarding the method of sale, structure, terms, and timing of sale. Financial Advisor shall provide the District with an estimated costs of issuance and savings summary (if refunding).

For competitive or limited competitive sales, Financial Advisor shall evaluate underwriting bids, verify bids, assist in the resizing of the Financing as necessary and confirm terms with the winning bidder.

For negotiated sales, Financial Advisor shall evaluate proposed interest rates and financing terms proposed by the bond underwriter against market comparables to ensure fair market interest rates. Financial Advisor shall prepare a post-pricing summary and pricing results.

For private placements, Financing Advisor shall work with the District's placement agent to review bids of investors to ensure fair terms and interest rates.

Financial Advisor will review Financing documents distributed to them by the District, District's attorneys, bond counsel, and disclosure counsel for compliance with method of sale, structure, terms, and timing of sale. Furthermore, Financial Advisor will cooperate with any bond counsel and disclosure counsel employed by the District in determining any financial specifications as may be required in any legal document relating to the issuance and sale of each Financing, and review such documents.

At the District's request, Financial Advisor shall procure, on the District's behalf, such other professional services as may be required (such as trustee, financial printer, verification agent, etc.) to assist the District in successfully completing each Financing. If specifically requested in writing by the District, Financial Advisor will solicit bids for professional services and/or review the terms of contracts with existing professional services.

Financial Advisor shall review the preliminary and final official statement for accuracy relating to the method of sale, structure, terms, and timing of sale of the Financing. Financial Advisory shall not be responsible for nor audit the information provided by the District, bond counsel, disclosure counsel, or third parties in the preliminary and final official statement. Financial Advisor will arrange for the distribution of the preliminary and final official statements

At the District's request and in coordination with the District, Financial Advisor shall prepare materials and information pertaining to each Financing for credit rating agency and/or bond insurer review.

Following the sale, issuance and delivery of each Financing, Financial Advisor shall provide consultation to the District as reasonably requested in writing on matters related to each Financing.

Financial Advisor shall review all closing documents, in particular documents relating to the flow of funds at closing for accuracy and completeness.

Except to the extent, if any, specifically provided herein or specifically authorized in writing by the District, Financial Advisor shall have no right or authority, express or implied, to commit or otherwise obligate the District in any manner whatsoever. The Financial Advisor shall not be obligated to review any third party recommendation(s) unless mutually agreed to in writing by the District and Financial Advisor.

## EXHIBIT B

### DISCLOSURE OF CONFLICTS OF INTEREST WITH VARIOUS FORMS OF COMPENSATION

The Municipal Securities Rulemaking Board requires us, as your municipal advisor, to provide written disclosure to you about the actual or potential conflicts of interest presented by various forms of compensation. We must provide this disclosure unless you have required that a particular form of compensation be used. You should select a form of compensation that best meets your needs and the agreed upon scope of services.

**Forms of compensation; potential conflicts.** The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client, among other factors. Various forms of compensation present actual or potential conflicts of interest because they may create an incentive for an advisor to recommend one course of action over another if it is more beneficial to the advisor to do so. This document discusses various forms of compensation and the timing of payments to the advisor.

**Fixed fee.** Under a fixed fee form of compensation, the municipal advisor is paid a fixed amount established at the outset of the transaction. The amount is usually based upon an analysis by the client and the advisor of, among other things, the expected duration and complexity of the transaction and the agreed-upon scope of work that the advisor will perform. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. There may be additional conflicts of interest if the municipal advisor's fee is contingent upon the successful completion of a financing, as described below.

**Hourly fee.** Under an hourly fee form of compensation, the municipal advisor is paid an amount equal to the number of hours worked by the advisor times at an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest if the client and the advisor do not agree on a reasonable maximum amount of hours at the outset of the engagement, because the advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked. In some cases, an hourly fee may be applied against a retainer (*e.g.*, a retainer payable monthly), in which case it is payable whether or not a financing closes. Alternatively, it may be contingent upon the successful completion of a financing, in which case there may be additional conflicts of interest, as described below.

**Fee contingent upon the completion of a financing or other transaction.** Under a contingent fee form of compensation, payment of an advisor's fee is dependent upon the successful completion of a financing or other transaction. Although this form of compensation may be customary for the client, it presents a conflict because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.



**Fee paid under a retainer agreement.** Under a retainer agreement, fees are paid to a municipal advisor periodically (e.g., monthly) and are not contingent upon the completion of a financing or other transaction. Fees paid under a retainer agreement may be calculated on a fixed fee basis (e.g., a fixed fee per month regardless of the number of hours worked) or an hourly basis (e.g., a minimum monthly payment, with additional amounts payable if a certain number of hours worked is exceeded). A retainer agreement does not present the conflicts associated with a contingent fee arrangement (described above).

**Fee based upon principal or notional amount and term of transaction.** Under this form of compensation, the municipal advisor's fee is based upon a percentage of the principal amount of an issue of securities (e.g., bonds) or, in the case of a derivative, the present value of or notional amount and term of the derivative. This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue or modify the derivative for the purpose of increasing the advisor's compensation.

**Sequoia Union High School District  
General Obligation Bonds, Election of 2014, Series A**

**Financing Timeline\***

August 2014							September 2014							October 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

Legend		
<b>D</b>	=	<b>District</b> , Sequoia Union High School District
<b>C</b>	=	<b>County</b> , San Mateo County
<b>FA</b>	=	<b>Financial Advisor</b> , Keygent LLC
<b>BC</b>	=	<b>Bond Counsel</b> , Orrick, Herrington & Sutcliffe LLP
<b>UW</b>	=	<b>Underwriter</b> , TBD

Date	Event	Responsibility
Completed	Distribution of draft issuance resolution, and forms of preliminary official statement (POS) and other legal documents	BC
Completed	Credit packages sent to rating agencies	FA
Completed	Comments on draft legal documents sent to BC	All Parties
Completed	Adoption version of resolution sent to County to be placed on County Board Meeting agenda	BC
Completed	Contact District Dissemination Agent to conduct continuing disclosure compliance review	FA
Week of Sept 8	Conference calls with rating agencies	D, FA, BC
Sept 10	Adoption version of documents sent to District to be placed on Board Meeting agenda	BC
Sept 16	Receive ratings	FA
Sept 17	District Board Meeting to adopt issuance resolution and other documents	D, FA, BC
Week of Sept 22	Due diligence conference call	All Parties
Sept 30	County Board meeting to adopt issuance resolution and form of financing documents	C
Oct 1	Publish notice of intention to sell bonds in The Bond Buyer and local newspaper	BC, FA
Oct 1	Finalize POS and post/distribute to potential investors	BC, D, UW
Oct 8	Pricing of Bonds – Interest rates locked in	D, FA, UW
Oct 15	Print and mail final official statement	D, FA, UW
Oct 21	Pre-closing – All documents signed	All Parties
Oct 22	Closing – District receives bond proceeds	All Parties

\* Preliminary. Subject to change.



Agenda Item: 80

Date: 9/3/14

ORRICK, HERRINGTON & SUTCLIFFE LLP  
THE ORRICK BUILDING  
405 HOWARD STREET  
SAN FRANCISCO, CALIFORNIA 94105-2669  
tel +1-415-773-5700  
fax +1-415-773-5759  
WWW.ORRICK.COM

August 8, 2014

Enrique Navas  
Assistant Superintendent-Business Services  
Sequoia Union High School District  
101 Lincoln Avenue  
Daly City CA 94015

Eugene H. Clark-Herrera  
(415) 773-5911  
ech@orrick.com

Re: Sequoia Union High School District Engagement

Dear Mr. Navas:

We are pleased to confirm your engagement of Orrick, Herrington & Sutcliffe LLP ("Orrick") as counsel to represent the Sequoia Union High School District (the "Client" or "you") as bond and disclosure counsel in connection with your general obligation bonds authorized by voters on June 3, 2014 (the "Matter"). The purpose of this engagement letter and the attached Standard Terms of Engagement is to confirm the terms and conditions upon which Orrick will be providing legal services to the Sequoia Union High School District in the Matter. We believe that a mutual understanding of these terms and conditions at the outset is fundamental to establishing a good working relationship.

Orrick's services will be limited to the representation of Sequoia Union High School District in the Matter including preparation of materials necessary to call the bond election on June 3, 2014, and documents in connection with the issuance and sale of the bonds. Our services will not extend to other business, personal or legal affairs of the Client or to any other aspect of the Client's activities. Orrick's receipt or use of confidential or other information from the Client or others in the course of this representation does not mean that Orrick will render any advice or services other than those described in this letter.

Within Orrick, Eugene Clark-Herrera and John Palmer will be primarily responsible for the Matter. We currently anticipate Winnie Tsien, Erin Pham, and Steffi Chan will also be working with us on the Matter, but we may change the staffing as the need arises. We will of course seek to staff this matter in a manner that we think will be the most effective and efficient, and as best serves your needs. We will be happy to discuss with you any staffing issues or concerns you may have at any time. In that regard, please let me know promptly if you have any questions or concerns about the services provided by anyone at Orrick or about any billing statement so that we can respond appropriately. My office telephone number and e-mail address are set forth above.

For this engagement, we propose to charge \$45,000 for bond counsel services and \$25,000 for disclosure counsel services in connection with each sale of bonds. Orrick also charges for costs and disbursements incurred in connection with rendering its services, as described more fully in the accompanying Standard Terms of Engagement. These fees presume the issuance of fixed rate, tax-



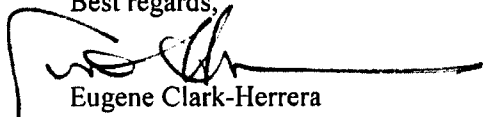
exempt, current interest bonds. We reserve the right to renegotiate our bond and disclosure counsel fees should the structure of the bonds become materially more complex.

This engagement letter will take effect upon execution of this letter, but its effective date will be retroactive to the date Orrick first performed services. This agreement may be executed in counterpart, and an electronically transmitted signature shall be deemed to be the legal equivalent of an original signature.

If the foregoing accurately reflects our agreement, please confirm by signing below and returning the signature page to me. Please do not hesitate to call me to discuss any questions you may have regarding this agreement. In addition, we encourage you to review this agreement with separate counsel to answer any questions or concerns you may have.

Thank you again for this opportunity. We look forward to working with you.

Best regards,



Eugene Clark-Herrera



## **STANDARD TERMS OF ENGAGEMENT**

Except as modified in writing by the accompanying engagement letter or in another agreement signed by the Client and Orrick, the following provisions shall apply to the relationship between Orrick and the Client.

### **1. Client**

Our engagement is only on behalf of the person(s) or entity(s) identified in the engagement letter accompanying these Standard Terms of Engagement. Our representation of the Client does not encompass any officer, director, employee, owner, principal, member or partner of or any other person affiliated with the Client; or any subsidiary, parent or other affiliate of the Client. If any of these persons or entities require the services of counsel in connection with the Matter, we would be pleased to discuss whether we might be able to represent any of them, but any such representation would need its own engagement letter, and would depend on our review and disclosure to all concerned of any conflicts of interest that may arise in connection with any such concurrent representation, and on appropriate consents being obtained from the Client and from those seeking such additional representation.

### **2. Scope of Engagement**

The scope of Orrick's representation of the Client is limited to the specific Matters identified in the accompanying engagement letter, and such additional matters as the Client and Orrick may in their mutual discretion agree to from time to time. In each case, Orrick's agreement to any expansion of the scope of its representation of the Client will be subject, among other things, to such additional conflict checks, waivers, retainers, approvals and other arrangements as Orrick may in its professional judgment deem necessary or appropriate in the circumstances. Except as otherwise expressly provided in any written engagement letter (or a written amendment of a prior engagement letter) between Orrick and Client entered into in connection with such expansion of the scope of Orrick's representation, the agreement reflected in these Standard Terms of Engagement, and in the accompanying engagement letter, applies to Orrick's current representation of the Client and to any subsequent matters that Orrick agrees to undertake on the Client's behalf.

### **3. Waiver of Future Conflicts of Interest**

Our agreement to represent the Client is conditioned upon the understanding that we are free to represent any clients (including the Client's adversaries) and to take positions adverse to either the Client or an affiliate in any matters (whether involving the same substantive area(s) of law for which the Client has retained us or some other unrelated area(s), and whether involving business transactions, counseling, litigation or otherwise), which do not involve the same factual and legal issues as matters for which the Client has retained us or may hereafter retain us. In this connection, the Client should be aware that we provide services on a wide variety of legal subjects to a large number of clients both in the United States and internationally, some of whom are or may in the future operate in the same area(s) of business in which the Client is operating or may operate. (A summary of Orrick's current practice areas and the industries in which we represent clients can be found on Orrick's web site at [www.orrick.com](http://www.orrick.com).) In particular, we currently represent, and may in the future represent, numerous cities in California in



connection with their bond issuances. We will, of course, hold in confidence the Client's secrets and confidences. Similarly, the Client understands that while Orrick may obtain confidential information from other clients that may be of interest to the Client, Orrick cannot share such information with the Client. The Client acknowledges that the Client has had the opportunity to consult with its counsel about the consequences of the waiver set forth in this paragraph. The Client consents to these other representations, agrees that it will not seek to disqualify Orrick from any such present or future representations, and waives any actual or potential conflict that might arise from such current or future representations so long as those other representations do not involve the same factual and legal issues as a currently active engagement for the Client or the Orrick attorneys working on such engagements

#### **4. Internal Communications**

The occasion might arise for us, at our own expense, to consult regarding our engagement for the Client with our own counsel (e.g., our Chief Legal Officer, other firm lawyers working with our Chief Legal Officer who do not perform work for the Client on the Matter, or our own outside counsel). To the extent that we are addressing our own rights or responsibilities, a conflict of interest might be deemed to exist between Orrick and the Client as to such consultation or resulting communications, particularly if a dispute were ever to arise between Orrick and the Client regarding the Matter. A condition of this engagement is that the Client hereby consents to such consultation occurring, and waives any claim of conflict of interest based on such consultation or resulting communications that could otherwise disqualify us from continuing to represent the Client or from acting in our own behalf, even if such consultation or communications might be deemed adverse to the interests of the Client. The Client acknowledges and agrees that any such consulting and communications are protected by our own attorney-client privilege from disclosure to the Client.

#### **5. Responsibilities of Attorney and Client**

We will provide to the Client legal counsel and assistance in accordance with the accompanying engagement letter. The Client will not look to or rely upon Orrick for any investment, accounting, financial or other non-legal advice, including without limitation any advice regarding the character or credit of any person with whom the Client may be dealing. Although we will at times communicate with the Client by e-mail, letter, or other written form, we may provide much of our counsel and assistance in telephone conversations and meetings with the Client. If the Client ever wishes for us to confirm any oral advice in writing, please let us know.

For us to represent the Client effectively, we need the Client to provide us with complete and candid information regarding the subject matter of the Matter, to keep us informed of relevant developments, to make decisions necessary for us to fulfill our responsibilities in the Matter and otherwise to provide to us the Client's reasonable assistance and cooperation.

We have a duty of confidentiality to the Client and each of our other clients. We take this duty very seriously and, except to the extent permitted by the applicable rules of professional conduct, we will not disclose any confidential information of the Client to any other client or person. Similarly, we cannot disclose to the Client the confidences of any other client even when such information relates to matters that might affect the Client.



**6. Fees, Costs and Disbursements**

We will bill the Client on a fixed fee basis for our services upon the successful issuance of each series of bonds. Our bills are payable promptly upon receipt.

In addition to fees, we also may bill the Client up to \$2,000 for in-house services such as telephone charges, document reproduction, word processing, computerized research, out-of-town travel and messenger services. Subject to our ethical obligations, certain of such items may be charged at more than Orrick's direct cost to cover its estimated associated administrative costs, overhead and materials. More specific information relating to Orrick's disbursement policies is available upon request.

Unless special arrangements are made, Orrick does not take responsibility for paying fees and expenses of third parties, which will be the Client's responsibility and may be billed directly to the Client.

If any claim or action is brought against Orrick or any of its personnel which alleges negligence or wrongdoing of the Client or a third party, or if Orrick or any current or former employee of Orrick is asked or required by a third party to testify or produce documents as a result of Orrick's representation of the Client, the Client agrees to pay Orrick for any resulting costs or expenses, including Orrick's time, even if Orrick's representation of the Client has ended. This paragraph is not intended to apply to any claim brought by or on behalf of the Client alleging wrongdoing by Orrick.

The obligation to pay our bills is solely the Client's and is not contingent upon any judgment or settlement; any right the Client may have for reimbursement, indemnification, insurance or the like; or the Client's receipt of any other form of payment the Client may expect to receive from some other party. If the Client has any question or issue regarding any bill, the Client should notify us promptly of any such question or issue, and must in any event promptly pay any portion of such bill that is not subject of a question or issue.

Although Orrick may furnish estimates of fees or costs that are anticipated will be incurred, these estimates shall not be binding, are subject to unforeseen circumstances, and are by their nature inexact.

