

San Mateo Union High School District  
 Superintendent's Office  
*Contract Log for August 8, 2019 Board Meeting*

Requestor Name	Contract	Date Received	Date Returned	Amount	Funding Source
Dan Dobbins	Hunter Engineering Company-ForceMath Vibration System	6/14/2019	6/14/2019	\$17,063.33	General Fund-Transportation
Julia Kempkey	Innerworkings-printing Aragon Health Books	6/14/2019	6/14/2019	\$3,536.50	General Fund-Instruction
Dan Dobbins	FuelCloud, Inc.-monthly Fee for website	6/14/2019	6/14/2019	\$85.00	General Fund-Transportation
Dan Dobbins	Grand Collision Center-repair 2010 Ford Super Duty F350 truck	6/19/2019	6/19/2019	\$1,265.71	General Fund-Transportation
Imedla Gomez	InThinking-CHS-annual subscription for Biology and English	6/19/2019	6/19/2019	\$500.00	IB Funds
Nicole Donegan	Club Auto Sport-HHS-rental of chairs/tables for prom	6/19/2019	6/19/2019	\$19,266.50	Class of 2020
Nancy Marty	Hudl-BHS-Varsity Football Sideline	6/19/2019	7/15/2019	\$900.00	95 Fund-ASB Football
Dan Dobbins	Grand Collision Center-repair 2001 Ford Supper Duty-F550 Truck	6/24/2019	6/24/2019	\$7,418.41	General Fund-Transportation
Anna/Don Scatena	Clear Proflex-Subscription-Clear Government Investigation	6/24/2019	6/18/2019	\$12,744.00	General Fund-Student Services
b	Reimbursement for Adult Education Credential Stipend	6/26/2019	7/15/2019	\$2,475.00	Adult School
Dan Dobbins	Ron Turley Associates, Inc.-Transportation-annula hosting service	7/9/2019	7/15/2019	\$4,261.91	General Fund-Transportation
Dan Dobbins	AllData-Transportation-subscription renewal for AllData Repair	7/3/2019	7/15/2019	\$975.00	General Fund-Transportation
Jenelle Vazquez	Quia Educational-SMH-subscription for 1 year Quia website	7/2/2019	7/15/2019	\$198.00	SMHS Administration
Jenelle Vazquez	Edpuzzle-SMH-1 year subscription for all teachers to access Edpuzzle	7/2/2019	7/15/2019	\$1,080.00	SMHS Administration
Jenelle Vazquez	Quizlet-SMH-1 year subscription for web-based study learning tools	7/2/2019	7/15/2019	\$259.12	SMHS Administration
Jenelle Vazquez	Robert Kanye-SMH-webmaster for school website for 1 year	7/2/2019	7/15/2019	\$6,250.00	SMHS Administration
Kevin Skelly	Schools for Sound Finance-2019-20 Membership Dues	7/9/2019	7/15/2019	\$4,000.00	General Fund-Superintendent

