

Requestor	Site/Department	Vendor/Contractor	Reason for proposal	Contract Amount	Funding Source
Amber Vigil / Holly Wade	Special Education	Children's Therapy Associates	To provide physical therapy services by NPA-Children's Therapy Associates.	10,956.00	General Fund - Special Education
SIMON BETTIS	Technology	RSRF	SOLE SOURCE - Annual Maintenance, Annual Maintenance and Remote Monitoring System	6,000.00	TECHNOLOGY GENERAL
Nancy Marty	Burlingame High	SWANK	Virtual Movie Screening of Harry Potter and the Sorcerer's Stone for the Class of 2021 on December 11, 2020.	150.00	08 Fund - Class of 2021
Luci Tolfa	Aragon High	Office1	TLC contract for 2020-2021 for Aragon High School. The TLC contract allows us to purchase printer toner at a discounted rate and receive free servicing on qualified printers. Estimated cost of toner for the 2020-2021 school year is \$1,000 or less.	1,000.00	Fund 01
Nancy Marty	Burlingame High	Hensley Event Resources	Labor for BHS Graduation stage set up. Set up date: 5/26/2021. Pick up date: 5/28/2021.  Regarding refund policy: My principal requested to have the quotes for in-person graduation in place. I will only move forward with creating a requisition when in-person graduation is confirmed.	Labor only: \$720.00 Total Contract: \$3,698.00	01 Fund - Admin
Araceli Pena	Adult School	CEV Multimedia, Ltd.	CEV Multimedia, Ltd. will be providing our Career Tech Instructor with B&M High School Instructor annual licensing from January thru June 30th.	750.00	11
Anna Tang/April Torres	Districtwide	Bonnie Halpern-Felsher	Zoom presentation to parents about tobacco and e-cigarette use among youth.	500.00	TUPE grant
Debbie Arobio	Hillsdale High	The Unwound Mind	To add additional hours of consulting services for the ETA Group Leader Program. Service from January through May 2021.	3,750.00	Measure K
Linda Carlton	M&O	Haulaway	To relocate M&O container from PHS to CHS	350.00	General Fund - Maintenance
Linda Carlton	Burlingame High	R & S Erection	To replace double door for the pool pump room	10,356.00	Fund 21 - BAC
Linda Carlton	Capuchino High	Loral Horticultural	Tree works at various locations	7,994.00	General Fund - Grounds
Nancy Marty	Burlingame High	Biz Tech Pro	BHS Yearbook Voting Software Annual Subscription	149.00	08 Fund - BHS Yearbook
Nancy Marty	Burlingame High	Construct	Construct 3 Base Education - Annual Subscription for BHS Game Design Class	974.75	01 Fund - BHS Parent Group Special Projects
Linda Carlton	Mills High	The Tree Guys	Remove dead trees by the Batting Cages and Apartments	2,350.00	General Fund - Grounds
Denis Vorris	Districtwide	Turf and Industrial Equipment Co	CLUB CAR CarryAll 500 Electric Utility Vehicle for use at PHS.	15,785.17	General Fund
Katherine Landa	Mills High	Smore.com	The counseling department would like to purchase a one-year subscription to Smore so that they can send out newsletters.	79.00	General Fund - Counseling
Linda Carlton	Aragon High	Loral Horticultural	tree works at various locations	1,388.00	General Fund - Grounds
Nancy Marty	Burlingame High	Wisdom Culture & Education Organization	Virtual Red Envelope Culture & Paper Cutting Course for BHS GATE Students. February 18, 2021 & February 19, 2021. Program Description: Red envelopes originate from the relationship between Chinese courtesy and reciprocity, reflecting the friendship between relatives & friends. Students will learn the origin of red envelopes, how they have evolved and the etiquettes when receiving and sending red envelopes. Moreover, students will make exquisite paper cutting art work using red envelopes.	1,500.00	01 Fund - BHS Gate Program

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 12/18/2020

From: Amber Vigil / Holly Wade

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Site(s) or Department: Special Education

Special Education

Number of Quotes:1

Vendor/Contractor: Children's Therapy Associates

Reason for proposal:

To provide physical therapy services by NPA-Children's Therapy Associates.

Certificate of Insurance: American Casualty Company of Reading, Pennsylvania

Contract Amount: \$10,956.00

Funding Source: General Fund - Special Education

Approved by:

Amber Vigil

12/18/2020

Anna Tang

12/18/2020

Personnel who oversees Site/Department budget

Vanessa Castano

01/07/2021

Manager of Capital Facilities and Purchasing

Valerie Miller

01/07/2021

Director of Budget and Fiscal Services

# INDIVIDUAL SERVICES AGREEMENT (ISA) FOR NONPUBLIC, NONSECTARIAN SCHOOL OR NONPUBLIC AGENCY SERVICES

(Education Code Sections 56365 et seq.)

This agreement is effective on 07/01/19 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on 6/30/20, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency SAN MATEO UNION HIGH SCHOOL DISTRICT Nonpublic School /Agency CHILDREN'S THERAPY ASSOCIATES

LEA Case Manager: Name Holly Wade, DIRECTOR SPED Phone Number 650-558-2265

Pupil Name                                           Sex ☐ ☒ ☐                       
(Last) (First) (M.I.)

Address                      City                      State/Zip                     

DOB                      Residential Setting: ☒ Home ☐ Foster ☐ LCI #                      ☐ OTHER                     

Parent/Guardian                      Phone                                          

Address                      (Residence) City                      (Business)  
(If different from student) State/Zip                     

## AGREEMENT TERMS:

- Nonpublic School:* The average number of minutes in the instructional day will be:                      during the regular school year  
                     during the extended school year
- Nonpublic School:* The number of school days in the calendar of the school year are:                      during the regular school year  
                     during the extended school year
- Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.*

**A. INCLUSIVE AND/OR BASIC EDUCATION PROGRAM RATE:** (Applies to nonpublic schools only): Daily Rate:                     

Estimated Number of Days                      x Daily Rate                      = PROJECTED BASIC EDUCATION COSTS                     

## B. RELATED SERVICES:

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340)							
Language/Speech Therapy (415) a. Individual b. Group							
Adapted Physical Ed. (425)							
Health and Nursing: Specialized Physical Health Care (435)							
Health and Nursing Services: Other (436)							
Assistive Technology Services (445)							
Occupational Therapy (450)							
Physical Therapy (460)			NPA	180 minutes monthly 10 hours admin fee 5 hours consult yearly 18 hours compensatory	\$166 hrly	11 months	\$5478.00. \$1,660.00  \$830.00 \$2988.00
Individual Counseling (510)							
Counseling and guidance (515).							

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Parent Counseling (520)							
Social Work Services (525)							
Psychological Services (530)							
Behavior Intervention Services (535)							
Specialized Services for Low Incidence Disabilities (610)							
Specialized Deaf and Hard of Hearing Services (710)							
Interpreter Services (715)							
Audiological Services (720)							
Specialized Vision Services (725)							
Orientation and Mobility (730)							
Braille Transcription (735)							
Specialized Orthopedic Service (740)							
Reader Services (745)							
Note Taking Services (750)							
Transcription Services (755)							
Recreation Services (760)							
College Awareness Preparation (820)							
Vocational Assessment, Counseling, Guidance and Career Assessment (830)							
Career Awareness (840)							
Work Experience Education (850)							
Mentoring (860)							
Agency Linkages (865)							
Travel Training (870)							
Other Transition Services (890)							
Other (900)J							
Other (900)							
Transportation-Emergency b. Transportation-Parent							
Bus Passes							
Other							



SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				

ESTIMATED MAXIMUM RELATED SERVICES COST \$ 10,956.00

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION AND RELATED SERVICES COSTS \$ 10,956.00

4. Other Provisions/Attachments:

\_\_\_\_\_

\_\_\_\_\_

5. MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON \_\_\_\_\_

6. Progress Reporting Requirements:                      Quarterly              Monthly              Other (Specify)

\_\_\_\_\_

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA -

**CHILDREN'S THERAPY ASSOCIATES**

(Name of Nonpublic School/Agency)

 PT

10/02/19

(Signature)

(Date)

Michelle F. Diamond, PT Director

(Name and Title)

**SAN MATEO UNION HIGH SCHOOL DISTRICT**

(Name of LEA)



10/28/2020

(Holly Wade, Ph.D., Director SpEd)

(Date)



1-8-2021

(Kevin Skelly, Ph.D., Superintendent)

(Date)

[illegible]



HEALTHCARE PROVIDERS SERVICE  
ORGANIZATION PURCHASING GROUP



**Certificate of Insurance**  
**OCCURRENCE PROFESSIONAL LIABILITY POLICY FORM**

Print Date: 7/31/2020

The application for the Policy and any and all supplementary information, materials, and statements submitted therewith shall be maintained on file by us or our Program Administrator and will be deemed attached to and incorporated into the Policy as if physically attached.