**7. Termination**

The Client may terminate this representation at any time, with or without cause, but in the case of litigation, court approval may be necessary. Subject to the application of the applicable rules of professional responsibility, Orrick also reserves the right to withdraw, if among other things, the Client fails to make timely payments of any invoice, the Client fails to cooperate or follow Orrick's advice on a material matter, or any fact or circumstance arises that, in Orrick's view, renders our continuing representation unlawful or unethical, or we otherwise have the right to withdraw pursuant to applicable rules of professional responsibility. Any termination of our representation of the Client would be subject to such approval as may be required from any court(s) in which we are appearing on the Client's behalf. In the event of termination by either of us, the Client agrees to pay us fees and costs for work performed prior to termination, to the extent permitted by law.





#### **8. Date of Termination**

Orrick's representation of the Client will be considered terminated at the earliest of (i) the Client's termination of the representation, (ii) Orrick's withdrawal from the representation, or (iii) the substantial completion of Orrick's substantive work for the Client.

#### **9. File Retention and Disposition**

Once our engagement in this Matter ends, we will send you a written notice advising you that this engagement has concluded. You may thereafter direct us to return, retain or discard some or all of the documents pertaining to the engagement. Orrick may charge the Client for the reasonable costs of retrieval, assembly, copying, storage and transfer of all files or materials in any format. If Orrick determines it appropriate to dispose of materials relating to the Matter, Orrick will provide you written notice of that determination. If you do not respond to the notice within sixty (60) days, you agree and understand that any materials left with us after the engagement ends may be retained or destroyed at our discretion without further notice to you and in a manner which preserves the confidential and secret nature of their contents. If you have a Records Retention Policy in place with which outside counsel will need to comply, please advise us so that we may so inform our Records Department.

Notwithstanding the foregoing, and unless you instruct us otherwise, we will return and/or preserve any original documents provided to us by the Client, and any documents we know or believe you will need to retain to enforce your rights or to bring or defend claims. You should understand that "materials" include paper files as well as information in other mediums of storage including voicemail, email, printer files, copier files, facsimiles, dictation recordings, video files, and other formats. We reserve the right to make, at our expense, certain copies of all documents generated or received by us in the course of our representation. When you request copies of documents from us, copies that we generate will be made at your expense. We will maintain the confidentiality of all documents throughout this process.

Our own files pertaining to the Matter will be retained by the firm (as opposed to being sent to you) or destroyed. These firm files include, for example, firm administrative records, time and expense reports, personnel and staffing materials, and credit and account records. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any documents or other materials retained by us within a reasonable time after the termination of the engagement.

#### **10. Arbitration**

Although we think it is unlikely, a dispute could arise between us regarding some aspect of the engagement and Orrick's representation of the Client. Any such dispute, whether a claim by the Client against Orrick or by Orrick against the Client, including claims for unpaid fees and charges, negligence, quality of services, breach of contract or fiduciary duty, fraud or any other claims relating to any aspect of the engagement and our representation of the Client is referred to herein as a "Dispute." If we are not able to resolve any Dispute ourselves, Client and Orrick agree to resolve such Dispute through confidential binding arbitration as set forth below; provided, however, that the Client will have the right to elect nonbinding arbitration under Article 13 of the California State Bar Act for disputes concerning



fees or costs before such disputes will be considered Disputes subject to the binding arbitration provisions of this Section 11.

The arbitration provisions of this Section 11 shall apply to Disputes and shall survive termination of this Agreement or the Engagement. The Client understands the consequences of agreeing to binding arbitration under this Section 11, including giving up any constitutional rights to have the Dispute determined by a court of law or by a jury and the Client's right under Article 13 of the State Bar Act to have a trial *de novo* by a court after nonbinding arbitration of a dispute concerning fees or costs; that discovery of information in arbitration may be limited; and that the arbitration decision will be final and binding, except to the limited extent that judicial review might be available. The party wishing to initiate arbitration hereunder (the "initiating party") will deliver to the other party (the "other party") a written demand for arbitration setting forth the basis of the initiating party's claim and the dollar amount of damages sought. Once an initiating party initiates an arbitration hereunder, the initiating party and the other party will engage in a good faith, one-day non-binding mediation before a sole mediator selected from the panel of mediators of JAMS (or its successor) before proceeding with the arbitration. Each party in the mediation will pay such party's own costs and fees, and the parties will split the fees of the mediator. The mediation will take place in the location where Orrick performed the work at issue. Orrick and the Client may mutually agree to extend the mediation beyond one day.

To the extent that the Dispute is not resolved through the mediation process described above, an arbitration hereunder will (i) be heard and determined by an arbitrator who will be a retired state or federal judge with at least five years judicial experience, selected by the parties from a list of neutrals provided by JAMS, and if the parties cannot agree, by JAMS itself; (ii) take place in the city in the United States where Orrick spent the most time working on the engagement; and (iii) conducted in accordance with JAMS Arbitration Rules and Procedures (or any successor rules and procedures), in effect at the time the initiating party delivers to the other party the demand for arbitration required hereunder. In determining a claim, the arbitrator will apply the laws of the State of California. The arbitration proceedings and the award of the arbitrator will be confidential. Each party in the arbitration will pay such party's own costs and fees, and the parties will split the fees of the arbitrator. The ruling of the arbitrators will be final and binding on both parties, and no appeal may be taken. The ruling of the arbitrators may be entered and enforced as a judgment by a court of competent jurisdiction. The arbitration provisions of this Agreement may be enforced by any court of competent jurisdiction, and the party seeking enforcement shall be entitled to an award of all costs, fees and expenses, including attorneys' fees, to be paid by the party against whom enforcement is ordered.

#### **11. Binding Agreement**

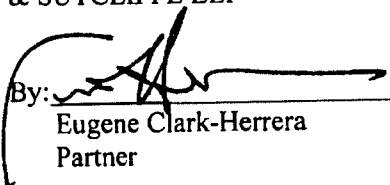
The engagement letter and these Standard Terms of Engagement represent the entire understanding and agreement between the Client and Orrick with respect to the subject matter referred to herein. By signing below, the Client acknowledges that the engagement letter and these Standard Terms of Engagement have been carefully reviewed and their content understood and that the Client agrees to be bound by all of the terms and conditions. Furthermore, the Client acknowledges that Orrick has made no representations or guarantees to the Client regarding the outcome of the Matter or the time necessary to complete the Matter. The provisions of this letter may only be amended in writing and signed by both parties.



12. Acceptance of Engagement Terms

By signing below, you acknowledge and represent that you have read the engagement letter and these Standard Terms of Engagement, that you understand and agree to the terms and provisions, and that you are authorized to do so on behalf of the Client.

ORRICK, HERRINGTON  
& SUTCLIFFE LLP

By:   
Eugene Clark-Herrera  
Partner

SEQUOIA UNION HIGH SCHOOL DISTRICT

By: \_\_\_\_\_  
Enrique Navas  
Assistant Superintendent- Business Services



# Facilities Master Plan and Phase 1 Project Board Update

Prepared for: Sequoia Union High School District Board of Education

Prepared by: Aaron Jobson

August 28, 2014

QKA Job Number: 1395.01

## Table of Contents

Overview	3
District Wide Tasks	3
Educational Specifications	3
Design Standards and Guidelines	4
FMP Framework	4
Standards for Energy Managment, Irrigation Managment and Security Systems	5
Facilities Assessments	5
Food Service Program Standards	5
Proposition 39 Projects	6
Phase 1 Projects	6
Attached:	
Carlmont High School	
Menlo-Atherton High School	
Sequoia High School	
Woodside High School	

## OVERVIEW

In May of 2014 SUHSD underwent a selection process to determine the best Architectural Firms to assist the District in developing a District Wide Facilities Master Plan. As a result of that selection process Quattrocchi Kwok Architects was selected to serve as the Executive Architect to assist the District in managing the Facilities Master Plan (FMP) process and coordinate the efforts of the architectural teams selected to serve as Architects for each Site Master Plan (SMP) at the four high schools. Quattrocchi Kwok Architects (QKA) was selected to complete the SMP at Sequoia HS with Spencer Associates (SA) selected to complete the design of projects at Sequoia. HMC Architects was selected to complete the SMP and design services at Carmont and Woodside High Schools. LPA, Inc. was selected to complete the SMP and design services at Menlo-Atherton High School. Following the passage of Measure A in the June 2014 election work began on the four SMP's and on a variety of District wide tasks in the FMP.

Throughout the FMP process we will be emphasizing that the FMP has two complimentary goals. The first and primary goal is to further develop, plan and design the Measure A projects that have already been identified within the Facilities Needs Task Force Project List. These are the projects that are funded by Measure A. The project descriptions in the Project List are general in nature and the FMP will expand on those descriptions to better identify the scope of work in each, develop preliminary design concepts for them and verify project budgets. The secondary goal is to develop a schematic long term vision for the campus beyond the Measure A projects. Developing this long term vision is necessary to provide a context for completing the Measure A projects and to ensure that those projects are building towards a larger vision for the facilities at each campus and not creating any unnecessary obstacles to future development. Together these two components of the FMP will guide facilities decision making through Measure A and into the future as additional funding becomes available.

## DISTRICT WIDE TASKS

As the Executive Architect one of QKA's main goals is to coordinate the efforts of all four SMP's to make sure there is a consistent approach and that a consistent level of educational experience is planned for at each school. One aspect of addressing that goal is to work with SUHSD to address District wide issues and develop key standards to guide the development of the SMP's. The following are the major components of that effort:

### **Educational Specifications**

The goal of the Educational Specifications (Ed Spec) is to establish a standard level of facilities needs that are necessary at each Comprehensive High School to support the educational goals and programs. The facilities needs are identified through discussion of the educational programs currently in place and on the horizon and how they can best be supported by the school facilities. Additionally, flexibility is considered and promoted throughout

the process to best allow the facilities to support changing educational programs and needs in the future. This baseline of facilities needs The Ed Spec will serve as a guide to each team as they work with stakeholders at each school site to develop the SMP. For new construction projects the Ed Spec shall serve as a guide for programming and designing those spaces. For existing buildings the Ed Spec will serve as a guide for evaluating the facilities and identifying needed facilities improvements some of which may be addressed through Measure A and some of which will become part of the long term master plan for each campus.

The Ed Specs are being developed by QKA in collaboration with a stakeholder group representing teachers, administrators and staff from each of the four High Schools and members of the District Administration. We have had four open and collaborative meetings, each covering a different element of the Ed Specs. Our first meeting was a collaborative session with all four architectural teams to explore aspects of 21st Century learning environments and develop a preliminary criteria document for facilities needs in standard classrooms. In our second meeting we discussed teacher and student collaboration spaces, administrative and student support spaces... In our third meeting we focused on science classrooms and visual and performing arts classrooms. In our final meeting we discussed athletics facilities, libraries and a few other issues. The last of these meetings was completed on August 25th and the first draft of the Educational Specifications is currently under development. The first draft will be circulated to all participants in the process for review and comment in mid-September and the final version will be completed by the end of September. A preliminary document outlining the facilities needs for a standard classroom was developed and released in June for use in planning the Phase 1 projects.

### **Design Standards and Guidelines**

The goal of the Design Standards and Guidelines is to develop standards for the technical aspects of the building projects. This document will provide standard levels of quality, material types and in some cases manufacturers and equipment specifications for key components of the building projects. This is important to maintain a consistent level of quality and ease of maintenance across projects at all sites in the District. Spencer Associates is currently developing this document in collaboration with District Staff and the three other architectural teams. The final draft is scheduled to be complete in September.

### **FMP Framework**

Throughout the development of the FMP maintaining equity of educational experience between the four high schools will be an important concern. Along with that it is also important to maintain a level of consistency in the approach and process for developing the SMP at each school. To do this QKA is developing a FMP Framework document to identify and describe the approach to developing the FMP and the expected output. The FMP Framework is being developed collaboratively with the District and also with significant input from the four architectural firms. The group has monthly FMP Team meetings where all four firms and the District leadership come together to share developments at each site, coordinate our efforts and develop the FMP Framework. The document will address topics such as the stakeholders included in the SMP Committees at each school,



standards for communication with each school community, the key questions to be addressed in the SMP process and standards for the final work product to be developed for the SMP. The FMP Framework document is currently under development and will be complete in mid-September.

### **Standards for Energy Management, Irrigation Management and Security Systems**

One of the critical components of the 5 Year Capital Repair Plan developed by the District and included in the Facilities Needs Task Force Project List is upgrading the District's systems for energy management, irrigation management and security systems. QKA is working with the SUHSD Maintenance and Operations Department to identify and evaluate potential options for these systems and develop standards for use in the development of the FMP and in design projects.

### **Facilities Assessments**

Each of the SMP Architects has conducted a preliminary Facilities Assessment of their school site(s). This included a tour of the facilities with the Architect, engineering consultants, site Plant Manager and District M&O Staff. The focus of the Facilities Assessments is on gaining a general understanding of the campus facilities and their condition and on further defining the scope of work for the projects identified in the 5 Year Capital Repair Plan. As part of the development of the SMP for each campus additional cost estimating will be completed to verify the budgets for the projects identified in the 5 Year Capital Repair Plan.

### **Food Service Program Standards**

Another issue being addressed at the District level is the direction and vision for the District's Food Service Program. In the Facilities Needs Task Force Project List a project is identified at each school to improve food service facilities. The District has recognized that there are a number of challenges facing the food service program that need to be addressed at the District level by developing a new vision for the Food Service Program. The following five challenges have been identified:

- **Delivery Speed:** Existing food service program has difficulty being able to deliver food to all participating students within the 35 minute lunch period
- **Increased Enrollment:** Each of the District's four comprehensive high schools are expecting significant enrollment growth which will increase the number of meals to be served
- **Participation Rate:** The District would like to increase the percentage of the student body that participates in the lunch program, especially among students that qualify for the Free and Reduced Lunch program.
- **Perception of Freshness:** Students and parents have a perception that the meals served by the food service program are not fresh. This is related to the food being prepared at the District's central kitchen facility then warmed and served at the individual school sites. The District believes this is a key issue affecting the number of students that participate in the food service program
- **Existing Food Service Facilities:** The District's food service facilities are also in need of renovation including needed improvements to the prep areas, cafeterias and serving stations.

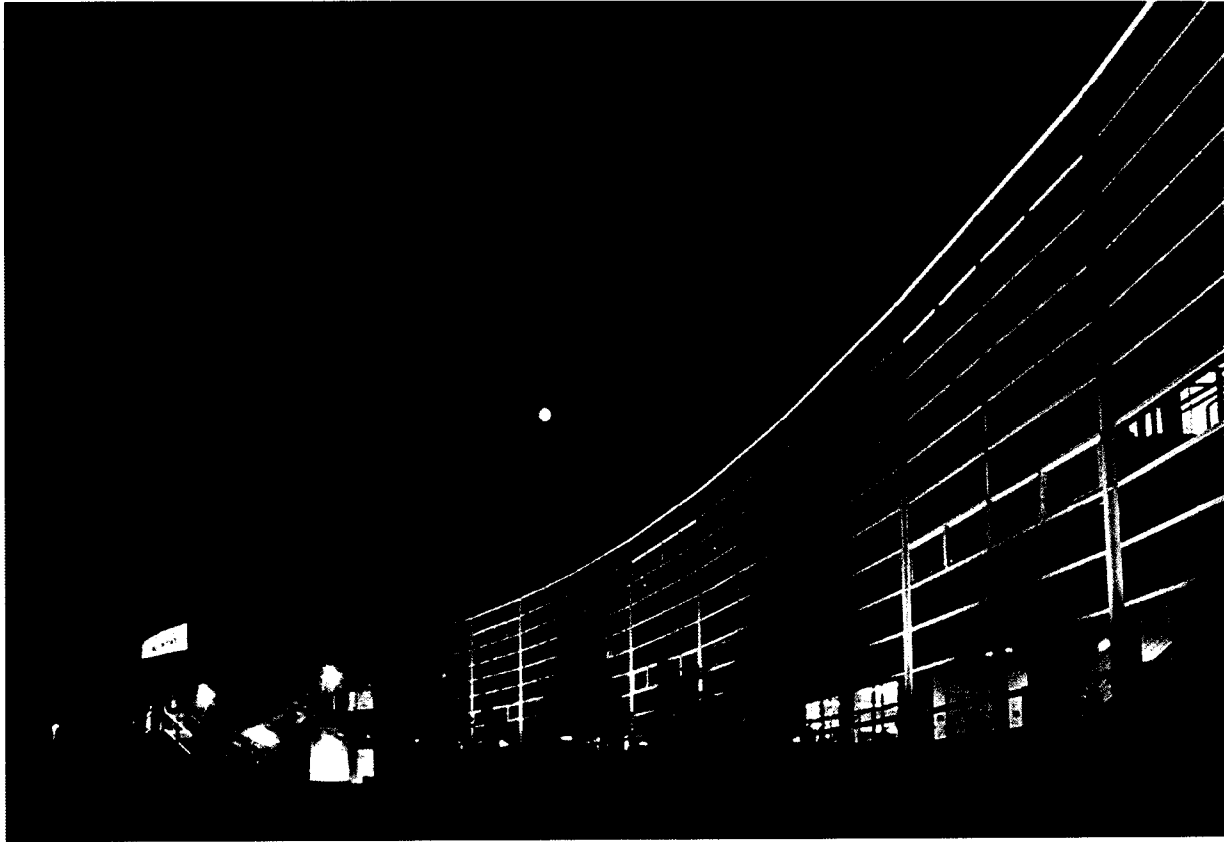
The District is currently in the process of selecting a qualified Food Service Consultant to assist the District in developing ideas to meet these challenges and a new vision for the Food Service program. The final selection will be made in early September with work beginning immediately in order to develop the new Food Service Program Standards later this Fall. These standards will then be implemented through the SMP process at each school site.