Jenelle Vazquez	Destination Systems-SMH-bus rental for marching band trip in Oct. & Nov. 2019	7/8/2019	7/15/2019	\$9,399.00	Parent Group-Music
Jenelle Vazquez	Silicon Valley Sports Officials Association-SMH-sports officials for games	7/8/2019	7/15/2019	\$15,201.00	Athletics
Araceli/Tim Doyle	Instructive-Adult School-providing software service for 19/20.	7/3/2019	7/15/2019	\$1,365.00	Fund 11
Araceli/Tim Doyle	Condensed Curriculum International., Inc-Adult School-providing instructional Pharmacy Technician classes for 19/20	7/3/2019	7/15/2019	\$17,980.00	Fund 11
Anna/April Torres	Healthmaster-Hoany Mental Health Subscription renewal	7/2/2019	7/15/2019	\$12,000.00	General Fund-Mental Health
Debbie/Linda Carlton	Loral Horticultural Services-CHS-miscellaneous tree work around parking lots	6/18/2019	7/15/2019	\$6,652.00	General Fund-Grounds
Grace Goodwin	N2Y, LLC-subscription renewal for Unique Learning System	7/2/2019	7/15/2019	\$17,985.00	General Fund-Special Education
Debbie/Linda Carlton	Timberline Tree & Landscape-PHS-tree services needed to clear out debris and small	6/18/2019	7/15/2019	\$2,800.00	General Fund-Grounds
Debbie/Linda Carlton	JB Jordan & Associates-MHS-remove and dispose of existing flooring and install new Tarkett vinyl flooring	6/13/2019	7/15/2019	\$14,340.00	General Fund-Maintenance
Liz/Debbie Arobio	Rodan Builders, Inc.-HHS-provide labor, material and equipment to investigate and assist in determining the scope of work	7/2/2019	7/15/2019	\$24,500.00	Fund 21
Julia Kempkey	National Equity Project-executive coaching-Leadership Development	7/13/2019	7/15/2019	\$8,800.80	General Fund-Instruction
Debbie/Linda Carlton	Loral Horticultural Services-SMH-deep root fertilization services for 2 palm trees	6/12/2019	7/15/2019	\$500.00	General Fund-Grounds
Debbie/Linda Carlton	MSC Environmental-Districtwide-cleaning services for carpets, floors and seats in the theaters	6/12/2019	7/15/2019	\$18,668.30	General Fund-Operations
Araceli Pena	CEV Multimedia, Ltd-Adult School-providing access to ICEV Careers software for 19/20	6/19/2019	7/15/2019	\$725.00	Fund 11
Araceli Pena	New Readers Press-Adult School-renewal of newspaper subscription for teachers for 19/20	6/20/2019	7/15/2019	\$361.25	231 Grant Funds
Araceli Pena	Scholastic Magazines-Adult School-renewal of magazine subscriptions for teachers 19/20	6/17/2019	7/15/2019	\$126.50	231 Grant Funds

Araceli/Stephanie Kriebel	CEV Multimedia, LTD-Adult School-providing access to ICEV Certification Vouchers for	6/26/2019	7/15/2019	\$3,870.00	Fund 11
Araceli/Gabby Iian	Team Viewer-Adult School-providing software services for 19/20	6/27/2019	7/15/2019	\$1,470.60	Fund 11
Araceli/Jeri McGovern	Juliet Martine-Adult School-providing instructional services for yoga classes for	6/27/2019	7/15/2019	\$2,960.00	Fund 11
Araceli Pena	First Baptist Church-Adult School-rent for classrooms at First Baptist Church in San	6/25/2019	7/15/2019	\$15,600.00	Fund 11
Araceli Pena	Essential Education-Adult School-providing access to GED Testing Service Official GED practice test for 19/20	6/21/2019	7/15/2019	\$2,550.00	Fund 11
Araceli Pena	Matthew Crane-Adult School-providing instructional services for art classes for 19/20	6/25/2019	7/15/2019	\$6,975.00	Fund 11
Arceli Pena	Ing Harding-Barlow-Adult School-providing instructional services for genealogy classes for 19/20	6/25/2019	7/15/2019	\$3420 not to exceed	Fund 11
Araceli Pena	Deborah Rosengaus-Adult School-providing instructional services for Music Skills class for 19/20	6/25/2019	7/15/2019	\$3,655 not to exceed	Fund 11
Araceli Pena	Martha Herman-Adult School-providing instructional services for art classes for 19/20	6/25/2019	7/15/2019	\$2,160.00	Fund 11
Araceli Pena	Daniela Scott-Adult School-providing instructional services for fitness classes for 19/20	6/25/2019	7/15/2019	\$2,025 not to exceed	Fund 11
Araceli/Eric Saavedra	Hernan Delgado-Adult School-providing instructional services for Spanish classes for 19/20	6/24/2019	7/15/2019	\$16,900.00	Fund 11
Laura Chalkley	Mercury News-subscription for 1 year	7/9/2019	7/15/2019	\$9.95 per month	General Fund-Publication
Simon Bettis	Certica-subscription renewal for 1 year	7/9/2019	7/15/2019	\$10,532.50	General Fund-Technology
Kirk Black	Concentra Medical Center-for TB testing	7/9/2019	7/15/2019	\$18,000.00	General Fund-HR
Kirk Black	Preferred Alliance-random drug testing	7/9/2019	7/15/2019	\$2,000.00	General Fund-HR
Kirk Black	San Mateo County Office of Ed-Teacher Induction Agreement 19-20	7/10/2019	7/15/2019	\$2,500 per Teacher Induction Candidate & to hire Mentor pay additional \$2,000 per participate	General Fund-HR