PRODUCER	BRANCH	PREFIX	POLICY NUMBER	POLICY PERIOD
018098	970	HPG	0619340607	From: 07/10/20 to 07/10/21 at 12:01 AM Standard Time
<b>Named Insured and Address:</b>				<b>Program Administered by:</b>
Childrens Therapy Associates of the Bay Area 4046 26th St San Francisco, CA 94131-1913				Healthcare Providers Service Organization 1100 Virginia Drive, Suite 250 Fort Washington, PA 19034 1-888-288-3534 www.hpsso.com
<b>Medical Specialty:</b>			<b>Code:</b>	<b>Insurance Provided by:</b>
Physical Therapist Firm			80995	American Casualty Company of Reading, Pennsylvania 151 N. Franklin Street Chicago, IL 60606
Excludes Cosmetic Procedures				

**Professional Liability** \$ 1,000,000 each claim \$ 3,000,000 aggregate

Your professional liability limits shown above include the following:

- \* Good Samaritan Liability
- \* Sexual Misconduct Included in the PL limit shown above subject to \$ 25,000 aggregate sublimit
- \* Malplacement Liability
- \* Personal Injury Liability

**Coverage Extensions**

License Protection	\$ 25,000	per proceeding	\$ 25,000	aggregate
Defendant Expense Benefit	\$ 1,000	per day limit	\$ 25,000	aggregate
Deposition Representation	\$ 10,000	per deposition	\$ 10,000	aggregate
Assault	\$ 25,000	per incident	\$ 25,000	aggregate
Includes Workplace Violence Counseling				
Medical Payments	\$ 25,000	per person	\$ 100,000	aggregate
First Aid	\$ 10,000	per incident	\$ 10,000	aggregate
Damage to Property of Others	\$ 10,000	per incident	\$ 10,000	aggregate
Enterprise Privacy Protection - Claims Made	\$ 25,000	per incident	\$ 25,000	aggregate
Retroactive Date: 7/10/2015 (Defense inside limits)				

**Workplace Liability**

Workplace Liability	Included in Professional Liability Limit shown above
Fire & Water Legal Liability	Included in the PL limit shown above subject to \$150,000 aggregate sublimit

Total \$ 1,252.00

Base Premium \$1,252.00

**Policy Forms and Endorsements** (Please see attached list of policy forms and endorsements)

**Chairman of the Board**

**Secretary**

Keep this Certificate of Insurance in a safe place. It and proof of payment are your proof of coverage. There is no coverage in force unless the premium is paid in full. To activate your coverage, please remit premium in full by the effective date of this Certificate of Insurance.

**Coverage Change Date:**

**Endorsement Date:**

**Master Policy: 188711433**

CNA93692 (11-2018)

## **POLICY FORMS & ENDORSEMENTS**

The following are the policy forms and endorsements that apply to your current professional liability policy.

### **COMMON POLICY FORMS & ENDORSEMENTS**

<b>FORM #</b>	<b>FORM NAME</b>
G-121500-D	Common Policy Conditions
G-121503-C	Workplace Liability Form
G-121501-C1	Occurrence Policy Form - California
CNA94164	Amendment Definition of Claim Endorsement
G-145184-A	Policyholder Notice - OFAC Compliance Notice
G-147292-A	Policyholder Notice - Silica, Mold & Asbestos Disclosure
GSL15564	Sexual Misconduct Sublimits of Liability Professional Liability & Sexual Misconduct Exclusion
GSL15565	Healthcare Providers Professional Liability Assault Coverage
GSL17101	Exclusion of Specified Activities Reuse of Parenteral Devices and Supplies
GSL13424	Services to Animals
GSL13425	Business Owner Coverage Extension Endorsement
CNA80052	Distribution or Recording of Material or Information in Violation of Law Exclusion Endorsement
G-123846-D04	California Cancellation and Non-Renewal
CNA81753	Coverage & Cap on Losses from Certified Acts Terrorism
CNA81758	Notice - Offer of Terrorism Coverage & Disclosure of Premium
CNA82011	Related Claims Endorsement
CNA79575	Exclusion of Cosmetic Procedures
CNA79516	Enterprise Privacy Protection

### **PLEASE REFER TO YOUR CERTIFICATE OF INSURANCE FOR THE POLICY FORMS & ENDORSEMENTS SPECIFIC TO YOUR STATE AND YOUR POLICY PERIOD.**

For NJ residents: The PLIGA surcharge shown on the Certificate of Insurance is the NJ Property & Liability Insurance Guaranty Association.

For KY residents: The Surcharge shown on the Certificate of Insurance is the KY Firefighters and Law Enforcement Foundation Program Fund and the Local Tax is the KY Local Government Premium Tax. As required by 806 Ky. Admin Regs. 2:100, this Notice is to advise you that a surcharge has been applied to your insurance premium and is separately itemized on the Declarations page or billing instrument attached to your policy, as required KRS. §136.392.

For WV residents: The surcharge shown on the Certificate of Insurance is the WV Premium Surcharge.

For FL residents: The FIGA Assessment shown on the Certificate of Insurance is the FL Insurance Guaranty Association - 2012 Regular Assessment.

Form #:CNA93692 (11-2018)

Named Insured: Childrens Therapy Associates of the Bay

Master Policy #: 188711433

Policy #: 0619340607

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 01/12/2021

From: Nancy Marty

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Site(s) or Department: Burlingame High

Number of Quotes: 1

Vendor/Contractor: Wisdom Culture & Education Organization

Reason for proposal:

Virtual Red Envelope Culture & Paper Cutting Course for BHS GATE Students. February 18, 2021 & February 19, 2021. Program Description: Red envelopes originate from the relationship between Chinese courtesy and reciprocity, reflecting the friendship between relatives & friends. Students will learn the origin of red envelopes, how they have evolved and the etiquettes when receiving and sending red envelopes. Moreover, students will make exquisite paper cutting art work using red envelopes.

Certificate of Insurance: NA

Contract Amount: \$1,500

Funding Source: 01 Fund - BHS Gate Program

Approved by:

Nancy Marty 01/12/2021

Personnel who oversees Site/Department budget

Vanessa Castano 01/12/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 01/12/2021

Director of Budget and Fiscal Services



## Invoice

**Date: 11/4/2020**

**Wisdom Culture & Education Organization**

**44599 S. Grimmer Blvd.,**

**Fremont, CA 94538**

**(510)252-9226**

**To:**

**Burlingame High School**

**1 Mangini Way**

**Burlingame, CA 94010**

<b>Event Date/Time</b>	2/18/2021 (Thursday) 09:00 am-10:15 am Level I 10:30 am-11:15 am Level III 12:30 pm-01:45 pm Level IV 2/19/2021 (Friday) 09:00 am-10:15 am Level II 12:30 pm-01:45 pm Level III
<b>Course</b>	Red Envelope Culture & Paper Cutting
<b>Amount</b>	\$1,500

*R. Kelly* 1-13-2021

*761215*  
*12/14/2020*



慧智文教基金會

Office: 44599 S. Grimmer Blvd., Fremont, CA 94538, U.S.A.

TEL: (510) 252-9226 FAX: (510) 252-9124

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 01/08/2021

From: Denis Vorrises

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Site(s) or Department: Districtwide

Student Nutrition

Number of Quotes: 1

Vendor/Contractor: Turf and Industrial Equipment Co

Reason for proposal:

CLUB CAR CarryAll 500 Electric  
Utility Vehicle for use at PHS.

Attached quote product details/specs.

Certificate of Insurance: Turf & Industrial Equipment Co.

Contract Amount: \$ 15,785.17

Funding Source: General Fund

Approved by:

Denis Vorrises 01/08/2021

Personnel who oversees Site/Department budget

Vanessa Castano 01/11/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 01/11/2021

Director of Budget and Fiscal Services

Quote Id: 23260423

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Prepared For:  
**San Mateo Union High School District**



Prepared By: **James Sherman Jr**  
Turf & Industrial Equipment  
2715 Lafayette Street  
Santa Clara, CA 95050  
Tel: 408-727-5660  
Fax: 408-727-5875  
Email: [jrs@turfandindustrial.com](mailto:jrs@turfandindustrial.com)





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### Quote Summary

**Prepared For:**

San Mateo Union High School District  
CA

**Prepared By:**

James Sherman Jr  
Turf & Industrial Equipment  
2715 Lafayette Street  
Santa Clara, CA 95050  
Phone: 408-727-5660  
jrs@turfandindustrial.com

---

**Quote Id:** 23260423  
**Created On:** 03 December 2020  
**Last Modified On:** 03 December 2020  
**Expiration Date:** 31 December 2020

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Equipment Summary	Selling Price	Qty	Extended
CLUB CAR CarryAll 500 Electric Utility Vehicle	\$ 15,785.17 X	1 =	\$ 15,785.17
<b>Equipment Total</b>			<b>\$ 15,785.17</b>

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**Quote Summary**

Equipment Total	\$ 15,785.17
California Tire	\$ 7.00
SubTotal	\$ 15,792.17
Sales Tax - (9.25%)	\$ 1,460.13
Est. Service Agreement Tax	\$ 0.00
Total	\$ 17,252.30
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 17,252.30</b>

Salesperson : X \_\_\_\_\_

Accepted By : X  1-12-2021



# Selling Equipment

Quote Id: 23260423

## CLUB CAR CarryAll 500 Electric Utility Vehicle

Hours: 0

Stock Number:

				Selling Price
				\$ 15,785.17
Code	Description	Qty	Unit	Extended
104030201	Club Car CarryAll 500 Electric Utility Vehicle, 48 Volt, Two Passenger, Aluminum Frame & Rear Body, 4-Wheel Drum Brakes, Headlights, Built-In Automatic Charger With Cord Reel, 48-to-12 Volt Converter, Hour Meter, HD Suspension, Cup Holders.	1	\$ 9,779.00	\$ 9,779.00
Dealer Attachments				
105122102	Rear Cargo Box With Tailgate.	1	\$ 831.00	\$ 831.00
105120204	Battery Meter	1	\$ 126.00	\$ 126.00
105140002	HD Batteries	1	\$ 665.71	\$ 665.71
105100602	Front Bumper/Brushguard	1	\$ 369.00	\$ 369.00
105122803	Tail Lights, Turn Signals, Brake Lights, Horn.	1	\$ 380.00	\$ 380.00
47587415001,10523400	Complete Cab, Steel Doors.	1	\$ 4,616.00	\$ 4,616.00
CK550	Digital Cart Key	1	\$ 195.00	\$ 195.00
47587418001	Roof Mounted Strobe Light	1	\$ 186.00	\$ 186.00
47587420002	Overhead Console With Strobe Switch.	1	\$ 435.00	\$ 435.00
Dealer Attachments Total				\$ 7,803.71
Other Charges				
	Freight	1	\$ 880.00	\$ 880.00
	Setup	1	\$ 800.00	\$ 800.00
Other Charges Total				\$ 1,680.00
Suggested Price				\$ 19,262.71
Customer Discounts				
Customer Discounts Total			\$ -3,477.54	\$ -3,477.54
Total Selling Price				\$ 15,785.17