### **Proposition 39 Projects**

The District is actively pursuing additional facilities funding for energy efficiency projects through the Proposition 39 funding program administered by the California Energy Commission and California Department of Education. The District has contracted with Derivi Castellanos Architects to evaluate potential projects and complete the application process. The Proposition 39 projects are being closely coordinated with the development of the SMP at each school to make sure that we take advantage of any construction efficiencies and prevent any conflicts.

## **PHASE 1 PROJECTS**

In addition to developing a SMP for each site the architectural teams have been asked to proceed with an expedited design and planning process for Phase 1 projects to provide classrooms and other learning spaces necessary to accommodate the expected growth in student enrollment for the 2016-17 school year. To have these facilities constructed to meet that deadline the SMP Architects have been working with representatives from the SMP Committees at each of the schools to conduct Planning and Programming for the Phase 1 projects over the summer of 2014. That process has culminated in a Phase 1 Project Report for each of the schools which identifies the preliminary scope of work for each campus. These Phase 1 Reports are currently being reviewed and finalized with the District Administration. Preliminary cost estimating has also been completed for the proposed Phase 1 scope of work at each campus and those costs are being evaluated against the project budgets in the Facilities Needs Task Force Project List. There have been some changes to the projected costs and the scope of work from what was projected in the Project List. We are working to align the budget for the Phase 1 projects with Facilities Needs Task Force Project List as closely as possible. The Phase 1 project schedules are also being evaluated along with the project budgets with the goal of completing the facilities as close as possible to the start of the 2016-17 school year. Once they are approved the Phase 1 projects will begin an expedited process for design and construction. The Phase 1 Reports for each campus are attached to this report for review by the Board.



# **CARLMONT HIGH SCHOOL**

## Phase 1 Scope of Work Report

Prepared for: Sequoia Union High School District

Prepared by: HMC Architects

August 25, 2014

## PLANNING PROCESS

### Stakeholders

HMC wishes to thank all the participants of the Site Master Plan Committee for being so dedicated and available to meet over their summer. It has been an exciting and dynamic process and a successful endeavor of shared-governance. Many wonderful ideas and insightful suggestions were made, and these elements allowed HMC to develop Phase 1 concepts rapidly and efficiently. We at HMC look forward to continuing the process through the remaining steps of the Master Plan work as well as the design and construction of the Phase 1 project. The participants are as listed below:

#### Site Master Plan Committee

Lisa Gleaton	Principal CHS
Jen Cho	Vice Principal CHS
Ralph Crame	Vice Principal CHS
Grant Stuenenberg	Vice Principal CHS
Irene Oliveira	Teacher CHS
Kelly Redmon	Teacher CHS
Richard Weigelt	Teacher CHS
Jerome Harris	Plant Manager, CHS
Jeff Selman	Parent
Kim Steinjann	Parent
Walter Haub	Director of Facilities, SUHSD
Robert Fishtrom	Director of Instructional Tech, SUHSD
Lee Salin	HMC Architects
Arturo Levenfeld	HMC Architects
Carrick Boshart	HMC Architects
Marry Morris	HMC Architects

### Meetings

The Site Master Plan Committee met five times over the course of the summer and engaged in activities such as identifying committee goals and campus/parent/student needs, touring existing facilities, reviewing enrollment projections, evaluating Phase 1 and Master Plan design concepts, and incorporating the overall vision for a 21<sup>st</sup> century educational environment. Within a few days of a meeting, minutes were issued and revisions allowed for. These minutes, including analyses and alternatives, were then reviewed at the following meeting to refresh the group on previous details and discussion items. Current meeting items were then reviewed and collaboratively discussed to further refine and develop the Phase 1 project as well as coordinate it with conceptual level options for the Master Plan.

The general content of the five meetings is as follows:

## Meeting 1

- Introduction of the SMP Committee members
- Planning process orientation
- Master plan goals

## Meeting 2

- Graphic recording of instructional Goals/Vision
- Site environmental and circulation analysis
- Group discussion of campus "Likes/Dislikes"
- Phase 1 project priorities and goals

## Meeting 3

- Presentation of Phase 1 and Master Plan concepts and options sketches
- Initial Committee input and ranking of options

## Meeting 4

- Presentation of refined Phase I concept plans
- Committee input
- Review budget vs costs alignment

## Meeting 5

- Present final concept plans and cost estimates
- Committee input

## Master Plan

This report focuses on the Phase 1 scope, budget and schedule due to the critical timing need to move the Phase 1 project ahead of other Master Plan activities. HMC and the site master plan committee recognize this is only the first element of the Master Plan and Bond program, and that further planning development of the other campus improvements, repairs, energy projects, and future vision for Carlmont HS will be the focus of the next stage of the master planning effort. We anticipate the inclusion of other community stakeholders to ensure input from all interested and involved parties. HMC will work with the District to ensure appropriate distribution of planning information and graphics at key milestones. HMC anticipates the commencement of Master Plan meetings and activities in early September, shortly after the September 3<sup>rd</sup> 2014 Board Meeting.

## PROPOSED PHASE 1 PROJECT

### Overview

Through the collaboration of the Site Master Plan Committee, HMC and the District Leadership, the needs of the campus were identified, potential solutions and options were studied, and a vision for an improved, 21<sup>st</sup> century facility was conceptually documented.

Of critical importance was the discovery that the demographics of the feeder K-8 school district indicate a surge of students will arrive at CHS in the next few years, requiring more classrooms than existing facilities provide. Also, through the voice of the local parents and community, there is a strong desire to provide new facilities and site scape to meet the educational and operational vision set by these stakeholders.

Many in the community see much of the original 1950's buildings to be past their useful life or not adequate to provide a 21<sup>st</sup> century teaching environment. Furthermore, some of the proposed new facilities, like the demolition and rebuilding of the old west D and E classroom wings, as well as demolition and rebuilding of six classrooms within the proposed Library/Student Service building, will require extensive and costly temporary housing and related utilities to allow the construction to occur.

With that in mind HMC proposed a new 12 classroom 2 story wing and the relocation of two existing modular classrooms as the Phase 1 scope to allow future replacement of the D/E wing, and subsequent future Master Plan replacement facilities to occur without temporary housing. Thus diverting future bond monies from this expensive, non-permanent investment, and capturing them for permanent facility improvements.

### Narrative

The proposed Phase 1 scope includes a new, state of the art, energy efficient 12 classroom 2 story wing to be placed at the existing parking lot near the existing T wing. The program includes six standard classrooms, six labs of various types, one flex/collaboration space, student and staff restrooms on both floors, elec/data equipment rooms, elevator, connecting bridge to U wing, and circulation.

The proposed location allows the T wing to remain in place as is for the next few years, which is critical to classroom capacity required to meet the imminent student surge coming from the feeder K-8, and subsequently allows for a future, adjacent courtyard/outdoor classroom in the space where the T wing will vacate once it's demolished.

To meet the Bond language and expedite the provision for an ADA accessible ramp to the baseball fields, a new ADA ramp improvement is included in the Phase 1 scope. Also, due to two existing storm drain pipes located in the footprint of the new building, a new 48" diameter storm drain pipe will be installed behind U wing and run under the existing north driveway to connect to the existing main storm drain pipe located at the campus perimeter road. Transmitting the storm water loads of the proposed removed pipes and subsequently allowing their demolition.

Finally, while the full build-out courtyard near the new 2 story building is not included in the current Phase 1 scope or cost estimate, it is important to note that it has been master planned during the development of the new 2 story building in an integrated manner. The courtyard is briefly discussed here for a better understanding of the ultimate quality of the

educational environment and student experience HMC is designing for the Carlmont HS community. Its scope will include amenities such as shade structures, an outdoor classroom, picnic tables/seating, and a bosque of shade trees and these features will create a dynamic, pleasing plaza that will allow staff to more easily monitor students (currently the T wing blocks views from the lower campus), provide hang-out areas, and create a sense of space.

All of these elements were based upon the challenges observed and design directives given to HMC by the site committee and other stakeholders during our site walks and planning meetings.

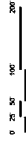
## Drawings

The following drawings are provided to further clarify the scope of work:

- Demolition Site Plan
- Site Plan
- Enlarged Site Plan

# DEMOLITION SITE PLAN

Scale



## LEGEND

NEW



CLASSROOM

EXISTING



ADMINISTRATION



MULTIPURPOSE  
LIBRARY THEATER



ATHLETICS



SHADE

STRUCTURE



TO BE REMOVED



COVERED  
WALKWAYS



CLASSROOM #

RESTROOM

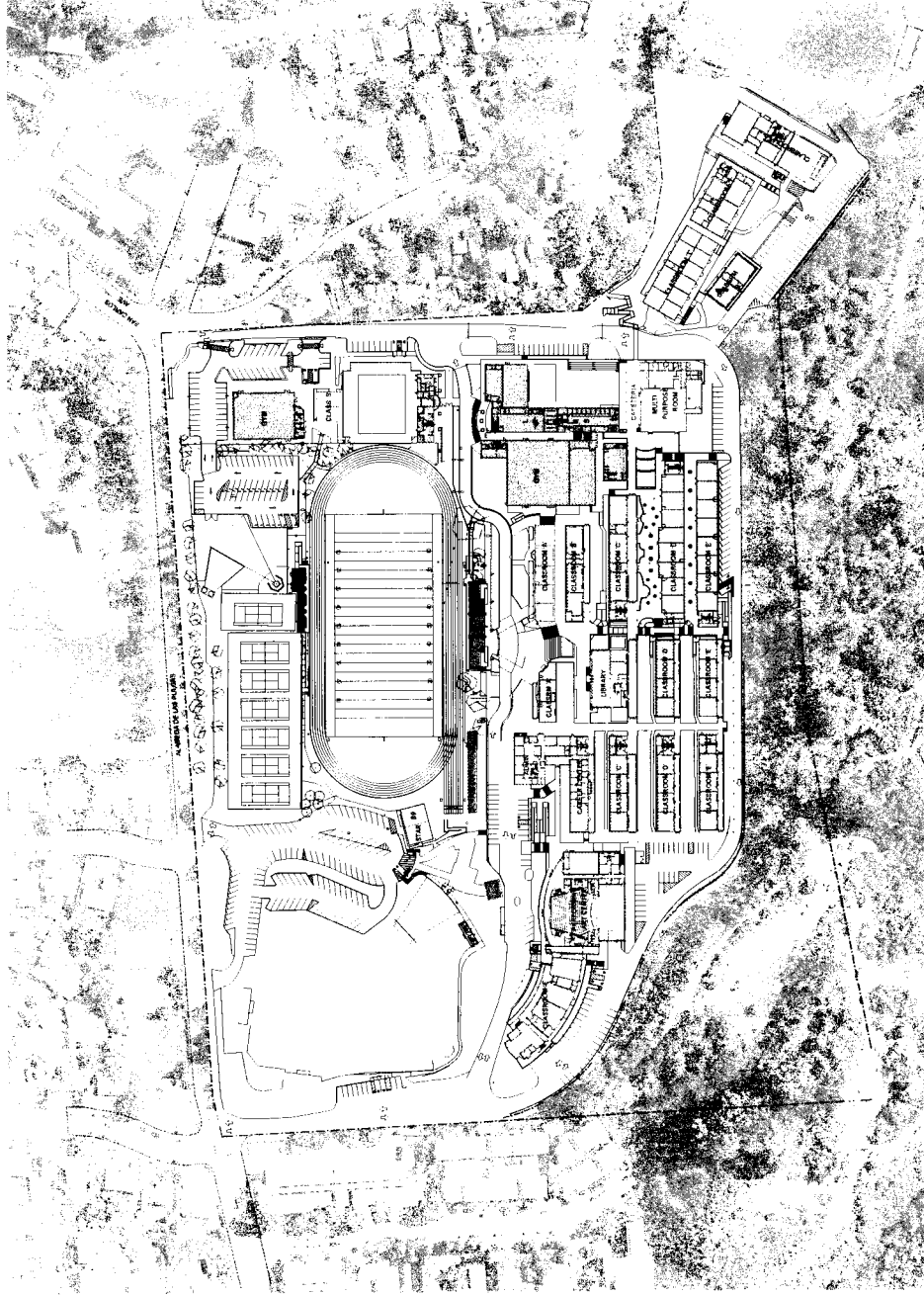
OFFICE

FOOD SERVICE

EMERGENCY  
VEHICLE ACCESS



RAMP DIRECTIONAL  
ARROW

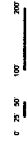


- 1 MOVE RELOCATABLES TO  
REPLACE STAR/B9 CLASSROOMS

















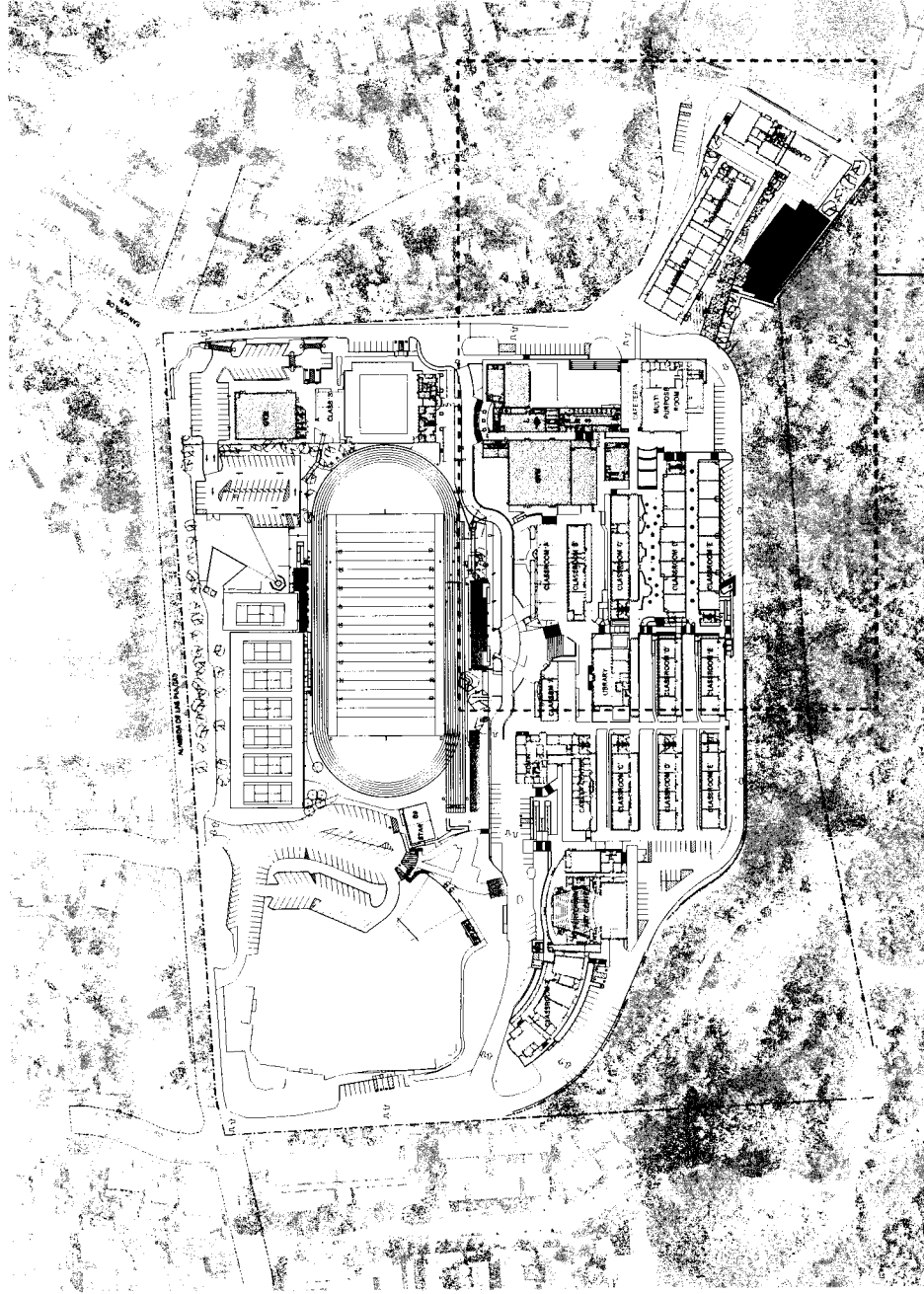
SITE PLAN

Scale



LEGEND

-  NEW CLASSROOM
-  EXISTING CLASSROOM
-  ADMINISTRATION
-  MULTI-PURPOSE LIBRARY THEATER
-  ATHLETICS
-  SHADE STRUCTURE
-  TO BE REMOVED
-  COVERED WALKWAYS
-  # CLASSROOM #
-  T RESTROOM
-  O OFFICE
-  FS FOOD SERVICE
-  EVA EMERGENCY VEHICLE ACCESS
-  ← RAMP DIRECTIONAL ARROW