Simon Bettis	Infinity Communications and Consulting-Erate Renewal	7/10/2019	7/15/2019	\$12,000.00	General Fund-Technology
Kirk Black	19/20 EDJOIN Service Agreement	7/10/2019	7/15/2019	\$1,262.25	General Fund-HR
Jenelle Vazquez	Hudl-SMH-Football Assistant	7/10/2019	7/15/2019	\$1,000.00	ASB Football
Dan Dobbins	Putnam GM-Transportation-replace glow plug module	7/11/2019	7/15/2019	\$1,404.01	General Fund-Transportation
Kevin Skelly	AASA Membership Dues Invoice for 19/20	7/11/2019	7/15/2019	\$460.00	General Fund-Superintendent
Luci Tolfa	Cengage Learning-AHS-GVRL Annual Hosting Fee	7/11/2019	7/15/2019	\$50.00	Site
Luci Tolfa	Scantron-AHS-loan agreement for 19/20 scantron machines	7/11/2019	7/15/2019	\$800.00	Site
Kevin Skelly	Half Moon Bay Golf Links	7/12/2019	7/15/2019	\$3,262.50	General Fund-Superintendent
Simon Bettis	Hula Networks-Cloudlink for Cisco Users	7/12/2019	7/15/2019	\$750.00	General Fund-Technology
Araceli/Ka'Ryn Holder-Jackson	Leadership Program-attendance for program	7/12/2019	7/15/2019	\$825.00	Fund 11
Debbie/Linda Carlton	Ultra Building Solutions-DO-provide labor, equipment and cleaning materials to clean the exterior lobby windows	7/12/2019	7/15/2019	\$1,130.00	General Fund-Maintenance
Debbie/Linda Carlton	Aviary Management Professionals-AHS-provide labor and materials for additional spikes and net reinforcement for bird control	7/12/2019	7/15/2019	\$640.00	General Fund-Maintenance
Laura Chalkley	Leadership Program-PR, Communicaiton & Pubilication manager to attend program	7/12/2019	7/15/2019	\$1,650.00	General Fund-PR
Julia Kempkey	Agreement for Off-Site Training-Covance Laboratories for Biotechnology Internship	7/16/2019	7/16/2019	\$0.00	General Fund-Instruction
Dan Dobbins	Responsive Communication Services, Inc-Transportation-install on buses Firmware	7/16/2019	7/17/2019	\$1,050.00	General Fund-Transportation
Dan Dobbins	Betts Truck Parts & Service-Transportation-align medium duty truck	7/16/2019	7/17/2019	\$273.76	General Fund-Transportation
Brian Simmons	The UPS Store-Livescan Services	7/16/2019	7/17/2019	\$18,000.00	General Fund-Instruction
Brian Simmons	U.S. Bank-ZipRecruiter, etc.	7/16/2019	7/17/2019	\$7,000.00	General Fund-Instruction
Brian Simmons	Destination Systems-transportatoin for field trip on 7/11 & 7/12	7/16/2019	7/17/2019	\$2,057.96	General Fund-Instruction
Anna/Carolyn Schwartzbord	TobiiDynavox-renewal 1 year boardmaker online	7/16/2019	7/17/2019	\$1,074.60	General Fund-Special Education
Jenelle Vazquez	Calendarwiz-SMH-1 year subscription service	7/16/2019	7/17/2019	\$250.00	SMHS Administration
Julia Kempkey	Innerworkings-printing Math books	7/17/2019	7/18/2019	\$2,108.00	General Fund-Instruction
Julia Kempkey	N2Y,LLC-PD-On-site Essentials Course	7/17/2019	7/18/2019	\$5,250.00	General Fund-Instruction