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 01/08/2021

From: SIMON BETTIS

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Site(s) or Department: Technology

Number of Quotes: 1

Vendor/Contractor: RSRF

Reason for proposal:

SOLE SOURCE - Annual Maintenance, Annual Maintenance and Remote Monitoring System

Certificate of Insurance: N/A

Contract Amount: 6000

Funding Source: TECHNOLOGY GENERAL

Approved by:

Maria Valle 01/08/2021

Personnel who oversees Site/Department budget

Vanessa Castano 01/11/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 01/11/2021

Director of Budget and Fiscal Services



# OVERDUE INVOICE

San Mateo Union High School District  
650 North Delaware Street  
PURCHASE ORDER NUMBER 191808  
SAN MATEO CA 94401  
US

**Invoice Date**  
05 Oct 2020

**Account Number**

**Invoice Number**  
007081

**Reference**  
S35140

Waveform  
Attention: Jacqueline  
Denapoli  
52 Maxwell  
IRVINE CA 92618  
USA

 1-12-2021

Description	Quantity	Unit Price	Tax	Amount USD
Annual Maintenance, Annual Maintenance and Remote Monitoring System	1.00	6,000.00	Tax Exempt	6,000.00
For periods covering 12/1/2019 - 11/30/2020				
Subtotal				6,000.00
Total No Tax 0%				0.00
Invoice Total USD				6,000.00
Total Net Payments USD				0.00
<b>Amount Due USD</b>				<b>6,000.00</b>

**Due Date: 20 Oct 2020**

## PAYMENT ADVICE

To: Waveform  
Attention: Jacqueline Denapoli  
52 Maxwell  
IRVINE CA 92618  
USA

**Customer** San Mateo Union High School District

**Invoice Number** 007081

**Amount Due** 6,000.00

**Due Date** 20 Oct 2020

**Amount Enclosed**

Enter the amount you are paying above



[View and pay online now](#)

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 01/07/2021

From: Linda Carlton

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Site(s) or Department: Aragon High

Number of Quotes: 1

Vendor/Contractor: Loral Horticultural

Reason for proposal:  
tree works at various locations

Certificate of Insurance: CL208503825

Contract Amount: \$1,388.00

Funding Source: General Fund - Grounds

Approved by:



01/07/2021

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Personnel who oversees Site/Department budget



01/07/2021

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Manager of Capital Facilities and Purchasing



01/07/2021

---

Director of Budget and Fiscal Services

# LORAL

Horticultural Services



704 South Amphlett Blvd  
San Mateo, CA 94402  
650 340 6940 tel  
650 340 6946 fax  
Lic #C-643676

## Estimate

### CUSTOMER

Aragon High School  
San Mateo Union High School  
650 N. Delaware Street  
San Mateo, CA 94401

PHONE

650-558-2925

FAX

### PROJECT

Aragon High- December Tree Work

DATE

12/30/2020

ESTIMATE #

2020-1288

SUPERVISOR

MAB

### DESCRIPTION

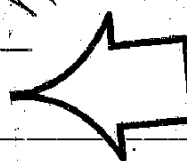
As per Loral's observation the following estimate is for tree work at Aragon High School.

Building C north wing 1 Liquidambar tree cut back from roof line  
Building C north wing 1 Juniper tree cut back  
Gym Oak trees cut back from building  
Near Gym 1 Redwood tree cut back from building  
Science building 1 Tulip tree cut back from building and raise off light  
Science building 1 Birch tree cut back select limbs  
Haul all resulting debris

Terms: The undersigned orders the above work to be done and agrees to pay the amount stated upon completion of contract, unless terms have been written and agreed to by both parties at the time of acceptance of this contract. Loral Landscaping is not responsible for damage done to underground utilities or damaged irrigation components. This estimate is binding for 30 days. This contract must be signed and returned before work can be scheduled.

Customer Signature

Date 1-8-2021



**SIGN  
HERE**

\$1,388.00

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 01/06/2021

From: Katherine Landa

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Site(s) or Department: Mills High

Mills High

Number of Quotes: 1

Vendor/Contractor: Smore.com

Reason for proposal:

The counseling department would like to purchase a one-year subscription to Smore so that they can send out newsletters.

Certificate of Insurance: N/A

Contract Amount: 79.00

Funding Source: General Fund - Counseling

Approved by:

Katherine Landa 01/06/2021

Personnel who oversees Site/Department budget

Vanessa Castano 01/07/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 01/07/2021

Director of Budget and Fiscal Services





Fireplace, Inc.  
Spaces, 6425 Living Place, 2nd Floor  
Pittsburgh, PA 15206

support@smore.com  
**www.smore.com**

**Receipt Number: 210106491647**

**Date: January 6, 2021**

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<b>Education 79 (Annual) account</b>	<b>\$79.00</b>
Jan 06, 2021 - Jan 06, 2022	

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Sub-Total	<b>\$79.00</b>
Discount	<b>None</b>

<b>Total</b>	<b>\$79.00</b>
Previous Balance	<b>\$0.00</b>

<b>Amount Due</b>	<b>\$79.00</b>
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A handwritten signature in black ink, appearing to read "K. H. Co.", is placed over a white rectangular background.

1-8-2021

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 01/05/2021

From: Nancy Marty

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Site(s) or Department: Burlingame High

Number of Quotes: 1

Vendor/Contractor: Construct

Reason for proposal:

Construct 3 Base Education - Annual Subscription for BHS Game Design Class

Certificate of Insurance: N/A

Contract Amount: \$974.75

Funding Source: 01 Fund - BHS Parent Group Special Projects

Approved by:

Nancy Marty 01/05/2021 Wayne Rasay 01/05/2021

Personnel who oversees Site/Department budget

Vanessa Castano 01/07/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 01/07/2021

Director of Budget and Fiscal Services



# QUOTATION

Burlingame High School

Date

5 Jan 2021

Expiry

4 Feb 2021

Quote Number

QU-2923

Reference

45 seats

Scirra Ltd

Studio 414, The Light Bulb

1 Filament Walk

Wandsworth

LONDON

SW18 4GQ

UNITED KINGDOM



1-8-2021

Item	Description	Quantity	Unit Price	Amount USD
4008	Construct 3 Base 30 Education plan - Annual	1.00	749.75	749.75
4009	Construct 3 - 31 to 50 Education incremental price - Annual	15.00	15.00	225.00
			INCLUDES ROW	0.00
			TOTAL USD	974.75

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 01/05/2021

From: Linda Carlton

---

Site(s) or Department: Mills High

Number of Quotes: 1

Vendor/Contractor: The Tree Guys

Reason for proposal:

Remove dead trees by the Batting Cages and Apartments

Certificate of Insurance: CS19001168-01

Contract Amount: \$2,350.00

Funding Source: General Fund - Grounds

Approved by:



01/05/2021

---

Personnel who oversees Site/Department budget



01/07/2021

---

Manager of Capital Facilities and Purchasing



01/07/2021

---

Director of Budget and Fiscal Services

# The Tree Guys

Bay Area Tree Co. Inc.

650-357-1229

License #798827

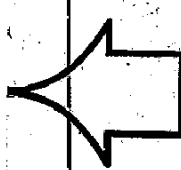

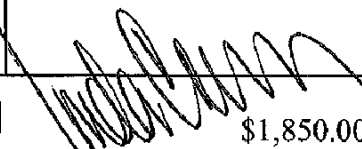
63 Bovet Rd. #324  
San Mateo, CA. 94402  
Fax (650) 357-1429  
service@bayareatree.com

## Estimate

Date	Estimate #
12/22/2020	30913

Part 1/2

Name / Address
Mills High School 400 Murchison Dr Millbrae, CA 94030

Description	Total
Batting Cages - Line Item #1: Remove 2 dead Redwoods and grind stumps	1,850.00
<div>QUD # 1/2 1,850.00 + QUD # 2/2 500.00 + Total 2,350.00 *</div> <div><b>SIGN HERE</b></div>	
Payment due upon completion.	<b>Total</b>  \$1,850.00

# The Tree Guys

Bay Area Tree Co. Inc.

650-357-1229

License #798827

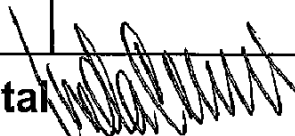
63 Bovet Rd. #324  
San Mateo, CA. 94402  
Fax (650) 357-1429  
service@bayareatree.com

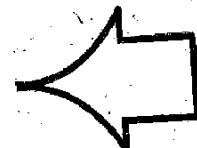
## Estimate

Date	Estimate #
12/23/2020	30920

Part 2/2

Name / Address
Mills High School 400 Murchison Dr Millbrae, CA 94030

Description	Total
Apartments - Line Item #1: Remove large limb and head back canopy overhanging property line on Eucalyptus (same time as work from either estimate: 30913 or 30919)	500.00
Payment due upon completion.	<b>Total</b>  \$500.00



**SIGN  
HERE**

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 12/11/2020

From: Nancy Marty

---

Site(s) or Department: Burlingame High

Number of Quotes: 1

Vendor/Contractor: Hensley Event Resources

Reason for proposal:

Labor for BHS Graduation stage set up. Set up date: 5/26/2021. Pick up date: 5/28/2021.

Regarding refund policy: My principal requested to have the quotes for in-person graduation in place. I will only move forward with creating a requisition when in-person graduation is confirmed.