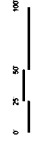


REFERENCE ENLARGED  
PLAN

# CARLMONT HIGH SCHOOL

## ENLARGED SITE PLAN

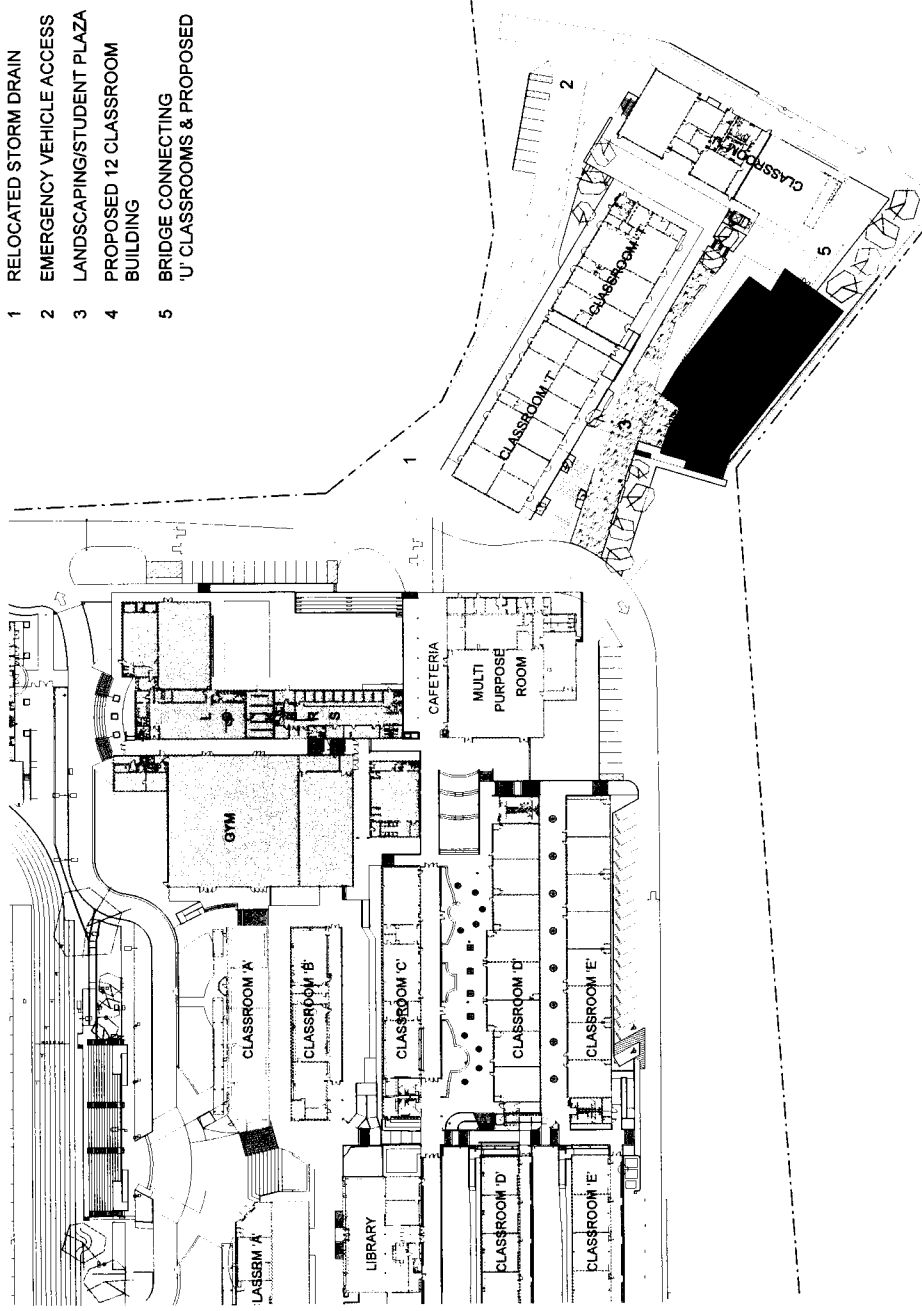
Scale

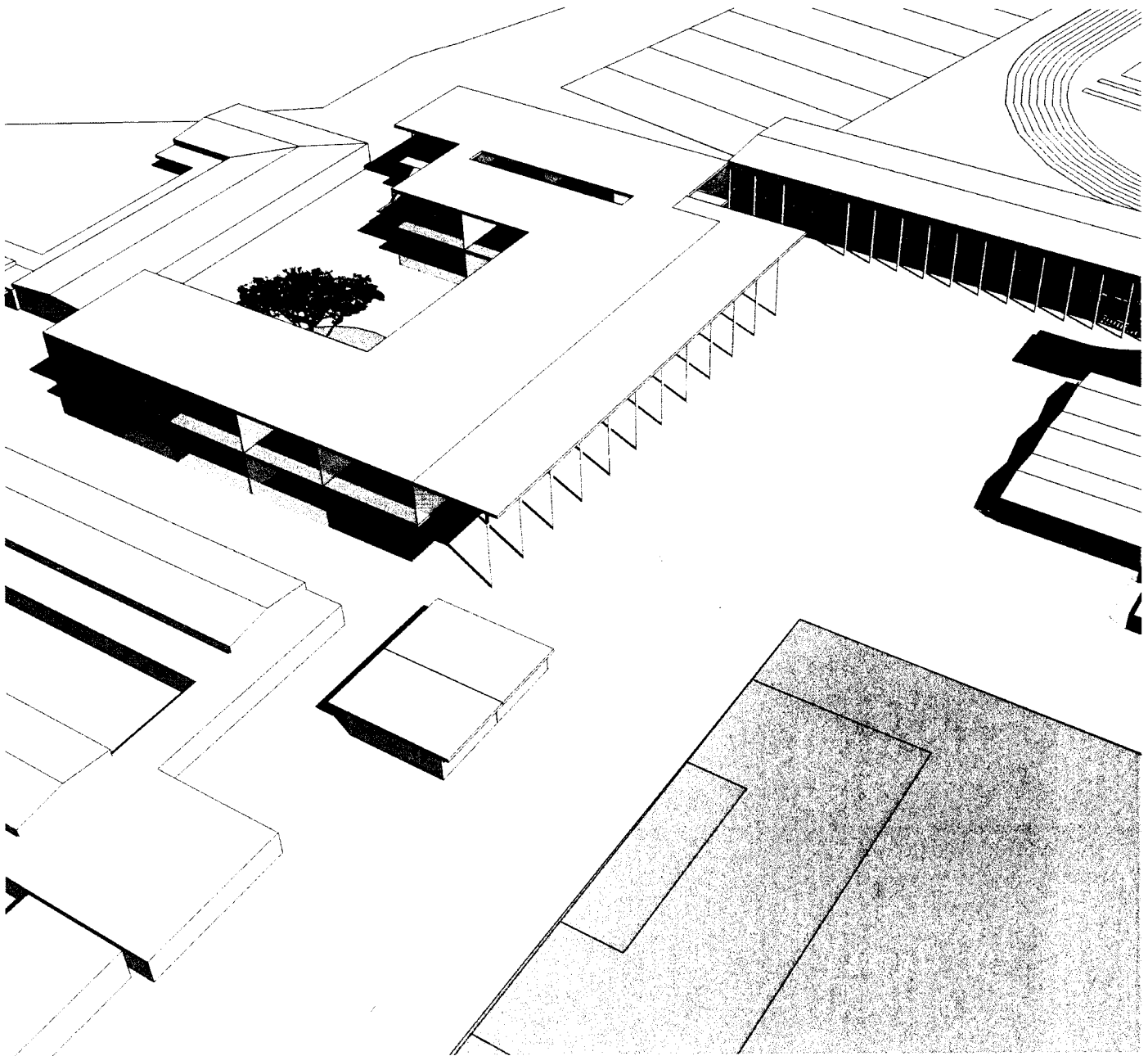


### LEGEND

	NEW CLASSROOM		EXISTING CLASSROOM
	ADMINISTRATION		MULTI-PURPOSE LIBRARY THEATER
	ATHLETICS		SHADE STRUCTURE
	TO BE REMOVED		COVERED WALKWAYS
	CLASSROOM #		RESTROOM
	OFFICE		FOOD SERVICE
	EMERGENCY VEHICLE ACCESS		RAMP DIRECTIONAL ARROW

- 1 RELOCATED STORM DRAIN
- 2 EMERGENCY VEHICLE ACCESS
- 3 LANDSCAPING/STUDENT PLAZA
- 4 PROPOSED 12 CLASSROOM BUILDING
- 5 BRIDGE CONNECTING 'U' CLASSROOMS & PROPOSED





## **MENLO-ATHERTON HIGH SCHOOL PHASE 1 SCOPE OF WORK REPORT**

Prepared for: Sequoia Union High School District

Prepared by: Katia McClain, Senior Project Director, LPA

August 25, 2014

## PLANNING PROCESS

LPA commenced the Menlo Atherton High School Phase One planning process in June of 2014. This planning process accelerated the first classroom building at the campus due to the projected growth in student enrollment over the next several years. The scope of work included site analysis/test fit to identify an appropriate building pad location, programming, building massing study, code research, fire access, project schedule analysis and cost estimating in order to provide the materials to receive approval from the District to move ahead with construction documents. LPA formed a committee of District, school site leadership, teachers, parents and students to analyze the various potential options and develop formal recommendations regarding the proposed Phase One project parameters. Our team will work with this same committee to develop the Long Range Facilities Master Plan proposal for the remaining bond projects at the Menlo Atherton High School campus beginning in September 2014 to be complete and presented to the Board of Education in February 2015.

### Meeting #1

#### Site Committee Meeting 1

**June 18, 2014**

#### Present:

Walter Traub, SUHSD	Enrique Navas, SUHSD
Matthew Zito, M-A	Laura Duran, M-A
Elizabeth Katz, M-A	Christopher Tinsley, M-A
Brien Oliver, M-A	Jim Kisel, LPA
Lindsay Hayward, LPA	

**Meeting Purpose:** The purpose of this meeting was to introduce LPA team; review master planning process approach; review long range mater plan overarching parameters (review of proposed bond language projects); define decision making process for the committee; and • future committee meeting dates/schedule.

### Meeting #2

#### Steering Committee Meeting:

**July 31, 2014**

#### Present:

Jim Lianides, SUHSD	Enrique Navas, SUHSD
Louise Pacheco, SUHSD	Matthew Zito, M-A
Simone Kennel, M-A	Kristie Moelenaar, Spencer Associates
Jim Kisel, LPA	Katia McClain, LPA

**Meeting Purpose:** The purpose of this meeting was to confirm the scope of the Phase one project including 21 classrooms (net gain of 10 classrooms) and discuss preliminary site plan options to present to the site committee.

### Meeting #3

#### Site Committee Meeting 2:

**August 22, 2014**

#### Present:

Matthew Zito, M-A	Simone Kennel, M-A
Laura Duran, M-A	Christopher Tinsley, M-A
Jim Kisel, LPA	Wendy Rogers, LPA
Katia McClain, LPA	

**Meeting Purpose:** This meeting was the second meeting with the Site Committee and overall, the third meeting with the Campus. The purpose of this meeting was to discuss preliminary site plan options for the Phase One project.

### Meeting #4

#### Site Committee Meeting 3:

**August 22, 2014**

#### Present:

Robert Fishtrom, SUHSD	Matthew Zito, M-A
Laura Duran, M-A	Patrick Maier M-A
Elizabeth Katz, M-A	Jim Kisel, LPA
Wendy Rogers, LPA	Katia McClain, LPA

**Meeting Purpose:** The purpose of this meeting was to discuss preferred option with refinement and review the preliminary budget.

#### Board of Education Information Session

**Sept.3, 2014**

#### Back to School Night

**Sept.4, 2014**

### Future Meetings:

### Meeting #5

#### Site Committee Meeting 6:

**Week of Sept.15, 2014**

**Meeting Purpose:** The purpose of this meeting is to discuss preliminary floor plans and site design; preliminary classroom design. The meeting will also set stainability goals and discuss educational vision.

### Meeting #6

#### Site Committee Meeting 7:

**Week of Sept.29 2014**

**Meeting Purpose:** The purpose of this meeting is to discuss refined floor plans, site design and building design. The interior design development will also be discussed.

### Meeting #7

#### Site Committee Meeting 8:

**Week of Oct.13 2014**

**Meeting Purpose:** The purpose of this meeting is to review and discuss the final schematic design of phase one.

#### Cost Estimate:

**Week of Oct.20 2014**

## PROPOSED PHASE I PROJECT

**Scope of Work:**

Exhibit 1: Phase 1 Project Narrative

Exhibit 2: Educational Program Specification

Exhibit 3: Phase 1 Preliminary Design

**Exhibit 1: Phase 1 Project Narrative**

August 28, 2014

**MENLO-ATHERTON HS  
SEQUOIA UNION HIGH SCHOOL DISTRICT  
LPA PROJECT NO. 14130.30**

## **PHASE 1 PROJECT NARRATIVE**

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### **Scope-of-Work**

### **Proposed Classroom Building**

The proposed Phase One Classroom Building at Menlo Atherton High School has been planned to address the projected increase in student enrollment at the campus. The new building is to be located at the site of the current Building 'G'. In the view of the School Site Committee this is the location on campus best able to accommodate a new 2-story structure.

The (11) eleven existing modular classrooms of Building 'G' will be demolished and replaced with a new (21) twenty-one classroom 2-story building, for a net increase of (10) ten teaching stations. Additional facilities proposed as part of the program include staff workroom/collaboration spaces, student/staff toilets, a food service serving kitchen/serving windows and lunch shelter/student dining. These elements are currently deficient on campus and were also highlighted as part of the District's Facilities Task Force Needs Assessment report.

The overall building organization has been planned in response to these program parameters, constraints of the proposed site and to facilitate future building pads for potential Long Range Master Plan program additions. In order to minimize project construction costs the proposed Phase One building structure meets all required setbacks and side yards from adjacent facilities in addition to not encroaching on an existing utility backbone which runs from the stadium toward the front of the school. Classrooms have been laid out to surround a central outdoor quad and are connected to the adjacent hard courts by a lunch shelter which spans the lower level of the building. It was a primary goal of the School Site Committee to link the courtyard with the hard courts to facilitate movement of students and common utilization of these facilities at lunch time.

Aesthetically the building will be designed in response to the character of the existing Menlo Atherton High School campus. Existing colors and materials present will be utilized to tie the various existing and proposed new structures together. The adjacent Building 'I' also offers opportunities to unite the aesthetics. Elements such as the new lunch shelter can be designed to respond to the 2-story walkway column rhythm on Building 'I' in order to create a holistic appearance to the complex when viewed from the adjacent hard courts and aquatic complex.

As the Phase One classroom building moves into the next design and construction document phases LPA will be utilizing the Sequoia Union High School District's Technical Standards and Educational Specifications Classroom Rubric/Criteria to guide the development of the project. These documents together with the integration of sustainable design criteria will form the basis for the design/functional layout of the classrooms and systems/finishes/materials specified in the building to both bring standardization between the various high school projects and assist in the ease of future maintenance.