Jenelle Vazquez	Pear Deck-SMH-1 year Educator subscription	7/18/2019	7/22/2019	\$149.00	SMHS Administration
Kirk Black	State of California Department of Justice-for fingerprint services	7/18/2019	7/22/2019	\$24,000.00	General Fund-HR
Brian Simmons	Agreement for Off-Site Training-Pacific Dental Center for Biotechnology Internship	7/19/2019	7/22/2019	\$0.00	General Fund-Instruction
Luci Tolfa	Office 1-AHS-yearly contracts for printer toner and serviing for 2019-2020	7/19/2019	7/22/2019	\$176 per quarter & .0121 cent per page	AHS Administration
Brian Simmons	Health Connected agreement-training	7/19/2019	7/22/2019	\$3,222.85	General Fund-Instruction
Don Scatena	Aeries Software & Services Proposal for Aeries Online Enrollment for 7/19 to 10/10/19	7/22/2019	7/22/2019	\$21,150.00	General Fund-Student Services
Laura Chalkley	CalSPRA Membership for 2019-2029	7/19/2019	7/22/2019	\$250.00	General Fund-Publication
Brian Simmons	Shi-senso cloud Module Add On	7/22/2019	7/23/2019	\$457.90	Perkins Grant
Debbie/Linda Carlton	Mission Valley Truck-Districtwide-create an open PO for emergency repair/service	7/22/2019	7/23/2019	\$2,500.00	General Fund-Maintenance
Debbie/Linda Carlton	Otis Elevator-Districtwide-create an open PO for emergency repair/service	7/22/2019	7/23/2019	\$3,000.00	General Fund-Maintenance
Debbie/Linda Carlton	Roto-Rooter-Districtwide-create an open PO for emergency repair/service	7/22/2019	7/23/2019	\$1,000.00	General Fund-Maintenance
Debbie/Linda Carlton	R & S Erection North Peninsula, Inc.-Districtwide-create an open PO for emergency	7/22/2019	7/23/2019	\$2,000.00	General Fund-Maintenance
Debbie/Linda Carlton	Terminix International-Districtwide-create an open PO for emergency service calls for pest control	7/22/2019	7/23/2019	\$2,000.00	General Fund-Grounds
Debbie/Linda Carlton	McKinley Elevator Corporation-Districtwide-create an open PO for emergency repair/service calls	7/22/2019	7/23/2019	\$3,000.00	General Fund-Maintenance
Debbie/Linda Carlton	RFI Communications, Inc.-Districtwide-create an open PO for emergency repair/service	7/22/2019	7/23/2019	\$3,000.00	General Fund-Security
Julia Kempkey	SM County Court-District contribution for the shared cost of coordination and court security fees	7/24/2019	7/24/2019	\$4,375.00	G.A.T.E. Funds
Debbie/Linda Carlton	All Fence Company-CHS-provide labor and materials to replace existing single gate with a double gate	7/24/2019	7/24/2019	\$2,245.00	General Fund-Maintenance