Certificate of Insurance: UST011017200

Contract Amount: Labor only: \$720.00 Total Contract: \$3,698.00

Funding Source: 01 Fund - Admin

Approved by:

Nancy Marty 12/11/2020

Personnel who oversees Site/Department budget

Vanessa Castano 01/07/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 01/07/2021

Director of Budget and Fiscal Services



180 W. Hill Place Brisbane, CA 94005  
Tel: (650) 692-7007 Fax: (650) 692-7008  
www.hensleyeventresources.com

QUOTE: #129684-2

Page 1 of 2

EVENT DESC: FR - Graduation 2021  
EVENT DAY: Thursday  
EVENT DATE: 05/27/2021  
EVENT TIME:  
DELIVERY: WED 05/26/2021 8AM D/B 11AM  
PICKUP: FRI 05/28/2021 8-9AM D/B NOON  
ENTERED BY: RA PO #:  
ORDER DATE: 12/08/2020 TERMS: COD  
SALESPERSON: Ryan Aldridge

**BILL TO:**

Nancy Marty  
Burlingame High School  
400 Carolan Ave

Burlingame CA 94010  
TEL: FAX:

**SHIP TO:**

Nancy Marty (650) 558-2820  
Burlingame High School  
400 Carolan Ave  
Burlingame CA 94010

**QTY ITEM DESCRIPTION**

**PRICE**

**TOTAL**

STAGE TO BE MARKED BY 9AM  
Do not drive truck on track - USE DOLLIES  
Enter through main gate @ Carolan & Oak Grove Aves  
Aim to finish by 10am if possible

**\*\*\*Delivery and Pick-up Note\*\*\***

Onsite contact: Sergio 650-280-3240  
Call when arriving for loadin location/instructions  
Stage to be set-up on 15ft yard line facing the street

-----  
**16'X32'X24" STAGE**

32	Section, 4x4 Stage-incl. Black Astro + Skirt (up To 24"h) (STAGE RAILING SERVICES DECLINED BY CLIENT)	57.50	1,840.00
----	--	-------	----------

1	STAGE RAMP <DOWN THE MIDDLE>- 4'X24' RAMP	350.00	350.00
---	---	--------	--------

2	Stage Steps, 24" H WITH RAILS	125.00	250.00
---	-------------------------------	--------	--------

-----  
**DRAPING**

8	Pipe & Drape Panel, Black Velvet/Velour 10'W x12'T	65.00	520.00
---	--	-------	--------

3	Crossbar, P&d Hardware 8'-14'	0.00	0.00
---	-------------------------------	------	------

**SPECIAL INSTRUCTIONS:**

**THIS IS A QUOTE ONLY**

**For Urgent After-Hours Assistance, please call #650-732-0050**

SUB TOTAL:	3,908.00
DISCOUNT:	(310.00)
SALES TAX:	0.00
DELIVERY:	100.00
LABOR:	0.00
DAMAGE WAIVER:	0.00
PERMITS/FEES:	0.00
TOTAL:	3,698.00

Customer Acceptance Signature





180 W. Hill Place Brisbane, CA 94005  
Tel: (650) 692-7007 Fax: (650) 692-7008  
www.hensleyeventresources.com

QUOTE: #129684-2

Page 2 of 2

EVENT DESC: FR - Graduation 2021  
EVENT DAY: Thursday  
EVENT DATE: 05/27/2021  
EVENT TIME:  
DELIVERY: WED 05/26/2021 8AM D/B 11AM  
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ENTERED BY: RA PO #:  
ORDER DATE: 12/08/2020 TERMS: COD  
SALESPERSON: Ryan Aldridge

**BILL TO:**

Nancy Marty  
Burlingame High School  
400 Carolan Ave

Burlingame CA 94010  
TEL: FAX:

**SHIP TO:**

Nancy Marty (650) 558-2820  
Burlingame High School  
400 Carolan Ave  
Burlingame CA 94010

QTY	ITEM DESCRIPTION	PRICE	TOTAL
4	Upright, P&d Hardware 12'-20' (kit)	0.00	0.00
Note: Draping to be placed behind stage. ^Bring tent pipes to insert into uprights to make secure -----			
LINENS - (Tables are onsite)			
2	10' Banquet, 60" X 120" Linen, Poly White	11.00	22.00
2	17' Table Skirt, Poly WHITE	30.00	60.00
20	Skirt Clips	0.30	6.00
1	Linen, Linen Bag	0.00	0.00
-----			
MISCELLANEOUS			
2	Podium, Wood (black)	70.00	140.00
-----			
2	Labor, 30 Minute Window	185.00	370.00
1	Labor, Long Carry - Hand Carry Pieces	350.00	350.00

SPECIAL INSTRUCTIONS:

**THIS IS A QUOTE ONLY**

For Urgent After-Hours Assistance, please call #650-732-0050

SUB TOTAL: 3,908.00  
DISCOUNT: (310.00)  
SALES TAX: 0.00  
DELIVERY: 100.00  
LABOR: 0.00  
DAMAGE WAIVER: 0.00  
PERMITS/FEES: 0.00  
TOTAL: 3,698.00

Customer Acceptance Signature

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 12/11/2020

From: Luci Tolfa

---

Site(s) or Department: Aragon High

Number of Quotes: 1

Vendor/Contractor: Office1

Reason for proposal:

TLC contract for 2020-2021 for Aragon High School. The TLC contract allows us to purchase printer toner at a discounted rate and receive free servicing on qualified printers. Estimated cost of toner for the 2020-2021 school year is \$1,000 or less.

Please note initials or signatures are required on all pages.

Certificate of Insurance: n/a

Contract Amount: \$1000.00

Funding Source: Fund 01

Approved by:

Luci Tolfa 12/11/2020

Personnel who oversees Site/Department budget

Vanessa Castano 01/07/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 01/07/2021

Director of Budget and Fiscal Services



## Total Laser Care Agreement

### CUSTOMER

Company Name	San Mateo USD – Aragon High School		
Street Address	900 Alameda De Las Pulgas		
City: San Mateo	State: CA	Zip: 94402	
Contact Name:	Luci Tolfá		
Phone Number:	650-558-2920	Email Address:	Ltolfá@smuhd.org

### CONTRACT INFORMATION

<b>Contract Start Date</b>	January 01, 2021	<b>Contract Term (in months)</b>	Until June 30, 2021
----------------------------	------------------	----------------------------------	---------------------

### COVERED EQUIPMENT

EQUIPMENT NUMBER	EQUIPMENT TYPE	TONER DESCRIPTION	TONER PART#	TLC TONER PRICE
42856CON	HP 4200	Black, 12k yield	PPQ1338A	\$99.30
44329CON	HP 4000	Black, 10k yield	PPC4127X	\$64.95
44355CON	HP 2100	Black, 5k yield	PPC4096A	\$56.92
44359CON	HP 4200	Black, 12k yield	PPQ1338A	\$99.30
44375CON	HP 4000	Black, 10k yield	PPC4127X	\$64.95
44380CON	HP 2055	Black, 6.5k yield	PPCE505X	\$76.30
44355CON	HP 2100	Black, 5k yield	PPC4096A	\$56.92
44391CON	HP 4240	Black, 10k yield	PPQ5942A	\$92.99
44398CON	HP 2100	Black, 5k yield	PPC4096A	\$56.92
45530CON	Kyocera FS3920	Black, 15k yield	TK-352	\$87.00
46242CON	HP 4000	Black, 10k yield	PPC4127X	\$64.95
47521CON	HP M475C	Black, 4k yield	PPCE410X	\$94.00
		Cyan, 2.6k yield	PPCE411A	\$98.00
		Yellow, 2.6k yield	PPCE412A	\$98.00
		Magenta, 2.6k yield	PPCE413A	\$98.00
50992CON	HP M127fw	Black 1.5k yield	PPCF283A	\$52.99
EQ49447	HP M605	Black, 10.5k yield	PPCF281A	\$129.99
EQ49448	HP M605	Black, 10.5k yield	PPCF281A	\$129.99
EQ49449	HP M605	Black, 10.5k yield	PPCF281A	\$129.99
EQ49450	HP M605	Black, 10.5k yield	PPCF281A	\$129.99
R02420	HP M607n	Black, 11k yield	PPCF237A	\$158.00

CUSTOMER INITIALS K.S.

OFFICE1 INITIALS \_\_\_\_\_



## Total Laser Care Agreement

<b>R02421</b>	HP M607n	Black, 11k yield	PPCF237A	\$158.00
<b>R02422</b>	HP M607n	Black, 11k yield	PPCF237A	\$158.00
<b>R03891</b>	HP M401	Black, 6.9k yield	PPCF280X	\$99.99
<b>R05201</b>	HP 4700C	Black, 11k yield	PPQ5950A	\$109.00
		Cyan, 10k yield	PPQ5951A	\$129.99
		Yellow, 10k yield	PPQ5952A	\$129.99
		Magenta, 10k yield	PPQ5953A	\$129.99
<b>49482CON</b>	HP 4200	Black, 12k yield	PPQ1338A	\$99.30

### **Total Laser Care Service, Supplies, and Parts Agreement**

The "Total Laser Care (TLC)" program combines service, repair parts, and supplies into one low, cost-effective program. Businesses who purchase toner under the TLC program from Office1. (herein after referred to as Office1) receive free printer service and repair. As one of our customers enrolled under the TLC program, the only charge is for the consumables supplies as listed in the covered equipment section of this Agreement and for Maintenance Kits listed as consumable items by the printer manufacturer. Repair or replacement of Accessories is specifically excluded unless quoted separately. Accessories include paper cassette trays, envelope feeders, duplexers, and other optional equipment.

Total Laser Care provides a complete supply & maintenance agreement from Office1 for, laser printer(s) / multi-function printers (s) and fully warrants the printer(s) / multi-function printers (s). Office1 will provide all labor and parts at no cost to the customer. Printer Consumables (toners, imaging units and drums, waste containers, maintenance kits, and other supply items) will be invoiced as ordered and installed.

**Products Eligible:** This Agreement applies to printers, multi-function printers, and fax machines (hereinafter referred to as printers) identified with a Office1 ID tag or with a serial number than has been registered with Office1 at time of toner purchase. Printers must be in normal working condition to be eligible for addition to this Agreement. Requested and authorized work performed by a Office1 technician to restore printers to a normal operating condition prior to addition of such equipment to this Agreement will be charged at Office1 current Time & Materials service rates.