## Exhibit 2: Phase 1 Educational Program Specification



**Menlo-Atherton HS  
Sequoia Union High School District**

**Educational Program Specification**

Depart:	Space:	Type:	Area:	Number:	Total Area:	Department by Type		
						SC/NS	ANC	SP
						Scheduled Non-Scheduled	Ancillary	Support

**Base Program - Academic Core**

**Academic Core**

Teaching Stations

1 Standard Classroom	SC	960	21	20,160			
2 Student Collaboration	ANC	960	1	960			
3 Student Toilets	SP	800	2	1,600			
					20,160	960	1,600
					21,120		

PLC - Collaborative Teaming Area

3 Staff Collaboration	ANC	480	2	960			
4 Staff Toilets	ANC	65	4	260			
5 Storage	ANC	100	2	200			
					0	1,420	0
					1,420		

**Sub-Total Academic Core Net SF:**

Circulation/Support @ 25% (x 1.33):

**Total Academic Core Gross SF:**

20,160	2,380	1,600
		<b>24,140</b>
		8,046
		<b>32,186</b>

**Base Program - Support Facilities**

**Nutrition Services**

Food Service/Student Dining

6 Food Preparation	SP	600	1	600			
7 Dry Storage	SP	100	1	100			
8 Serving Windows	SP	30	6	180			
9 Toilet	SP	65	1	65			
10 Receiving	SP	50	1	50			
11 Lunch Shelter	SP	4,000	1	4,000	(250 Students)		
					0	0	4,995
					0		

**Sub-Total Nutrition Services Net SF:**

Circulation/Support @ 10% (x 1.11):

**Total Nutrition Services Gross SF:**

0	0	4,995
		<b>4,995</b>
		549
		<b>5,544</b>

**Sub-Total Base Program Net SF:**

Total Circulation/Support:

**Total Base Program Gross SF:**

20,160	2,380	6,595
		<b>29,135</b>
		8,595
		<b>37,730</b>

Promenade

9 Student Gathering/Circulation	SP	6,000	1	6,000			
					0	0	6,000
					0		

**Square Footage Summary**

**Grand Sub-Total Base Program Net SF:**

Total Circulation/Support:

**Grand Total Base Program Gross SF:**

20,160	2,380	12,595
		<b>35,135</b>
		8,595
		<b>43,730</b>

## Exhibit 3: Phase 1 Preliminary Design

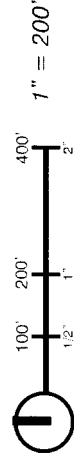
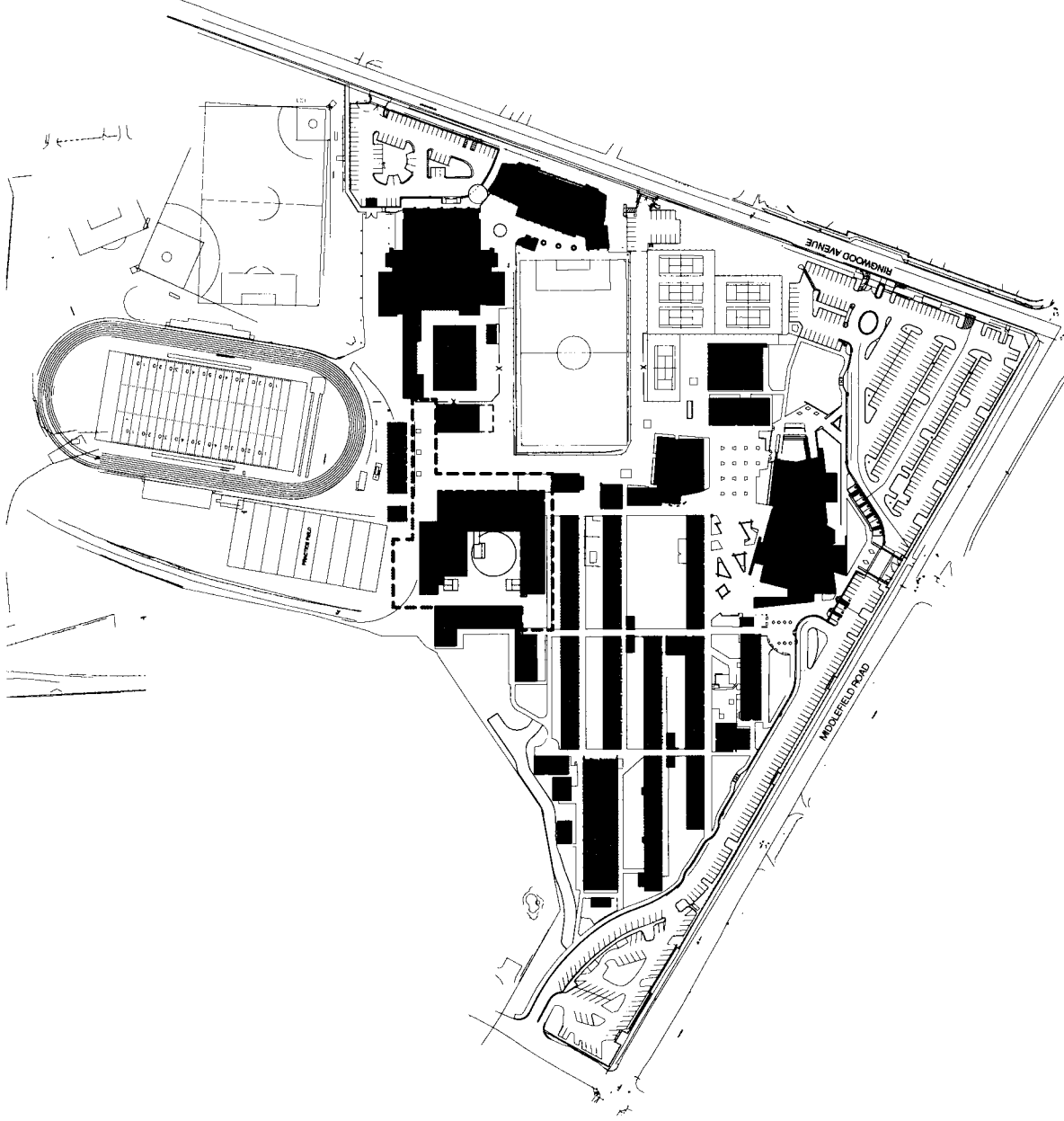
**MENLO-ATHERTON  
HIGH SCHOOL**

PHASE 1 PROJECT

**CAMPUS SITE PLAN**

**LEGEND**

- New construction
- Existing Building
- Existing Modular Building
- Scope of Work



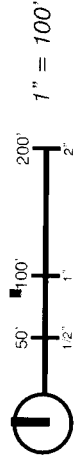
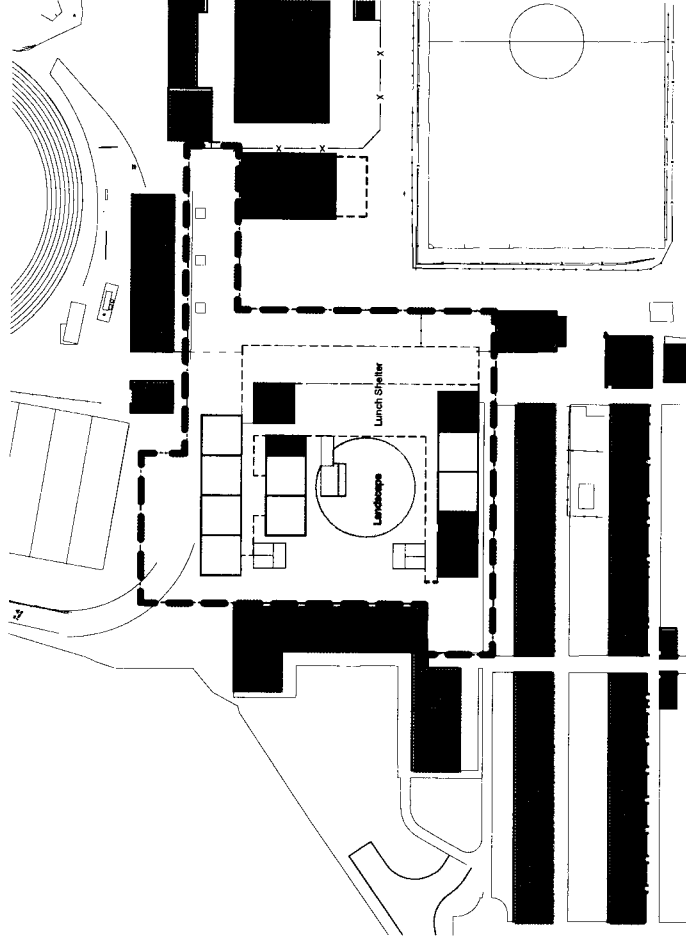
# MENLO-ATHERTON HIGH SCHOOL

PHASE 1 PROJECT

## ENLARGED SITE PLAN

### LEGEND

- Academic Classroom
- Nutrition Services
- Faculty Support
- Student Collaboration
- Support
- Existing Building
- Existing Modular Building
- Scope of Work



# MENLO-ATHERTON HIGH SCHOOL

PHASE 1 PROJECT

## FIRST FLOOR PLAN

### LEGEND



Academic Classroom



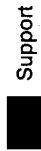
Nutrition Services



Faculty Support



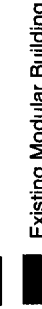
Student Collaboration



Support



Existing Building



Existing Modular Building



Scope of Work

CR Classroom

PLC Professional Learning Communities

RR Restroom

T Toilet

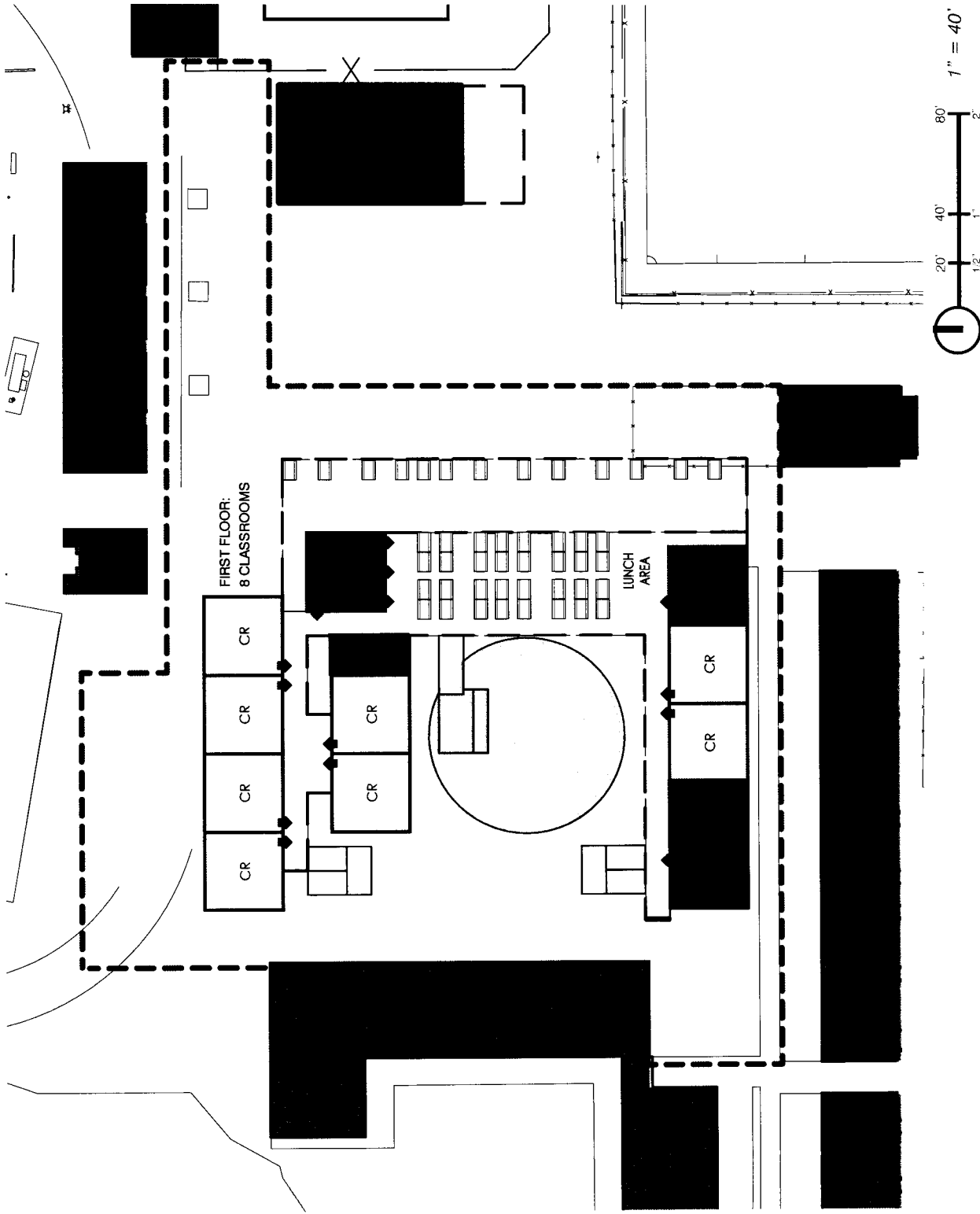
E Electrical Room

EE Elevator Equipment Room

D Data Room

JAN Janitor Closet

# LPA



# MENLO-ATHERTON HIGH SCHOOL

PHASE 1 PROJECT

## SECOND FLOOR PLAN

### LEGEND



Academic Classroom



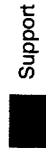
Nutrition Services



Faculty Support



Student Collaboration



Support



Existing Building



Existing Modular Building



Scope of Work

CR Classroom

PLC Professional Learning Communities

RR Restroom

T Toilet

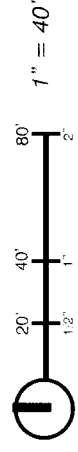
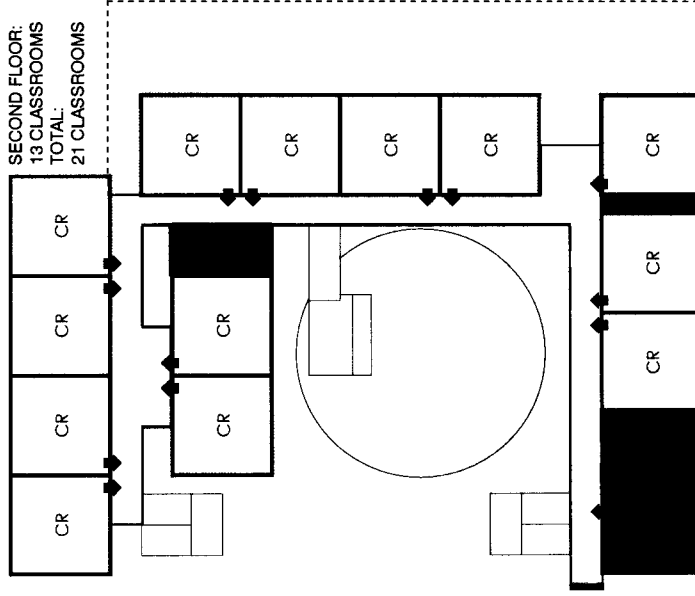
E Electrical Room

EE Elevator Equipment Room

D Data Room

JAN Janitor Closet

SECOND FLOOR:  
13 CLASSROOMS  
TOTAL:  
21 CLASSROOMS



LPA





# SEQUOIA HIGH SCHOOL

## Phase 1 Scope of Work Report

Prepared for: Sequoia Union High School District

Prepared by: Quattrocchi Kwok Architects

August 28, 2014

# PLANNING PROCESS

## Stakeholders

The Site Master Plan Committee was formed with a group of willing and dedicated participants who were able to meet over the summer break. The process included open discussions of current problems and opportunities, possible solutions, and long term goals. But the particular focus was concentrated on how best to achieve the immediate Phase 1 requirements for accommodating growth. Those ideas and recommendations are summarized in this report. The participants are noted below.

### Site Master Plan Committee

Sean Priest	Principal, SHS
Sophia Olliver	AP, SHS
Walter Haub	Facilities Director, SUHSD
Cherry Stephens	Plant Manager, SHS
Tiffany Burkle	Teacher, SHS
Danny Bliss	Teacher, SHS
Corey Uhalde	SUHSD
Robert Fishtrom	Director, SUSHD Technology
Jennifer Webb	Parent, Foundation board member
Steve Bowers	Spencer Associates
Usha Narayan	Spencer Associates
Jon Stong	QKA
Aaron Jobson	QKA
Avian Soupholphakdy	QKA

In addition to the Committee members, the rest of the SHS staff were polled for their preferences and desires, and the results were tabulated for Committee review by Sophia.

## Meetings

The Site Master Plan Committee met four times over the summer and worked together to identify committee goals and campus needs, toured existing facilities, reviewed enrollment projections, and developed Phase 1 and Master Plan design concepts all within the context of implementing the Facilities Task Force Needs Assessment. Minutes of each meeting were prepared for distribution and review, and Agendas for each subsequent meeting were prepared to guide progress towards a Phase 1 Master Plan that best met the needs of all stakeholders.

## Master Planning

This report focuses on the Phase 1 scope, budget, and schedule. This is only the first element of the Master Plan and Bond program, but it is the element that must be implemented for occupancy by the Fall of 2016 to accommodate anticipated enrollment growth. It is anticipated that the Site Committee will reconvene in September, following the September 3 Board recommendations, to continue work on the subsequent Phases of the Master Plan.

To determine the requirements of Phase 1, the Committee first had to look at probable ultimate classroom requirements, which are summarized below. These numbers may be further modified by either changing enrollment projections or the Committee's changing priorities.

## Overview of Classroom Needs

As identified in the Facilities Task Force (FTF) Needs Assessment, additional classrooms are urgently needed to handle growth. The District continues to refine their enrollment projections, based on new demographic data from the feeder schools and adjustments to school boundaries. Enrollment projections at time of the FTF Needs Assessment identified a need for 11 new classrooms at Sequoia HS. However the most recent District Enrollment Projections (6/23/14) show a peak enrollment at SHS of 2342 in fall of 2019. This is 323 more students than currently enrolled, in a facility that is already at capacity. At District average loading this translates to a need for 13 new classrooms, for growth only. The following represents the additional students and classroom needs by year:

Fall 2014	2019 students	(Existing Baseline)	
Fall 2015	2019 students		
Fall 2016	2115 students	+96 more students =	+4 more classrooms
Fall 2017	2200 students	+85 more students =	+3 more classrooms
Fall 2018	2248 students	+48 more students =	+ 2 more classrooms
Fall 2019	2342 students	<u>+96</u> more students =	<u>+4</u> more classrooms
<b>Totals for growth</b>		<b>+323 more students =</b>	<b>+13 more classrooms</b>

The committee also identified at least two other categories of new classroom needs. The campus presently has 4 portables, three of which are used as classrooms. If the District long range goal is to use no portables for classrooms, then there is a need for four additional new permanent classroom-sized spaces. Furthermore, the existing facility has many undersized classrooms. To serve current enrollment the school has been forced to use at least "critically undersized" spaces as classrooms (as characterized by Sean Priest). The committee recommends that these spaces be converted to support or collaboration or meeting

spaces, and that at least three new classrooms be provided as replacement.

If budget allows, and if other modernization projects aren't found to be more pressing, the Committee therefore recommends a total of at least 20 new classrooms: 13 for growth, 4 for portable replacement, and at least 3 to mitigate undersized teaching spaces.