**Exclusions:** Failures from non-conformity to Manufacturer's site specifications, customer abuse, physical breakage, use in excess of Manufacturer's duty cycle specifications, unauthorized modification or misuse, jams due to printing on label stock, accessory items (including additional paper trays), printheads for solid ink printers, software or interfacing, unusual electrical conditions, natural disaster, fire or water damage, damage while in transportation, or acts of God are specifically excluded. Inkjet printers are not eligible under this Agreement. All toner and other consumable supplies (including maintenance kits, fusers, and drums) must be purchased from Office1 for printers covered by this Agreement. Time & Materials Charges for repair parts, service, and travel will apply to any printers not using Office1 supplied toner or other consumables.

**Equipment at End of Useful Life:** If individual equipment items cannot in Office1's opinion, be properly repaired due to excessive wear or deterioration, Office1 may withdraw the item(s) from coverage upon 30 days written notice.

**Service Level:** If a covered printer should fail at any time and for reasons covered by this Agreement, a Office1 technician will arrive on site within one business day of the call placed to Office1, with working hours assumed to be 8:30 a.m. to 5:00 p.m. After normal business hours technician time can be arranged at an additional charge.

**Customer Responsibilities:** The customer is responsible for purchasing all toner from Office1 for all printers that are enrolled in the Total Laser Care program. It will be the customer's responsibility to notify Office1 when service is required. It will also

**CUSTOMER INITIALS** KS

**OFFICE1 INITIALS** \_\_\_\_\_



## **Total Laser Care Agreement**

be the customer's responsibility to grant access to printers that are covered under the TLC program during normal business hours for repairs and verification of exclusive Office1 toner usage. Customer will provide printer location (room number, floor, and building) and contact information for each printer under contract.


**Toner Ordering and Printer Coverage:** Total Laser Care service for a given printer will begin upon placement of a toner order and installation in a specific printer device. As toners are ordered and installed in printers, and the Customer provides Office1 with a serial number for each printer, those printers will become covered under this Agreement, so long as those printers are in good operating condition at the time of toner order. Office1 will provide service tags along with each toner for attachment to each printer that is using Office1 toner identifying that printer as covered under this Total Laser Care Agreement. Printers not displaying a Office1 service tag, or do not have a serial number registered with Office1, will not be covered under this Agreement. Printers not using Office1 toner will also not be covered under this Agreement. Authorized printers will remain covered under this Agreement so long as they are supplied with Office1 toner and this Agreement remains in effect.

**LIMITATION OF LIABILITY:** Customer shall be responsible for insuring that all equipment-operating instructions are followed as prescribed by the equipment manufacturer. Office1 will assume no liability for re-creation of data files or Operating Systems damaged by hardware malfunction, operator mishandling, or abuse. In no event will Office1 be liable to Customer for any special, indirect, incidental or consequential damages or loss of profits or revenue, even if Office1 has been advised of the possibility of such damages, or for any claim by any other party. Office1 shall not be liable for any delay in performance due to causes beyond its reasonable control.

**Term and Termination:** This agreement will continue for a period of three (3) years unless terminated earlier by either party upon 60 days written notice. Otherwise, immediate termination is allowed for the following reasons:

Failure of Office1 to perform services or deliver toner supplies as provided in this Agreement or to provide such products or services in a manner or quality not reasonably acceptable to Customer. In the event Office1 fails to perform according to this paragraph, and does not cure the failure to perform within thirty (30) days of written notice by Customer, then Customer may, without further delay, immediately terminate this Agreement, only paying for products and services delivered through the date of termination.

- A. Failure of Customer to pay for products or services on a timely basis.
- B. Unauthorized purchase and use by Customer of toners and consumable supplies from sources other than Office1.

CUSTOMER	
PRINTED NAME	<b>Kevin Skelly</b>
SIGNATURE	
DATE/ TITLE	<b>1-8-2021 Superintendent</b>

VENDOR	Office1
PRINTER NAME	
SIGNATURE	
DATE / TITLE	

CUSTOMER INITIALS KS

OFFICE1 INITIALS \_\_\_\_\_



*Total Laser Care Agreement*

---

CUSTOMER INITIALS \_\_\_\_\_

OFFICE1 INITIALS \_\_\_\_\_

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 12/17/2020

From: Linda Carlton

---

Site(s) or Department: M&O

Number of Quotes: 1

Vendor/Contractor: Haulaway

Reason for proposal:

To relocate M&O container from PHS to CHS

Certificate of Insurance: G71453352

Contract Amount: \$350.00

Funding Source: General Fund - Maintenance

Approved by:



12/17/2020

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Personnel who oversees Site/Department budget

*Vanessa Castano*

01/07/2021

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Manager of Capital Facilities and Purchasing

*Valerie Miller*

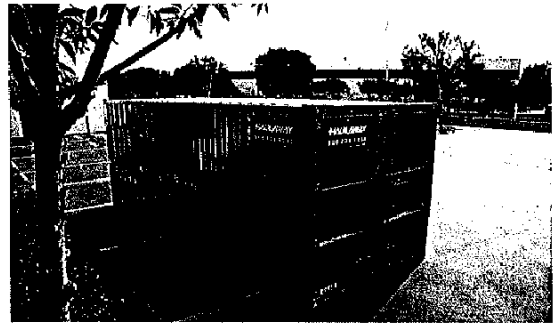
01/07/2021

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Director of Budget and Fiscal Services

# HAULAWAY

STORAGE CONTAINERS



Quote By: Michael Espinoza

Regional Sales Rep | Haulaway Storage Containers, Inc.

1995 Republic Ave | San Leandro, CA 94577

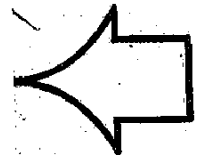
Office: 800.835.2222 Cell: 510-871-0436

[mespinoza@haulaway.com](mailto:mespinoza@haulaway.com) | [www.haulaway.com](http://www.haulaway.com)

Quote For:	Ship To:	Date:
Contact: Brad Barncord	300 Piedmont Ave, San Bruno to 1501 Magnolia Ave, San Bruno	12/15/2020
Company: San Mateo Union High School District		
Phone: 669-888-5261		
Email: <a href="mailto:bbarncord@smuhd.org">bbarncord@smuhd.org</a>		

Qty	Size	Product Description	Sales Tax	PPE	LLW Insurance	Daily	Rate	per 4 weeks
		Customer owned container relocation						

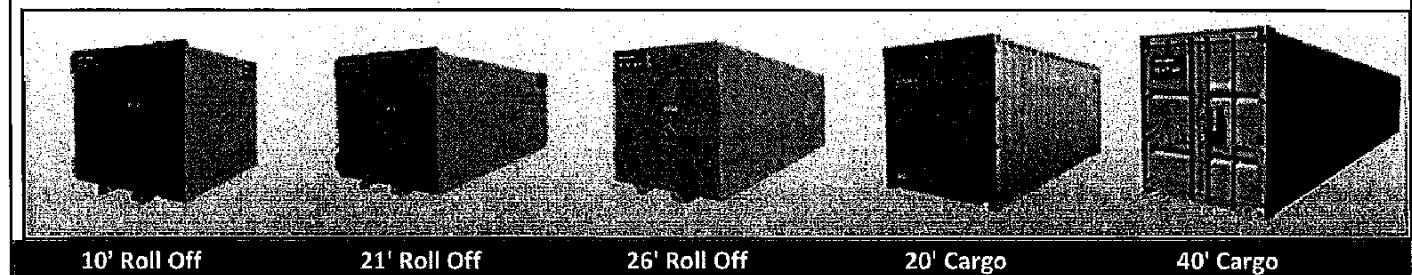
*K. Kelly*  
1-8-2021



SIGN  
HERE

Qty	Size	Transportation Details	Sales Tax	Fuel Surcharge	Transportation
1	40ft	Container Relocation 300 Piedmont Ave, San Bruno to 1501 Magnolia Ave, San Bruno	No Charge	No Charge	\$350.00

Total Transportation: \$350.00



10' Roll Off

21' Roll Off

26' Roll Off

20' Cargo

40' Cargo

Questions? Please don't hesitate to call!

Respectfully,

**Michael Espinoza**

Account Representative | Haulaway

Office: 800.835.2222 | Cell: 510.871.0436

[mespinoza@haulaway.com](mailto:mespinoza@haulaway.com)

Western United States Since 1968: California - Arizona - Oregon - Washington - Colorado - Utah - Nevada

All rates are subject to change.



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 01/04/2021

From: Nancy Marty

---

Site(s) or Department: Burlingame High

Number of Quotes: 1

Vendor/Contractor: Biz Tech Pro

Reason for proposal:  
BHS Yearbook Voting Software Annual Subscription

Certificate of Insurance: N/A

Contract Amount: \$149.00

Funding Source: 08 Fund - BHS Yearbook

Approved by:

Nancy Marty 01/04/2021

Personnel who oversees Site/Department budget

Vanessa Castano 01/07/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 01/07/2021

Director of Budget and Fiscal Services

BIZTECHPRO INC.  
16 Deerwood Drive  
New City, NY 10956 US  
(845) 634-2100



## Invoice

**BILL TO**

Burlingame High School

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
4578	12/17/2020	\$149.00	01/16/2021	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
	YBV - Premium YearbookVote.com - Annual Subscription - Premium Package	1	149.00	149.00

PLEASE NOTE NEW MAILING ADDRESS:

BALANCE DUE

**\$149.00**

BIZTECHPRO, INC.  
16 Deerwood Drive  
New City, NY 10956

1-8-2021

Phone: 845-634-2100  
Fax: 845-213-3900  
Tax ID: 26-3421784



### CLUB MINUTES FORM

Name of Club: Publications

Meeting Date: 10/15 Time: 10:35 Location: DL Called to order by: Ms.Riley

The minutes of the previous meeting dated \_\_\_\_\_ were read and approved (corrected and approved).

Meeting Attendees (sign in sheet on back or attach):

#### Communication and Reports:

Old Business:

- Gover artist
- \_\_\_\_\_

New Business:

- \_\_\_\_\_
- JEA attend?
- \_\_\_\_\_

The following **PURCHASE ORDER(S)** were approved (list below or attach separate listing):

Vendor Name:	Amount:	Purpose of Expenditure:
<u>Amazon</u>	<u>4,000.</u>	<u>2di gitacameras + lenses</u>
<u>YearbookVote.com</u>	<u>149.</u>	<u>voting seniors software and senior quotes</u>
<u>WIX</u>	<u>325</u>	<u>host yearbook website</u>

Motion by: Ela Gare Second by: Niall Finnegan

Vote Count: 17 Number For: 17 Number Opposed: 0

The following **TRANSFERS OF FUNDS** were approved (list below or attach separate listing):

Vendor Name:	Amount:	Reason for Transfer:

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

The following **PAYMENTS/REIMBURSEMENTS/INVOICES** were submitted for payment (list below or attach listing):

Payable to:	Amount:	Purpose of Expenditure:
<u>Ms.Riley</u>	<u>65</u>	<u>Membership in JEA</u>
<u>" "</u>	<u>129</u>	<u>Membership in NSPA</u>
<u>" "</u>	<u>64x 32= \$2,048.00</u>	<u>JEA conference for entire class</u>



Motion by: Jak eC Second by: Bridgette Aggon

Vote Count: 17 Number For: 17 Number Opposed: 0

ASB/Club Secretary (Sign and date): Niall Finnegan 11/5 2020

ASB/Club Advisor (Sign and date): Michelle Riley 11/5/20

# SIGN IN SHEET

NAME	SIGNATURE
Ella Bradley	
Ella Giere	Ella Giere
Sawyer Fair	Sawyer Fair
Celia Slavet	Celia Slavet
jacklyn Nee	Jacklyn Nee.
Ellen Fisher Sanderson	
Bridget Aggen	Bridget Aggen
Sam Storey	Sam Storey
Brynn Lowe	Brynn Lowe
Emma Nash	Emma Nash
Katherine Gordon	Katherine Gordon
Charlie Happ	Charlie Happ
Amelia Krakow	Amelia Krakow
Lodo Platerink	Robert Lodewijk van Hamel Platerink
Jake Cacciato	Jake Cacciato
Niall Finnegan	Niall Finnegan
Jamie Callantine	Jamie Callantine

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 12/21/2020

From: Linda Carlton

---

Site(s) or Department: Capuchino High

Number of Quotes: 2

Vendor/Contractor: Loral Horticultural

Reason for proposal:

Tree works at various locations

Certificate of Insurance: CL208503825

Contract Amount: \$7,994.00

Funding Source: General Fund - Grounds

Approved by:



12/21/2020

---

Personnel who oversees Site/Department budget

*Vanessa Castano*

01/07/2021

---

Manager of Capital Facilities and Purchasing

*Valerie Miller*

01/07/2021

---

Director of Budget and Fiscal Services

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 12/21/2020

From: Linda Carlton

---

Site(s) or Department: Capuchino High

Number of Quotes: 2

Vendor/Contractor: Loral Horticultural

Reason for proposal:

Tree works at various locations

Certificate of Insurance: CL208503825

Contract Amount: \$7,994.00

Funding Source: General Fund - Grounds

Approved by:



12/21/2020

---

Personnel who oversees Site/Department budget



01/07/2021

---

Manager of Capital Facilities and Purchasing



01/07/2021

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Director of Budget and Fiscal Services



# LORAL

Horticultural Services



704 South Amphlett Blvd  
San Mateo, CA 94402  
650 340 6940 tel  
650 340 6946 fax  
Lic #C-643676

## Estimate

QUOT# 1

### CUSTOMER

Cappuchino High School  
San Mateo Union High School  
650 N. Delaware Street  
San Mateo, CA 94401  
Attn: Maintenance & Operations Dept

PHONE

650-280-7717

FAX

### PROJECT

Capuchino High - September Tree Work

DATE

9/30/2020

ESTIMATE #

2020-0987

SUPERVISOR

MB

### DESCRIPTION

As per site notes on September 28, 2020 here is an estimate for tree work at Capuchino High School

Front of Administration building 2 Oak trees thin and shape canopy  
Administration parking 1 Acacia tree raise canopy  
Upper storage yard near dirt pit 2 Pine trees remove with no stump grinding  
Bone yard along property fence line 3 Pine trees remove  
Stump removal and excavation of stump trailings  
Haul all resulting debris

Terms: The undersigned orders the above work to be done and agrees to pay the amount stated upon completion of contract, unless terms have been written and agreed to by both parties at the time of acceptance of this contract. Loral Landscaping is not responsible for damage done to underground utilities or damaged irrigation components. This estimate is binding for 30 days. This contract must be signed and returned before work can be scheduled.

Customer Signature

Date 1-8-2021

**SIGN HERE**

Total

\$7,994.00



# TIMBERLINE

## TREE & LANDSCAPE, INC.

350 Lang Road, Burlingame, CA 94010  
(650) 697-2310 • Fax (650) 697-4139 • License #710738

Q00#2

*Fully Licensed and Insured for Your Protection*

Name San Mateo Union High School District Phone 280-3628 Phone \_\_\_\_\_ Date 10/30/20  
Street 1501 Magnolia Ave. Billing 650 N. Delaware jtipton@smuhd.org  
City San Bruno Zip \_\_\_\_\_ City San Mateo Zip \_\_\_\_\_

### ESTIMATE

#### Capuchino High School

Remove (2) Pine trees in upper storage yard between debris boxes and Barcelona Dr.	\$ 4,000.00
Remove (3) Pine trees below school entrance off of Millwood Dr., to just above ground level	\$ 8,100.00
Haul all debris and wood	0 *
	4,000.00 +
	8,100.00 +
	<u>12,100.00 *</u>

We will use the following prevailing wage determination: NC-102-X-21-2020-2 (

Estimated by Steve Willett

### CONTRACT

- All contract work must be listed. No verbal agreements are accepted.
- STUMP GRINDINGS will NOT be hauled away unless otherwise specified
- We are not responsible for underground utilities, pipes, or wires.
- TREE ROOTS will NOT be removed unless otherwise specified above
- All permits and their associated fees are the responsibility of the property owner.
- We are not responsible for concrete stains caused by tree sap

An express mechanics lien is hereby acknowledged on the above property to secure the amount of services provided thereto.

Customer: Accepted by \_\_\_\_\_ Date \_\_\_\_\_

The above is an estimate and does not constitute any agreement to perform work unless accepted by Timberline below

Timberline: Accepted by \_\_\_\_\_ Date \_\_\_\_\_



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 12/17/2020

From: Linda Carlton

---

Site(s) or Department: Burlingame High

Number of Quotes: 3

Vendor/Contractor: R & S Erection

Reason for proposal:

To replace double door for the pool pump room

Certificate of Insurance: 00097382-1

Contract Amount: \$10,356.00

Funding Source: Fund 21 - BAC

Approved by:



12/17/2020

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Personnel who oversees Site/Department budget



01/07/2021

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Manager of Capital Facilities and Purchasing



01/07/2021

---

Director of Budget and Fiscal Services



R & S ERECTION NORTH PENINSULA, INC.  
 133 South Linden Avenue  
 South San Francisco, California 94080  
 Plr: (650) 873-7701 Fax: (650) 873-7702  
 Cont. Lic. No. 708345

**OFFER**  
 239140

QUO#1

**Customer Info**

**San Mateo Union High School District**  
 650 North Delaware Street  
 San Mateo, CA 94401

Attn: Brad Barnard

**Job Info**

**Burlingame HS -1 Mangini Way**  
 Re: Est- double doors and a single door replacement  
 1 Mangini Way  
 Burlingame, CA 94010

BAC  
 Fund 21

Date	Offer No	Submitted By	Reference
10/14/2020	239140	Jeff Hoffmann	New fiberglass doors and frames

Description	Amounts
-------------	---------

We are pleased to quote the cost to furnish labor and material for the following options:

- A) Installation of 1 - 3'X7'2" Pair of fiberglass doors with:
- 1 3/4" Fiberglass Doors.
  - 4 1/2" NRP Ball bearing hinges.
  - 1- Lever lock-set on active door.
  - Inactive door will have manual flush bolts.
  - 2- Heavy duty surface mounted closer
  - New fiberglass door frame, Frame prepped for concrete anchoring.
  - Large louvers mounted in each door.
  - Removal and disposal of old doors.
  - Saw cut concrete to remove old frame.

only ———— \$10,356.00

~~\$8,677.00~~

- B) Installation of 1 - 3'X7'2" Fiberglass door with:
- 1 3/4" Fiberglass Door.
  - 4 1/2" NRP Ball bearing hinges.
  - 1- Lever lock-set.
  - 1- Heavy duty surface mounted closer
  - New fiberglass door frame, Frame prepped for concrete anchoring.
  - Large louver.
  - Removal and disposal of old door.
  - Saw cut concrete to remove old frame.

**NOTE: All work will be performed on Prevailing Wages.**

Date	Payment Terms	Acceptance Terms	Valid Thru	Total Amount
10/14/2020	Net 10 Days	90 Days	1/12/2021	<del>\$19,033.00</del>
Submitted By		Phone No	Email	
Jeff Hoffmann, General Manager		(650) 873-7701	estimate@rsnorthpen.com	

**Terms & Conditions**

**NOTE: Warranty work to be performed during normal business hours 8:00 am to 4:30 pm. Monday through Friday, excluding weekends and holidays.**

**Warranty: One Year**

- All permits and drawings by others.
- Allow 8-10 weeks for manufacturing.