### Types of Specialized Classrooms

The Committee concurs that the Health Careers Academy and the Electronic Arts Academy would be a good fit for the new classroom building(s). Each Academy needs four classrooms: two standard classrooms for English and Social Studies, a Science Classroom/Lab, and a program specific Large Classroom. For Health Careers Academy the Science Classroom would be a Bio-Technology ready Life Science Lab and the large Classroom would be used primarily for demonstration work with the full size "dummies." For Electronic Arts, the Science Classroom would be a Physics ready Science lab, also suitable as a maker space. But the "industry specific large classroom" is the existing Computer Lab which may stay in its existing location in the 200 wing.

In addition to the two Science Classrooms associated with the Academies, there is a need for at least one more General/Life Science Classroom. The remainder of classrooms would be general purpose, conforming to District standards, with at least some of the classrooms provided with operable acoustic partitions which would allow combined spaces large enough for testing and other larger group activities.

### Types of Support Spaces

In addition to the classrooms discussed above, the Committee recommends the following spaces:

- Two student toilet rooms
- Two staff toilet rooms,
- Storage space connected to each classroom: Large storage rooms for Science and Health Academies demonstration room, and small spaces for standard classrooms, perhaps casework.
- Collaboration and meeting spaces. Number, size and amenities to be determined.
- Mechanical, Electrical, and Custodial space as required.

## PROPOSED PHASE 1 PROJECT

### Location and Configuration

After an evaluation of existing conditions and consideration of a number of alternatives, the consensus conclusion was that the new classroom buildings should be located where portables P1-P4 are currently located. This location has the potential of a good relation with the existing heart of campus, and is large

enough for the ultimate two story 20+ classroom building(s) being considered. To make room for construction and to continue to provide needed classrooms, P1-P4 will need to be relocated on campus for continued use. The committee studied alternate locations, including the existing bus yard, but concluded that the best location appears to be in the area of existing "Teen Talk" portable. This location is close enough to campus for safe use, allows the bus yard to be developed for more parking, and is outside of the probable ultimate Master Plan footprint for new construction. See attached drawings.

### Phase 1 Classroom Composition

To accommodate growth through 2017, at least seven new classrooms are needed for occupancy by Fall of 2016. The Committee recommends providing 10 classrooms to provide a margin of safety, and to provide approximately half of the probable ultimate number. This two story 10 classroom building would have two Science Classrooms and possibly the Health Academy's large classroom, with the remaining classrooms generally paired so that a shared operable partition would be possible. Phase 1 construction would also include all the support spaces that would be shared with the ultimate building, including the toilet rooms and elevator, designed to serve both Phases of construction.

The Portable classrooms P1-P4 would be relocated in Phase 1 to a location where they could continue to serve as classrooms throughout all construction phases. At the end of construction a decision will be made whether they will continue to serve as SHS classrooms, be converted to serve another District program, or be removed entirely.

### Phase 1 Site Work

The proposed location allows for a strong connection to the existing campus through two existing slots between buildings. The area between new and existing construction would be developed as an inviting and usable pedestrian courtyard, similar to the other well used outdoor gathering courts on campus. An emergency vehicle route would be maintained to link the south and west parking lots.

Additional parking would be provided in the existing bus yard area. This work should be accompanied by improvements to southern vehicular entries to campus, but coordination with District move out of maintenance and bus facilities may delay major parking and circulation improvements. At the very least, Phase 1 will provide temporary replacement parking exceeding the number of lost spaces.

### Phase 1 Site Building Program

The proposed Phase 1 Building includes the following spaces:

Space	Number	sf each	totals
Standard Classrooms	8	960	7680
Science Classrooms	2	1,440	2,880
Science Stor/Prep	2	200	400
Meeting/Collaboration	2	200	400
Student Toilets	2	250	500
Staff Toilets	2	70	140
Mech/Elec/Custodian			400
Elevator/Machine			200
Subtotal			12,600
Misc @ 5%			630
Total Enclosed/Conditioned Area			13,230

### Attachments

The following drawings are provided to further clarify the scope of work:

- Overall Site Plan
- Demolition and Relocation Plan
- Detail Site Plan
















# SEQUOIA HIGH SCHOOL

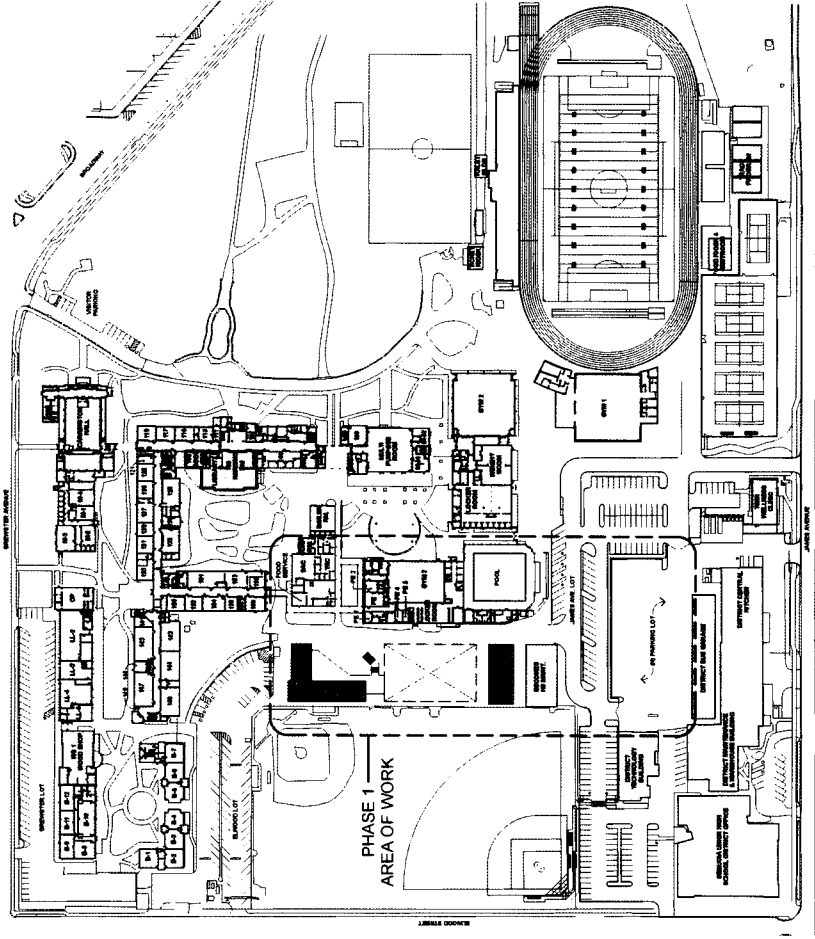
## PHASE 1

## OVERALL SITE PLAN

DRAWING SCALE: 1"=200'-0"

### LEGEND

-  NEW CLASSROOM
-  EXISTING CLASSROOM
-  ADMINISTRATION
-  MULTI-PURPOSE LIBRARY THEATER
-  ATHLETICS
-  SHADE STRUCTURE
-  TO BE REMOVED
-  COVERED WALKWAYS
-  CLASSROOM #
-  RESTROOM
-  OFFICE
-  FOOD SERVICE
-  EMERGENCY VEHICLE ACCESS
-  RAMP DIRECTIONAL ARROW



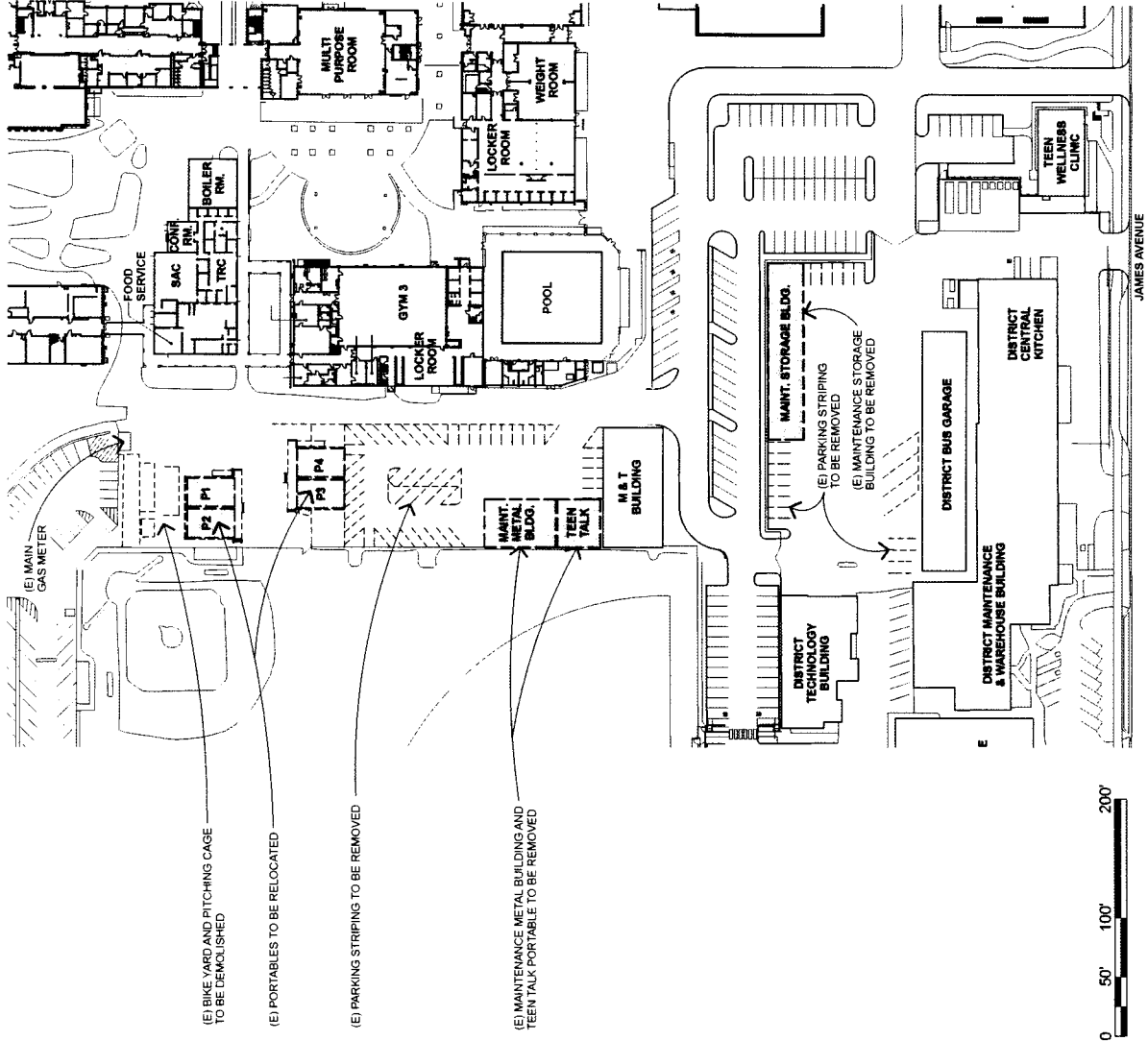
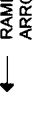
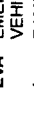
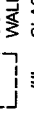
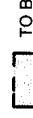
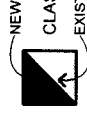
SEQUOIA UNION HIGH SCHOOL  
DISTRICT FACILITIES MASTER PLANSEQUOIA HIGH  
SCHOOL

# PHASE 1

ENLARGED DEMO  
SITE PLAN

DRAWING SCALE: 1"=100'-0"

## LEGEND



# SEQUOIA HIGH SCHOOL

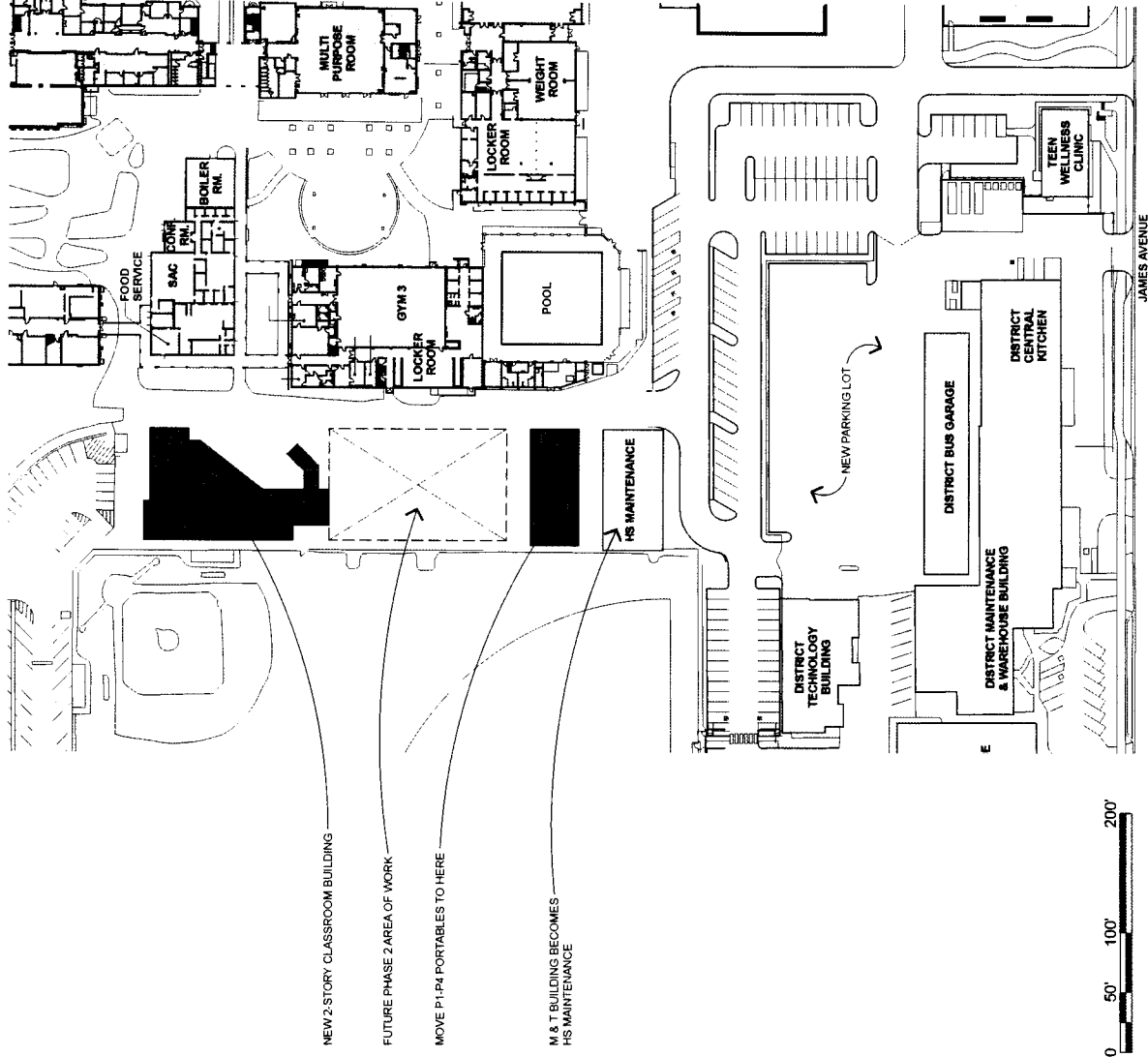
## PHASE 1

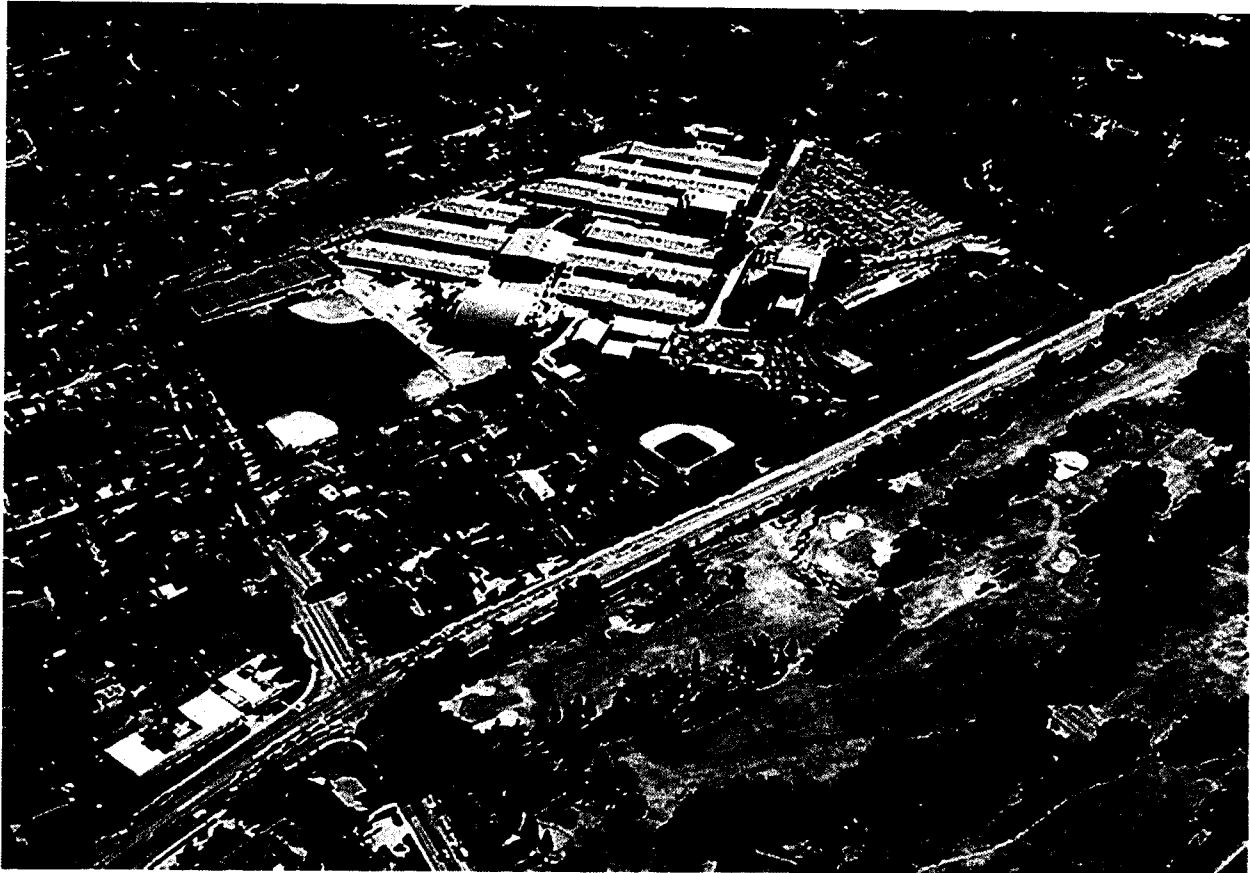
## ENLARGED SITE PLAN

DRAWING SCALE: 1"=100'-0"

### LEGEND

	NEW CLASSROOM
	EXISTING CLASSROOM
	ADMINISTRATION
	MULTI-PURPOSE LIBRARY THEATER
	ATHLETICS
	SHADE STRUCTURE
	TO BE REMOVED
	COVERED WALKWAYS
	CLASSROOM #
	RESTROOM
	OFFICE
	FOOD SERVICE
	EMERGENCY VEHICLE ACCESS
	RAMP DIRECTIONAL ARROW





# **WOODSIDE HIGH SCHOOL**

## Phase 1 Scope of Work Report

Prepared for: Sequoia Union High School District

Prepared by: HMC Architects

August 25, 2014

## PLANNING PROCESS

### Stakeholders

HMC wishes to thank all the participants of the Site Master Plan Committee for being so dedicated and available to meet over their summer. It has been an exciting and dynamic process and a successful endeavor of shared-governance. Many wonderful ideas and insightful suggestions were made, and these elements allowed HMC to develop Phase 1 concepts rapidly and efficiently. We at HMC look forward to continuing the process through the remaining steps of the Master Plan work as well as the design and construction of the Phase 1 project. The participants are as listed below:

#### Site Master Plan Committee

Diane Burbank	Principal WHS
Diane Mazzei	Vice Principal WHS
Jill Baumgartel	Teacher WHS
Aaron Campbell	Teacher WHS
Matt Sahagun	Teacher WHS
Dave Shannon	Teacher WHS
Colleen Tate	Parent
Joaquin Vega	Staff WHS
Jerome Clarke	Staff WHS
Walter Haub	Director of Facilities, SUHSD
Robert Fishtrom	Director of Instructional Tech, SUHSD
Lee Salin	HMC Architects
Arturo Levenfeld	HMC Architects
Dale Krahn	HMC Architects
Marry Morris	HMC Architects

### Meetings

The Site Master Plan Committee met five times over the course of the summer and engaged in activities such as identifying committee goals and campus/parent/student needs, touring existing facilities, reviewing enrollment projections, evaluating Phase 1 and Master Plan design concepts, and incorporating the overall vision for a 21<sup>st</sup> century educational environment. Within a few days of a meeting, minutes were issued and revisions allowed for. These minutes, including analyses and alternatives, were then reviewed at the following meeting to refresh the group on previous details and discussion items. Current meeting items were then reviewed and collaboratively discussed to further refine and develop the Phase 1 project as well as coordinate it with conceptual level options for the Master Plan.

The general content of the five meetings is as follows:

#### Meeting 1

- Introduction of the SMP Committee members
- Planning process orientation
- Master plan goals

## Meeting 2

- Graphic recording of instructional Goals/Vision
- Site environmental and circulation analysis
- Group discussion of campus "Likes/Dislikes"
- Phase 1 project priorities and goals

## Meeting 3

- Presentation of Phase 1 and Master Plan concepts and options sketches
- Initial Committee input and ranking of options

## Meeting 4

- Presentation of refined Phase I concept plans
- Committee input
- Review budget vs costs alignment

## Meeting 5

- Present final concept plans and cost estimates
- Committee input

## Master Plan

This report focuses on the Phase 1 scope, budget and schedule due to the critical timing need to move the Phase 1 project ahead of other Master Plan activities. HMC and the site master plan committee recognize this is only the first element of the Master Plan and Bond program, and that further planning development of the other campus improvements, repairs, energy projects, and future vision for Woodside HS will be the focus of the next stage of the master planning effort. We anticipate the inclusion of other community stakeholders to ensure input from all interested and involved parties. HMC will work with the District to ensure appropriate distribution of planning information and graphics at key milestones. HMC anticipates the commencement of Master Plan meetings and activities in early September, shortly after the September 3<sup>rd</sup> 2014 Board Meeting.



## PROPOSED PHASE 1 PROJECT

### Overview

Through the collaboration of the Site Master Plan Committee, HMC and the District Leadership, the needs of the campus were identified, potential solutions and options were studied, and a vision for an improved, 21<sup>st</sup> century facility was conceptually documented.

Some of the key challenges the Woodside HS site has been coping with include an undersized pick-up and drop-off area off Alameda de Las Pulgas and an existing fire lane which bisects the campus between the G and H wings to the west of the gymnasium. In addition, the recent expansions to this area of the campus are not well connected to the campus and are isolated and difficult to supervise.

In analyzing the optimal location for the 15 additional classroom spaces, the Site Facilities Planning Committee concluded that combining these in a new building would be more cost effective and educationally beneficial than breaking these into a series of smaller additions, which would impact the current classroom buildings and student circulation and gathering areas.

Considering all these factors, HMC proposed a new 15 classroom two story building on the east side of the gymnasium and took the opportunity to master plan several of the other nearby site challenges by expanding the drop-off and pick-up area near Alameda de Las Pulgas, reorganizing the athletic areas, and rerouting the fire lane to be outside of the instructional building areas. This latter change would result in the need to remove three aging portable classrooms, and would create the opportunity for future classroom expansion of the school's enrollment when needed.

### Narrative

The proposed Phase 1 scope includes a new, state of the art, energy efficient 15 classroom 2 story wing located on the east side of the gymnasium and north of the G wing. The program includes 11 standard classrooms, 4 labs of various types, a flex/collaboration room, student and staff restrooms on both floors, elec/data equipment rooms, elevator, and circulation.

This location has the advantage of being a more organic expansion of the current campus and allows for a relatively simple separation from the campus during construction, as well as requiring no interim housing. The new building will also enable exterior learning spaces and a student plaza to be embraced between wings and the gymnasium, as well as be available for those near the athletic areas.

An additional benefit of the new location will be the master planning of a future expansion area on the other side of the gymnasium, to correspond to the Phase 1 building, and provide a more cohesive solution to the inevitable replacement of the modular science classrooms in the H wing to the west of the gymnasium. This future growth area would be inside the relocated perimeter fire access lane. The sprawling maintenance areas are also planned to be consolidated and placed near the current storage area on the north side of the future relocated fire access road.

Also included in the Phase 1 scope and cost estimate, are a student plaza which will include amenities like shade structures, outdoor learning environments, picnic tables/seating, and a bosque of shade trees that will create a strong, pleasing plaza that will allow staff to monitor students more easily, provide hang-out areas, and create a sense of place.

All of these elements stemmed from the current site challenges and design aspirations given to HMC by the site committee and other stakeholders during our site walks and planning meetings.

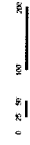
## Drawings

The following drawings are provided to further clarify the scope of work:

- Demolition Site Plan
- Site Plan
- Enlarged Site Plan

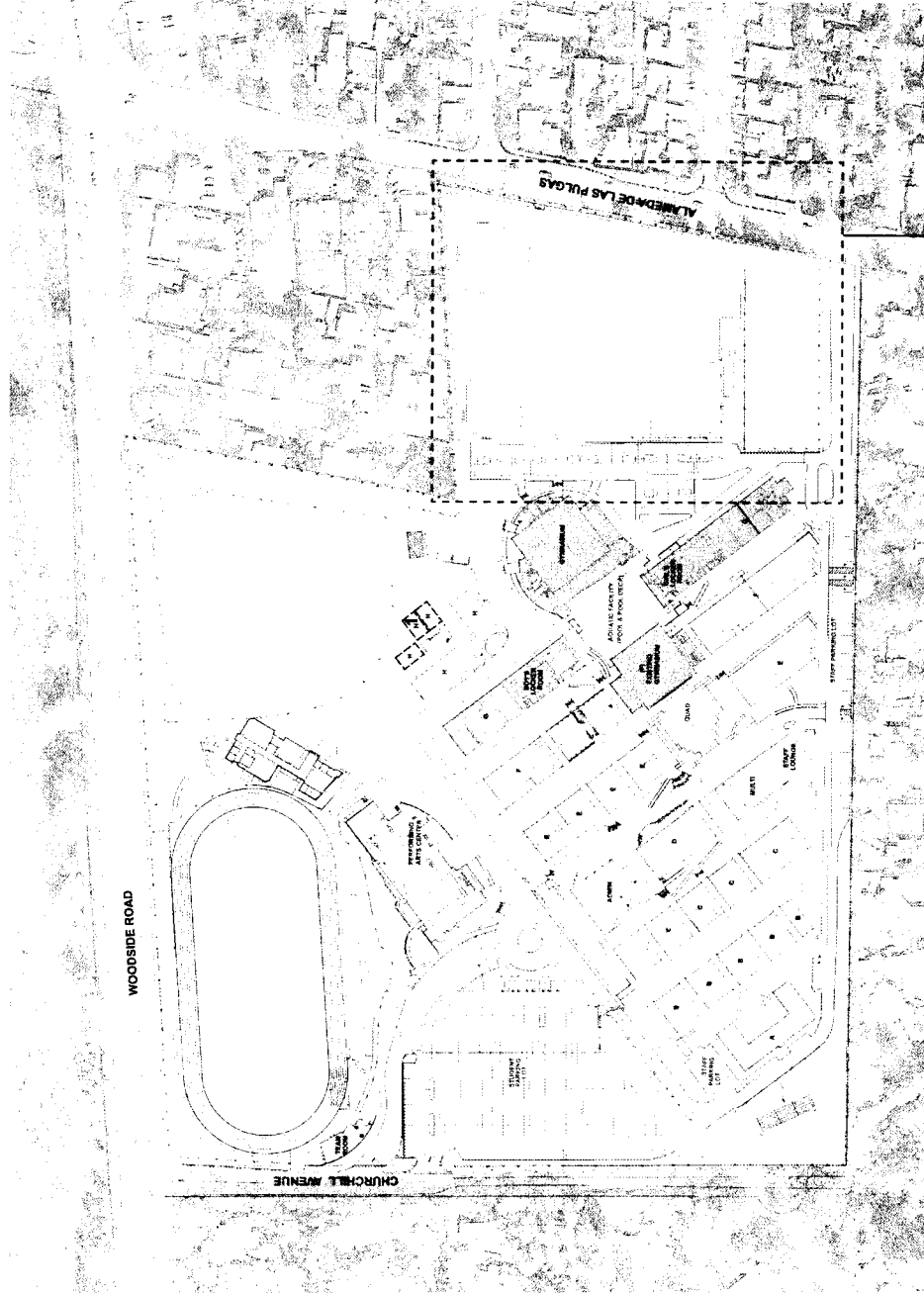
# DEMOLITION SITE PLAN

Scale



## LEGEND

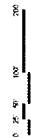
- NEW CLASSROOM
- EXISTING CLASSROOM
- ADMINISTRATION
- MULTI-PURPOSE LIBRARY THEATER
- ATHLETICS
- SHADE STRUCTURE
- TO BE REMOVED
- COVERED WALKWAYS
- CLASSROOM #
- RESTROOM
- OFFICE
- FOOD SERVICE
- EMERGENCY VEHICLE ACCESS
- RAMP DIRECTIONAL ARROW



- ATHLETIC FIELDS TO BE RECONFIGURED
- 1 RELOCATABLES TO BE REMOVED

SITE PLAN

Scale



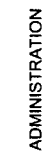
LEGEND

NEW



CLASSROOM

EXISTING



ADMINISTRATION



MULTI-PURPOSE  
LIBRARY THEATER



ATHLETICS



SHADE  
STRUCTURE



TO BE REMOVED



COVERED  
WALKWAYS

##

CLASSROOM #

T

RESTROOM

O

OFFICE

FS

FOOD SERVICE

EVA

EMERGENCY

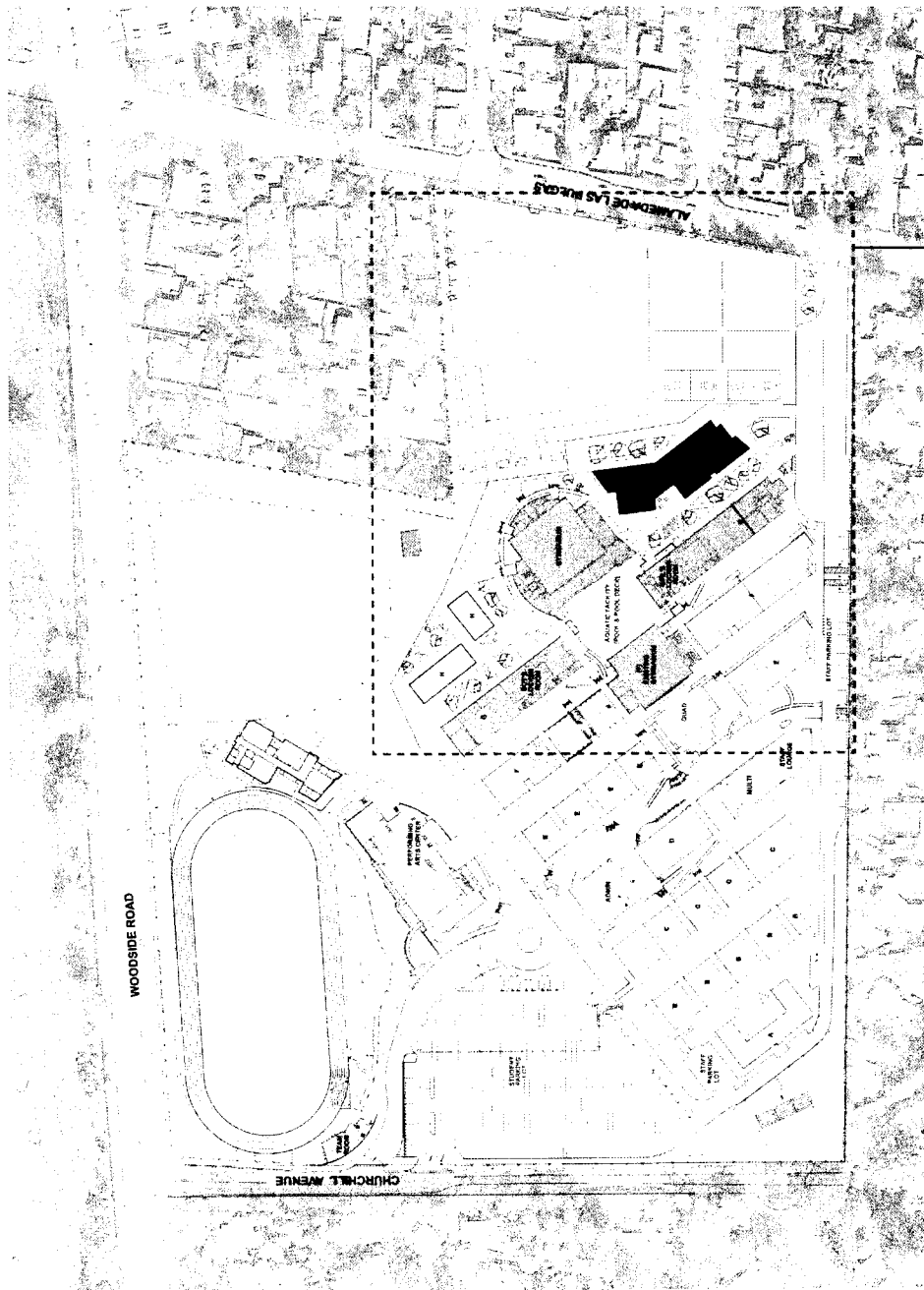
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VEHICLE ACCESS