**Signature**

*Kevin Skelly*

Kevin Skelly

1-8-2021

ACCEPTED BY

PRINT NAME

EMAIL ADDRESS

DATE

NOTICE: IT IS UNDERSTOOD AND AGREED BY EACH PARTY HERETO IF SUIT IS BROUGHT TO ENFORCE ANY TERM, CONDITION OR COVENANT OF THIS SALES AND SERVICE AGREEMENT, THE PREVAILING PARTY SHALL BE ENTITLED TO RECOVER ALL COSTS OF SUCH ACTIONS, INCLUDING REASONABLE ATTORNEY'S FEES AS MAY BE FIXED BY THE COURT. I REPRESENT TO R&S NORTH PENINSULA INC. THAT I AM AUTHORIZED TO BIND THE PURCHASER TO THE TERMS SET FORTH HEREIN. BY EXECUTING THIS WORK ORDER, I ACKNOWLEDGE RECEIPT OF A COPY OF THIS AGREEMENT, AND I ACKNOWLEDGE THE SATISFACTORY COMPLETION OF THE DESIRED WORK.

"NOTICE TO OWNER" (Section 7019 - Contractor's License Law) Under the Mechanics Lien Law, any contractor, subcontractor, laborer, material man or other person who helps to improve your property and is not paid for his labor, services or material, has a right to enforce his claim against your property. Under the law, you may protect yourself against such claims by filing, before commencing such work of improvement, an original contract for work of improvement or a modification thereof, in the office of the county recorder of the county where the property is situated and requiring that a contractor's payment bond be recorded in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of claims of all persons furnishing labor, services, equipment or materials for the work described in said contract.

IN THE STATE OF CALIFORNIA: Contractors are required to be licensed and required and regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the Registrar of the board whose address is: Contractors State License Board, P.O. Box 26000, Sacramento, CA 95826



1-800-698-6783

# PROPOSAL

QUO#2

To	Site	Date
SAN MATEO UNION HIGH SCHOOL 300 PIEDMONT AVE WING D410 SAN BRUNO, CA 94066	BURLINGAME HIGH SCHOOL 1 MANGINI WAY BURLINGAME, CA 94010	10/27/2020
Attn. BRAD BANCORD		
Ref. # sq-445058	Phone (669) 888-52612 Fax	Job (669) 888-52612 Phone

In accordance with the terms and conditions stated hereinafter, and on the following pages, we propose to provide the following doors and / or repair work (hereinafter referred to as the "Product") on the following terms.

Hello,

Thank you for the opportunity to bid on this project. Please review the information below and let me know if you have any questions or would like to proceed at this time. Thank you.

### #1 Pair of Doors:

We propose to remove pair of doors from the opening and clear framing of all debris. We will cut out and remove concrete filled frame from opening and clear walls. We will furnish and install 76" x 87" x 6 3/4" FRP, chem Pruf, Corrosion resistant knock down frame into the opening and secure as needed. We will install a new pair of 35 1/2" x 85 1/4" FRP Chem Pruf, Corrosion resistant doors with 22" x 64" inverted "Y" louvers with bug screens into frame with stainless steel hinges. We will align and adjust as needed. We will install a new storeroom function mortise lock into the active door and re-use existing keyed cylinder. We will install a new pair of manual flush bolts into the inactive door. We will also install 2 new surface mounted door closers and install new 1/4" x 8" aluminum threshold. We will also seal framing with corrosion resistant sealant as needed.

### #2 Single Door:

Same as above except without inactive door.

**FOR THE TOTAL NET SUM OF.....\$43293.68**  
**PRICED OUT AS STANDARD COLOR IN HIGH GLOSS FINISH (WHITE, LIGHT GRAY, DARK BRONW OR CAMEL TAN) OPTIONAL COLORS AVAILABLE WITH AN UPCHARGE)**  
**INCLUDES PREVAILING WAGE RATES**

Please note this bid INCLUDES the following:

1. Vortex Exclusive ~~ninety (90) day~~ **Limited Warranty** on labor.
2. Vortex Exclusive ~~one (1) year~~ **warranty** on all new material.
3. Work to be scheduled during regular business hours (M-F 7:30a-4:30p) unless otherwise stated.
4. Removal and disposal of damaged material.

Please note this bid DOES NOT INCLUDE the following:

1. Any hidden conditions or damage.
2. Any finish paint.
3. Any item not called out above.

<input checked="" type="checkbox"/> Customer to list days or hours Vortex cannot do the work: _____	
Payment Terms: 50 % on deposit. Balance due upon Completion.	
This offer is good for 30 days. <b>SIGNED COPY MUST BE RETURNED TO OUR OFFICE WITH DEPOSIT.</b> Offer may be revoked by Vortex at any time prior to acceptance. Hidden or unanticipated damages and/or services not included in proposal. Proposal also does not include costs of prevailing wages, if required, unless specifically identified herein.	
NOTICE TO PROPERTY OWNER: If bills are not paid in full for the labor, services, equipment, or materials furnished or to be furnished, a mechanic's lien leading to the loss, through court foreclosure proceedings, of all or part of your property being so improved may be placed against the property even though you have paid your contractor in full. You may wish to protect yourself against this consequence by (1) requiring your contractor to furnish a signed release by the person or firm giving you this notice before making payment to your contractor or (2) any other method or device which is appropriate under the circumstances.	
Any questions concerning a contractor may be referred to the Registrar, Contractors' License Board, 3132 Bradshaw Road, Sacramento, California. Mailing address: P.O. Box 28000, Sacramento, California 95862.	
IMPORTANT: See following pages for additional terms, including limitations of warranty and limitations of liability which are part of this proposal, and will constitute terms of your contract with Vortex. Customer is added to our General Liability policy as Additional Insured only when required by written contract with Customer.	
Accepted:	("Customer") <b>VORTEX INDUSTRIES, INC. ("VORTEX")</b>
By	By Tiffany DeLuca (SFO)
Date	Date 10/27/2020



Brad Barncord &lt;bbarncord@smuhsd.org&gt;

**BHS pool Doors**

1 message

QUD#3

Brad Barncord <bbarncord@smuhsd.org>  
To: sales@accuratedoorandhardware.com

Wed, Oct 14, 2020 at 12:08 PM

Good afternoon,

At Burlingame High School I have two doors that I need to get cost to replace. I would like to go with a fiberglass door (the area is a pool pump room and is very corrosive)

Are you available to review the area for a bid for the school district?

Best Regards

Brad Barncord, FMP, SFP  
General Manager of Maintenance  
San Mateo Union High School District  
Ph. 650-558-2471

*attempted with  
1 email + 3 calls*

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 12/16/2020

From: Anna Tang/April Torres

---

Site(s) or Department: Districtwide

District Office

Number of Quotes: 1

Vendor/Contractor: Bonnie Halpern-Felsher

Reason for proposal:

Zoom presentation to parents about tobacco and e-cigarette use among youth.

Certificate of Insurance: n/a

Contract Amount: \$500.00

Funding Source: TUPE grant

Approved by:

Anna Tang

12/16/2020

Personnel who oversees Site/Department budget

Vanessa Castano

01/07/2021

Manager of Capital Facilities and Purchasing

Valerie Miller

01/07/2021

Director of Budget and Fiscal Services

# INVOICE

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Attention: Laura Adams  
Wellness Counselor – TUPE Programs  
San Mateo Union High School District  
650 N. Delaware Street  
San Mateo, CA 94401  
[ladams@smuhsd.org](mailto:ladams@smuhsd.org)

*Please mail check to the following address:*  
Bonnie Halpern-Felsher  
540 Virginia Avenue  
San Mateo, CA 94402

PURPOSE: Dr. Bonnie Halpern-Felsher presented to parents at the San Mateo Foster City School District and the San Mateo Union High School district via Zoom on October 21<sup>st</sup>, 2020 about tobacco and e-cigarette use among youth.

**Total Due: \$500.00**



 1-8-2021

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 12/16/2020

From: Debbie Arobio

---

Site(s) or Department: Hillsdale High

Number of Quotes: 1

Vendor/Contractor: The Unwound Mind

Reason for proposal:

To add additional hours of consulting services for the ETA Group Leader Program. Service from January through May 2021.

Certificate of Insurance: N/A

Contract Amount: \$3,750.00

Funding Source: Measure K

Approved by:

Deborah A. Arobio 12/16/2020

Personnel who oversees Site/Department budget

Vanessa Castano 01/07/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 01/07/2021

Director of Budget and Fiscal Services





The Unwound Mind  
Jennifer Ammenti

3004 Mason Lane  
San Mateo, California  
94403  
United States

#### Prepared For

Superintendent Kevin Skelly  
Re. Hillsdale High School  
3115 Del Monte St  
San Mateo, California  
94403  
United States

#### Proposal Date

12/16/2020

#### Proposal Number

0000013

#### Reference

Brett Stevenson,  
Empowerment Through  
Action (ETA)

## Scope of Work

### ETA Group Leader Support Program

*Services to be delivered virtually January 2021 through May 2021, additional 10 hours per month.*

- Leadership Consultation- (approx. 3hrs per month) Jen and Brett check-ins
- Planning (approx. 3 hrs per month) Group Leader Support Sessions and Book Study prep
- Facilitation (2-4 hrs per month) Optional Group Leader Check-ins weekly, Group Leader Meeting monthly
- 1:1 Group Leader Support (30 min sessions/ up to 12 sessions per month)
- New ETA Group Leader on-boarding as needed
- ETA website and curriculum updates as needed
- ETA Special Projects consultation and support as needed

## Pricing

Description	Rate	Qty	Line Total
January 2021, ETA Group Leader Support	\$750.00	1	\$750.00
February 2021, ETA Group Leader Support	\$750.00	1	\$750.00
March 2021, ETA Group Leader Support	\$750.00	1	\$750.00
April 2021, ETA Group Leader Support	\$750.00	1	\$750.00
May 2021, ETA Group Leader Support	\$750.00	1	\$750.00

Subtotal	3,750.00
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Tax	0.00
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Proposal Total (USD)	\$3,750.00
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## Notes

Each month (on the first of the month) Jen will submit an invoice to Deborah Arobio and Brett Stevenson via email for payment.



1-8-2021

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Superintendent Kevin Skelly, Re. Hillsdale High  
School

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 12/11/2020

From: Nancy Marty

---

Site(s) or Department: Burlingame High

Number of Quotes: 1

Vendor/Contractor: SWANK

Reason for proposal:

Virtual Movie Screening of Harry Potter and the Sorcerer's Stone for the Class of 2021 on December 11, 2020.