←

RAMP DIRECTIONAL

ARROW



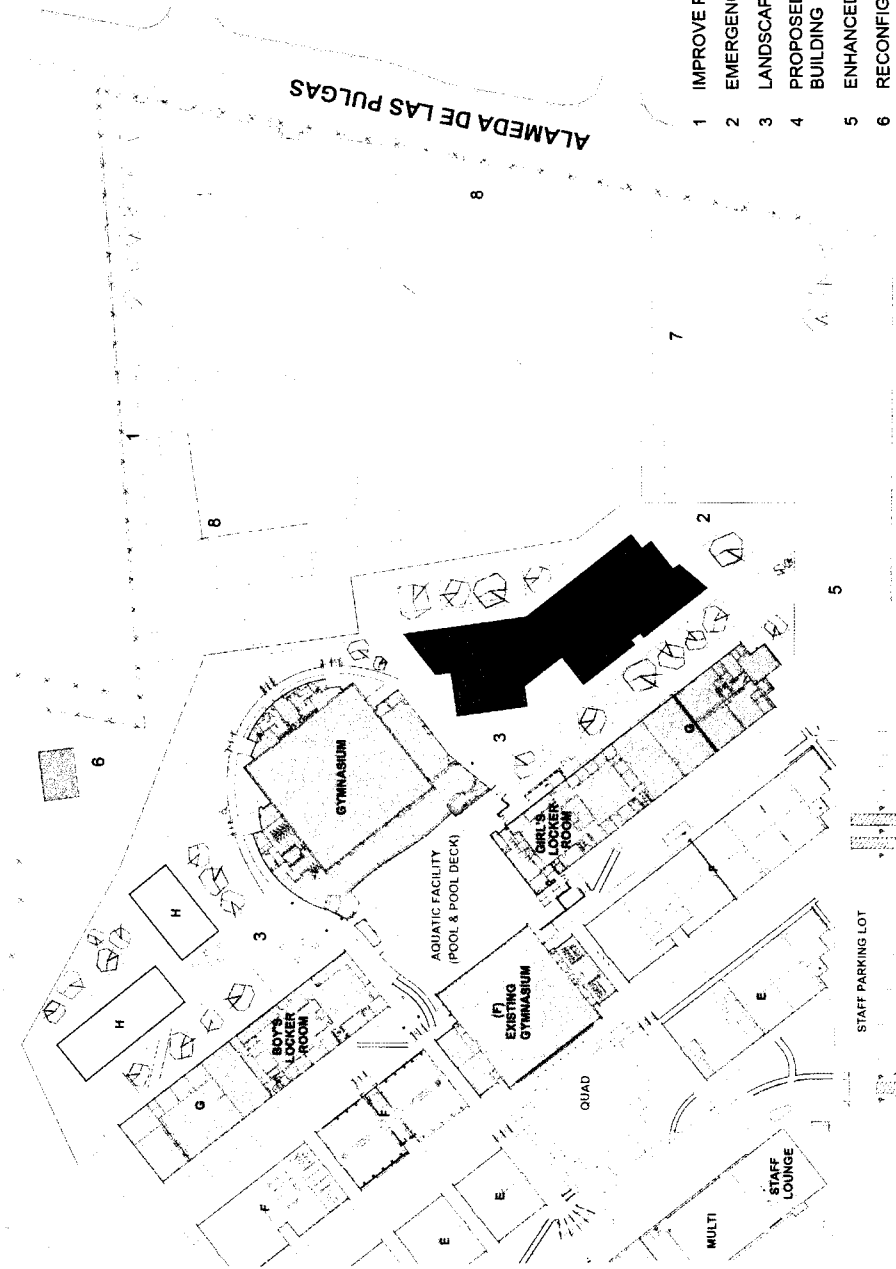
# ENLARGED SITE PLAN

Scale



## LEGEND

	NEW CLASSROOM		EXISTING CLASSROOM
	ADMINISTRATION		MULTI-PURPOSE LIBRARY THEATER
	ATHLETICS		SHADE STRUCTURE
	TO BE REMOVED		COVERED WALKWAYS
	CLASSROOM #		RESTROOM
	OFFICE		FOOD SERVICE
	EMERGENCY VEHICLE ACCESS		RAMP DIRECTIONAL ARROW



- 1 IMPROVE PEDESTRIAN WALKWAY
- 2 EMERGENCY VEHICLE ACCESS
- 3 LANDSCAPING/STUDENT PLAZA
- 4 PROPOSED 15 CLASSROOM BUILDING
- 5 ENHANCED STUDENT DROP-OFF
- 6 RECONFIGURE MAINT. YARD
- 7 NEW TENNIS COURTS
- 8 RE-STRIPING/NEW BACKSTOPS

# Sequoia Union HSD

## Administrative Regulation

### Students

AR 5116.1 (a)

## INTRADISTRICT OPEN ENROLLMENT AND ADJUSTMENT TRANSFERS

The Board of Trustees' desires to provide enrollment options that meet the diverse needs and interests of the district's students.

Subject to parental choice rights as established in AB1114, codified at section 35160.5 of the California Education Code, each student living in the district will be assigned to the school serving the attendance area designated by the Board in which his/her parents or legal guardians live. If parents and legal guardians both live in the district, the student will be assigned the school serving the attendance area in which the legal guardians live.

While it is important that each campus is utilized efficiently and that assignment of students to schools supports this efficient use, it is also recognized that parents/guardians frequently wish to choose their child's school. Therefore, incoming 9<sup>th</sup> grade students who reside within district boundaries may apply for enrollment in any district school. The Superintendent or designee shall determine the capacity of each district school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area. In accordance with the California Education Code, no student currently residing within a district school's attendance area shall be displaced by another student.

(cf. 5116 - School Attendance Boundaries)

There are three types of transfers that provide guardians the opportunity to exercise choice in which district school their child will attend. They include:

1. *Open Enrollment Transfers* – Open Enrollment Transfers are available to incoming 9<sup>th</sup> grade students who wish to attend a school other than their assigned school. After enrollment targets are established at each school, and a determination is made that there are available seats, a random, unbiased drawing will be held to assign students to those open seats. Incoming 9<sup>th</sup> graders shall have priority over all other open enrollment transfer requests if the student is applying for transfer to a school where the student's older sibling attends. If granted, an Open Enrollment Transfer, the new school then becomes the student's home school.
2. *Ninth Grade Boundary Exceptions* – In view of changes to the district's school attendance boundaries effective as of the 2015-2016 school year, it is the policy of the district to apply certain reasonable boundary exceptions in order to preserve unity among public school educational communities transitioning to the district's schools. In order to advance that policy, the following three exceptions to the district's established boundaries are established: 1) the student was enrolled in the Tinsley Program during the student's eighth grade year, 2) the student lives in an attendance area that was re-designated as a result of the boundary changes adopted by the Board of Trustees effective as of the 2015-2016 school year, or 3) the student resides in the North Fair Oaks community known as "the Avenues," and wishes to attend Sequoia High School rather than Menlo-Atherton High School. These Ninth Grade Boundary Exceptions will be applied in all cases where they are requested prior to determining whether there are open seats at campuses for purposes of Open Enrollment requests.
3. *Adjustment Transfers* – Adjustment Transfers are available to any student in grades 9 through 12 based upon a determination that the compelling needs of an individual student warrant the approval of the transfer. Adjustment Transfers are based on documented compelling health reasons or compelling special circumstances that are harmful or dangerous to a particular student at the student's school of residence.



Open Enrollment

## Open Enrollment Selection Procedures

1. The Superintendent or designee shall identify those schools which may have space available in 9<sup>th</sup> grade for additional students.
2. Incoming 9<sup>th</sup> grade students who submit applications to the District by the third Friday in February (or as stipulated in an annual letter to parents) may be eligible for admission to their school of choice the following school year under the District's open enrollment policy. Selection will be subject to capacity.
3. In the event that the Open Enrollment Transfer requests exceed the capacity of a district campus to accommodate all requests, enrollment in a school of choice shall be determined by lot from the eligible applicant pool, and a waiting list shall be established to indicate the order in which applicants may be accepted as more openings occur. Late applicants shall not be added to the waiting list. District administration will maximize the number of open enrollment transfer requests granted after vacancies at a campus are otherwise exhausted by matching requests in cases where a student seeks to transfer to a campus where there is a student who seeks to transfer to the school from which the first student would transfer.

*Sibling Open Enrollment transfers*

- a. Schools receiving Open Enrollment Transfer requests for admission shall give priority for attendance to incoming siblings of students already in attendance in that school. Sibling requests will be automatically granted if submitted before the closure of the Open Enrollment period and are available only to younger siblings of older students currently enrolled in the requested school. If the sibling preference request is submitted to the district after the open enrollment deadline, there is not a guarantee that it can be honored and the younger sibling will be placed on the waiting list for the requested school.
- b. Ninth-grade sibling Open Enrollment Transfer requests must be submitted during the Open Enrollment period to ensure enrollment at the same school. After the Open Enrollment period ends, sibling transfers will be granted only on a space available basis through the Adjustment Transfer process. Ninth grade sibling Open Enrollment Transfers requests submitted after the Open Enrollment deadline will receive preference over other adjustment transfer requests or students on a waitlist for a particular school.
- c. Once enrolled, a student shall not have to apply for readmission and the new school will become his/her home school throughout the remainder of their school career. Approved transfers apply only to the student for whom the application was submitted. Other incoming siblings wishing to attend the same school must also apply through the Open Enrollment process.
- d. Sibling Open Enrollment Transfers may only be requested for a student who is new to the district to attend the school in which another sibling is currently enrolled and who will continue to be enrolled in the school year requested.

The Superintendent or designee shall inform applicants by the first week of March as to whether their applications have been approved, denied, or placed on a waiting list. The waiting list will expire each year on April 30.

4. Open Enrollment Transfer requests may not be withdrawn after the deadline for submitting such requests (i.e., the third Friday in February [or as stipulated in an annual letter to parents]). Likewise, open enrollment transfers may not be reversed or rescinded once the transfer is granted. The new school now becomes the student's home school through the remainder of his or her high school career.

5. Admission to a particular school shall not be influenced by a student's academic or athletic performance except insofar as academic standards are required for admission to specialized schools or programs such as programs for gifted and talented students. Such standards shall be uniformly applied to all students. (Education Code 35160.5)
6. Special education students wishing to participate in Open Enrollment shall follow all of the above stated procedures; however, the final placement shall be determined through the Individualized Education Program (IEP) process.

Transportation will be provided to intradistrict transferees only to the extent provided to all other district students at established district bus stops.

#### Ninth Grade Boundary Exception Requests

Ninth Grade Boundary Exceptions are applied to those students who fall into one of the following categories, below. These exceptions are subject to space availability at the receiving district campus and shall be applied for and approved simultaneously with the Open Enrollment Transfer timeline. Students eligible for a Ninth Grade Boundary Exception will be placed in receiving schools prior to determining whether there are available seats at a district campus for placement of Open Enrollment Transfer requests, except that no Boundary Exception requests will be granted until all Sibling Open Enrollment transfers have been granted.

Those applying for any type of Ninth Grade Boundary Exception must use the Ninth Grade Boundary Exception request form and must submit their requests by the same deadline as stipulated for Open Enrollment transfers. Boundary Exception requests may not be withdrawn after the deadline for submitting such requests (i.e., the third Friday in February [or as stipulated in an annual letter to parents]). Likewise, Boundary Exception requests may not be reversed or rescinded once the transfer is granted. The new school now becomes the student's home school through the remainder of their high school career.

There are three different priorities for Boundary Exceptions listed in the order they will be granted:

1. *Students enrolled in the Tinsley Program*

Students transitioning to the Sequoia Union High School District after participation in the Tinsley Program shall be assigned to District high school campuses pursuant to the District's current school boundary map. However, each such student will be allowed to transfer to the same District high school campus assigned to other students attending the elementary/middle school that the student attended pursuant to the Tinsley Program. Such students must submit a Boundary Exception request during the Open Enrollment period.

2. *Students living in re-designated attendance boundaries*

Through and including the 2029-30 academic year, students living in an attendance area that was re-designated as a result of the boundary changes adopted by the Board of Trustees effective as of the 2015-2016 school year may request to attend the district school that the student would have attended prior to the adoption by the Board of Trustees of those boundary changes by submitting a Boundary Exception request during the Open Enrollment period. Such requests will be granted to the extent there is capacity at the requested school.

Students seeking an adjustment transfer under the boundary exceptions rule must submit their request by the same deadline as stipulated for open enrollment transfers.

### 3. *Students residing in The Avenues*

Students residing in the North Fair Oaks community known as "The Avenues," who remain within the Menlo-Atherton High School attendance area after boundary changes adopted by the Board of Trustees effective as of the 2015-2016 school year, but who wish to attend Sequoia High School, will be eligible to attend Sequoia High School through the Boundary Exception process. Such requests will be granted only to the extent there is capacity at Sequoia High School.

Students seeking a Boundary Exception through residence in The Avenues must submit their request by the same deadline as stipulated for open enrollment transfers.

### Adjustment Transfers

Adjustment Transfers may be granted to students in grades 9 through 12. An adjustment transfer may be requested for compelling health reasons, if compelling special circumstances exist that are harmful or dangerous to a particular student at the student's school of residence, or for sibling reasons. The request for transfer will be approved or disapproved by the Superintendent or designee based upon meeting the transfer criteria.

Requests for an Adjustment Transfer because of compelling health reasons or compelling special circumstances that are harmful or dangerous to a particular student at the student's school of residence will be authorized by the Superintendent, or his/her designee, only in those rare instances in which evidence is produced indicating that the transfer is essential. Request for transfer may be initiated by the student's parents/guardian. See AR 6184 for rights of parents in cases of school-initiated transfers.

A decision to approve or disapprove an Adjustment Transfer request (except in the case of sibling reasons) will be based on the professional judgment of the Superintendent or his/her designee. Factors which may be considered include serious emotional disturbance, serious health condition, unavoidable and highly punitive harassment, previous serious behavioral problems, behavior detrimental to the welfare of other students, or other conflict for which a change of school environment appears to be necessary for a satisfactory education.

Sibling transfer requests submitted after Open Enrollment must go through the Adjustment Transfer process and will be subject to space availability. Sibling transfer requests submitted after the Open Enrollment deadline will be given consideration along with other Adjustment Transfer Requests. Sibling Adjustment Transfers may only be requested for a student who is new to the district to attend the school in which another sibling is currently enrolled and will continue to be enrolled in the school year requested.

Transfer requests for reasons related to a student's special needs will be addressed by the IEP.

### Change of Address

Any time that a student changes his/her legal residence following enrollment in one of our high schools, the parent must immediately notify the district by completing the Change of Address form at the district office. The parents/guardians will have the choice of having the student remain at the school in which the student was legally enrolled upon entry into high school or moving the student to the school in the attendance area of the later new residence. The decision to stay or move must be made no later than the first semester break following the change in residence. In the event that a student does not inform the school of a change in residence, but continues in attendance at the school beyond that first semester break after moving, the student will be deemed to have made an election to remain at the school the student attended prior to moving. Once the decision has been made to stay or to move, the decision is final until there is another change in the legal residence of the student.

Notifications

Notifications shall be sent to parents/guardians of ninth, tenth and eleventh grade students at the beginning of each school year and of all eighth grade partner elementary district students as early as [month, and in any event no later than] January 15 describing all current statutory attendance options and local attendance options available in the District, including: (Education Code 48980)

1. All options for meeting residency requirements for school attendance  
(cf. 5111.1 - District Residency)  
(cf. 5111.11 - Residency of Students with Caregiver)  
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)  
(cf. 5111.13 - Residency for Homeless Students)
2. Program options offered within local attendance areas
3. A description of any special program options available on both an interdistrict and intradistrict basis.  
(cf. 5117 - Interdistrict Attendance)
4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied
5. A district application form for requesting a change of attendance
6. The explanation of attendance options under California law as provided by the California Department of Education  
(cf. 5145.6 - Parental Notifications)







Menlo Atherton High School  
Classroom Additions  
Preconstruction Proposal

Item	Description	Takeoff Qty	Total	
			Unit Cost	Amount
<b>19000.00</b>	<b>PRECONSTRUCTION SERVICES</b>			
<b>19100.50</b>	<b>Cost Estimate - 100 % Construction Documents</b>			
10	Construction Documents Estimate Review	24.00 hr	135.00 /hr	3,240
	Review Architect / Engineer estimate			
	<b>Cost Estimate - 100 % Construction Documents</b>			<b>3,240</b>
	24.00 Labor hours			
<b>19400.40</b>	<b>Constructability Review</b>			
36	Constructability Superintendent	48.00 hr	130.00 /hr	6,240
	<b>Constructability Review</b>			<b>6,240</b>
	48.00 Labor hours			
<b>19600.10</b>	<b>Scheduling</b>			
19	Construction Schedule and Logistics Plan	16.00 hr	130.00 /hr	2,080
	<b>Scheduling</b>			<b>2,080</b>
	16.00 Labor hours			
<b>19700.10</b>	<b>Bidding &amp; Procurement</b>			
20	Project Engineer	160.00 hr	115.00 /hr	18,400
40	Administrative Assistant	160.00 hr	75.00 /hr	12,000
45	Bidding & Procurement - Reimbursables	1.00 ls	2,500.00 /ls	2,500
	<b>Bidding &amp; Procurement</b>			<b>32,900</b>
	320.00 Labor hours			
<b>19800.10</b>	<b>Meetings &amp; Updates</b>			
10	Sr. Estimator	6.00 hr	135.00 /hr	810
12	Sr. Project Manager	8.00 hr	145.00 /hr	1,160
20	Project Engineer	8.00 hr	100.00 /hr	800
37	Project Superintendent	8.00 hr	130.00 /hr	1,040
	<b>Meetings &amp; Updates</b>			<b>3,810</b>
	30.00 Labor hours			
	<b>PRECONSTRUCTION SERVICES</b>			<b>48,270</b>
	438.00 Labor hours			