Certificate of Insurance: NA

Contract Amount: \$ 150.00

Funding Source: 08 Fund - Class of 2021

Approved by:

Nancy Marty 12/11/2020

Personnel who oversees Site/Department budget

Vanessa Castano 01/07/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 01/07/2021

Director of Budget and Fiscal Services

# Swank Virtual Screening

*Riffles* 1-8-2021



K-12 SCHOOLS  
MOVIE LICENSING USA

CONTACT US



DRIVE-IN EVENTS

BROWSE ENTERTAINMENT

NEWS

ABOUT US

JOIN OUR TEAM

## Looking for a way to engage your audience?

For a limited time, we're offering a virtual screening solution in place of in-person events!

### How it Works

1. Check out movies available for virtual screenings [here](#).
2. Set Up Your Access and Test Your Film. Your selected film will be available for two days so you can test your access before the big event.
3. Promote Your Event. Please adhere to the advertising guidelines of your annual license. To review advertising guidelines for public libraries, please [click here](#). To review advertising guidelines for K-12 schools, please [click here](#).
4. Enjoy the Show! Please click the link provided by your portal administrator, login on the day of the event, and you're good to go.

LEARN MORE

[Click here](#) for a list of available titles for virtual screenings.

For a limited time, with your active annual license, we're offering virtual screenings for your library patrons or school families.

Simply fill out the form below and we'll be in touch.

### Tell Us About You

Contact Name \*

Contact email address \*

Contact phone number \*

Does your school have an annual license? \*

Name of your organization \*

Organization type \*

City \*

# Frequently Asked Questions.

## Licensing Costs

How much does a virtual streaming event cost?

Your active annual license allows you to show approved titles with a technical fee of \$150.

How do I order a virtual screening event?

If you have an active annual license, you simply need to fill out the [web form](#) and we'll be in contact within 48 hours.

## Virtual Screenings

Can I show the movies on Zoom, Vimeo, Teams, etc.?

Due to security concerns and the quality of the viewing experience, screenings utilizing public platforms (Zoom, Microsoft Teams, WebEx, GoToMeeting, etc.) are not allowed.

How do I provide access to my audience?

We will ask for someone in your organization to be assigned the role of Administrator. The Administrator has permission to create individual accounts (username and password) or use the bulk upload feature for a large numbers of registrants. Watch links may not be posted on social media.

Can we limit the number of viewers?

Yes, you may limit the number of viewers by creating unique logins for each user and handing them out like tickets.

How long do I have access to the movie?

Your selected film will be available for two days so you can test your access before the big event.

## Screening Platform

Can the Swank Screening Platform (SSP) handle introductions, Q&A sessions, chat, etc.?

At this time, our streaming server does not have these features; however, you can seamlessly show the movie then conduct follow-up sessions using other platforms. For example, select a time to press "play," view the movie, and create a Twitter hashtag to discuss the movie while it is playing.

## Senior Class Cabinet Meeting

Date:	November 30, 2020	Time:	8:00	Location:	Zoom
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### Attendance

x	Tyler Johnson, Pres.	x	Niall Finnegan, VP	x	Hannah Broman, Secty
x	Sydney Crespo, Treasurer		Carlos Rosales, CC		Allison Szeto, Historian
				x	Mr. Bennett, Adv

### Approval of Minutes:

Motion:		Second:		Vote:	
---------	--	---------	--	-------	--

### Discussion Items:

Topic	Who	Timeline
Movie night <a href="#">Trivia mediums</a> <a href="#">Trivia Questions</a> <a href="#">Trivia google form</a>		

### Treasury:

*Treasurer will go over any recent transactions or account activity.*

Items	Adjustments	Balance
Beginning Balance		\$15,268.42
T-shirts	-\$2656.84	\$12,611.58
\$150 fee for movies night	-\$150.00	\$12,461.58

### Business Office Items:


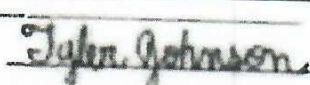

*Items to be submitted to the Business Office.*

	Motion	Second	Vote (yea - nay)
--	--------	--------	---------------------



Motion to approve \$150 to pay for the virtual streaming fee for movie night - payable to Swank Movie Licenses	Hannah	Tyler	4-0
Motion to approve opening a PO in the amount of \$500 for Erik Bennett for Sr. Class Cabinet Supplies	Niall	Sydney	4-0

**Adjournment:**

		
Secretary	President	Advisor



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 12/14/2020

From: Araceli Pena

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Site(s) or Department: Adult School

Adult School

Number of Quotes: 1

Vendor/Contractor: CEV Multimedia, Ltd.

Reason for proposal:

CEV Multimedia, Ltd. will be providing our Career Tech Instructor with B&M High School Instructor annual licensing from January thru June 30th.

Certificate of Insurance: n/a

Contract Amount: \$750

Funding Source: 11

Approved by:

Araceli Pena

12/14/2020

Personnel who oversees Site/Department budget

Vanessa Castano

01/07/2021

Manager of Capital Facilities and Purchasing

Valerie Miller

01/07/2021

Director of Budget and Fiscal Services



1020 SE Loop 289  
Lubbock, TX 79404


P 800.922.9965 \* F 800.243.6398

[customersupport@cevmultimedia.com](mailto:customersupport@cevmultimedia.com)

**THIS IS A QUOTE ONLY-NOT AN INVOICE**

Quote No: SANM#99612

Date: 12/11/2020

 1-8-2021

**Billing Information:**

School District:	San Mateo Adult Education School
Attn:	Accounts Payable
Address:	789 E Poplar Ave
City, St, Zip:	San Mateo, CA 94401

School Name:	San Mateo Adult Education School
Attn:	Stephanie Kriebel
Email:	<a href="mailto:skriebel@smuhdsd.org">skriebel@smuhdsd.org</a>
Physical Addr:	789 E Poplar Ave
City, St, Zip	San Mateo, CA 94401

PO Number	Customer ID	Sales ID	Territory ID
Pending	SANM0001	CA05	iCEV

# of Licenses	Item #	Description	Quoted Price	Total Price
	220-200	iCEV <b>AG</b> High School Instructor Annual License		\$ -
	220-201	iCEV <b>AG</b> High School Student Annual License		\$ -
	230-200	iCEV <b>Health</b> High School Instructor Annual License		\$ -
	230-201	iCEV <b>Health</b> High School Student Annual License		\$ -
	240-200	iCEV <b>FCS</b> High School Instructor Annual License		\$ -
	240-201	iCEV <b>FCS</b> High School Student Annual License		\$ -
1	250-200	iCEV <b>B&amp;M</b> High School Instructor Annual License	\$ 750.00	\$ 750.00
	250-201	iCEV <b>B&amp;M</b> High School Student Annual License		\$ -
		<b>January 1, 2021-June 30, 2021</b>		
	260-200	iCEV <b>Careers</b> High School Instructor Annual License		\$ -
	260-201	iCEV <b>Careers</b> High School Student Annual License		\$ -
	270-200	iCEV <b>CareerPreparedness</b> High School Instructor Annual License		\$ -
	270-201	iCEV <b>CareerPreparedness</b> High School Student Annual License		\$ -
	280-200	iCEV <b>ACTM</b> High School Instructor Annual License		\$ -
	280-201	iCEV <b>ACTM</b> High School Student Annual License		\$ -
	290-200	iCEV <b>LPSC</b> High School Instructor Annual License		\$ -
	290-201	iCEV <b>LPSC</b> High School Student Annual License		\$ -
	800-000	iCEV Certification Voucher Codes		\$ -
			<b>Total</b>	<b>\$ 750.00</b>

*Thank you for your interest in iCEV On-Line !*



Here's to the power of unlocked potential.

## Sole Source Affidavit

This letter is to confirm that CEV Multimedia, Ltd. is the producer and publisher as well as the owner of the copyright to icevonline.com which includes iCEV High School Instructor and Student Annual Licenses for each of our sites: Agricultural Science; Business, Marketing, Finance, IT & Media; Career Exploration; Family & Consumer Sciences; Health Science; Law, Public Safety, Corrections & Security; Architecture, Construction, Transportation & Manufacturing. icevonline.com is a sole source product, manufactured, published, produced, sold and distributed exclusively by CEV Multimedia, Ltd. the owner of icevonline.com. No other company makes a similar or competing product. This product must be purchased directly from CEV Multimedia, Ltd. at the address listed below. There are no agents or dealers authorized to represent this product(s).

Additionally, competition is precluded by the existence of a patent, copyright, secret process or monopoly.

There is no other like product(s) available for purchase that would serve the same purpose or function. There is only one price for the above named product(s) because of exclusive distribution or marketing rights.

If you desire additional information, please contact us at 800.922.9965 or visit our website at [www.icevonline.com](http://www.icevonline.com).

**Business Name:** CEV Multimedia, Ltd.  
**Address:** 1020 SE Loop 289  
Lubbock TX 79404

**FEIN:** 75-2803669  
**DUNS:** 158885608

**Telephone:** 800.922.9965      806-745-8820  
**Fax:** 800.243.6398      806-745-5300

**Website:** [www.icevonline.com](http://www.icevonline.com)

**E-mail:** [accounting@cevmultimedia.com](mailto:accounting@cevmultimedia.com)

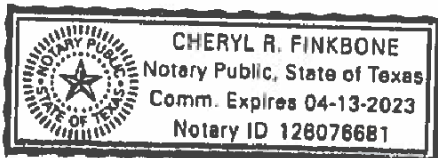
**Orders:** e-mail [accounting@cevmultimedia.com](mailto:accounting@cevmultimedia.com)

**Authorized Signature:**

**Printed Name:** Karen Crowell, Controller

SUBSCRIBED AND SWORN to before me on this 7th day of May, 2019

Notary Public, State of Texas



Signature

4-13-23

Date Commission Expires