Debbie/Linda Carlton	HortScience-Districtwide-create a PO for emergency tree consulting	7/24/2019	7/24/2019	\$2,000.00	General Fund-Maintenance
Debbie/Linda Carlton	Timberline Tree & Landscape-Districtwide -create an open PO for emergency tree service calls	7/24/2019	7/24/2019	\$3,000.00	General Fund-Grounds
Debbie/Linda Carlton	Brayer Electric-Districtwide-create an open PO for emergency repair/service	7/24/2019	7/24/2019	\$3,000.00	General Fund-Security
Debbie/Linda Carlton	Knorr Systems-Districtwide-create an open PO for emergency repair/service	7/24/2019	7/24/2019	\$12,000.00	General Fund-Maintenance
Debbie/Linda Carlton	Club Care Services-Districtwide-create an open PO for emergency service calls	7/24/2019	7/24/2019	\$1,000.00	General Fund-Maintenance
Debbie/Linda Carlton	Air & Water Services-Districtwide-create an open PO for emergency air quality tests	7/24/2019	7/24/2019	\$1,000.00	General Fund-Maintenance
Debbie/Linda Carlton	Classic Services-Districtwide-create an open PO for emergency repair/service	7/24/2019	7/24/2019	\$3,000.00	General Fund-Maintenance
Debbie/Linda Carlton	Timberline Tree & Landscape-HHS-provide tree trimming services and the removal of debris	7/24/2019	7/24/2019	\$7,900.00	General Fund-Grounds
Araceli/Tim Doyle	Accrediting Commission for Schools-Adult School-providing instructional support audit for 19/20	7/25/2019	7/29/2019	\$950.00	Fund 11
Denis/Debbie Arobio	EMS Linq, Inc.-Districtwide-school nutrition and fitness renewal/ISITE Digital Display	7/25/2019	7/29/2019	\$1,990.00	Fund 13 Nutrition
Julia Kempkey	Open Learning Initiative-concepts in statistics bulk purchase	7/25/2019	7/29/2019	\$2,880.00	General Fund-Instruction
Julia Kempkey	Cengage Learning-Digital Bundle-Chemistry AP Edition & Online Fast Track	7/25/2019	7/29/2019	\$385.00	General Fund-Instruction
Elizabeth McManus	Garada World-2019-2020 Agreement for Armored Transportaton Service	7/25/2019	7/29/2019	\$1,248.72	General Fund-Business
Debbie/Linda Carlton	San Mateo Lawn Mower-Districtwide-create and open PO for emergency/repair services	7/25/2019	7/30/2019	\$2,000.00	General Fund-Maintenance
Araceli/Theresa Culerwell	Kate Hand-Adult School-reimbursement for Adult Education credential stipend	7/29/2019	7/30/2019	\$2,475.00	Fund 11
Araceli/Tim Doyle	Vanco-Adult School-providing program services for 19/20	7/29/2019	7/30/2019	\$13,109.00	Fund 11

Julia Kempkey	Indigo-Spec.Ed.-provides the survey to Therapeutic Class Teachers for PD	7/29/2019	7/30/2019	\$1,500.00	General Fund-Special Education
Amber/Carolyn Schwartzbord	Allied Transportation Services-Spec. Ed.- provide transportation to/from NPS-Beacon School	7/31/2019	7/31/2019	\$24,030.00	General Fund-Special Education
Debbie/Linda Carlton	Pacific Coast Trane Service-AHS-troubleshoot 2 trane panel one serving the CTE and the other serving the boiler room	7/31/2019	7/31/2019	\$3,535.00	General Fund-Maintenance
Debbie/Linda Carlton	RFI Communications-PHS-replace and upgrade Siemens Fire Alarm control panel	7/31/2019	7/31/2019	\$4,655.30	General Fund-Security
Debbie/Linda Carlton	Progress Glass Co., Inc.-SMH-provide labor and materials to replace the stadium press box window	7/31/2019	7/31/2019	\$2,254.00	General Fund=Maintenance

**Submitted to:**

San Mateo Union High School DI  
991 Poplar Ave  
San Mateo, CA 94401  
650-558-2443

**Quoted through:**

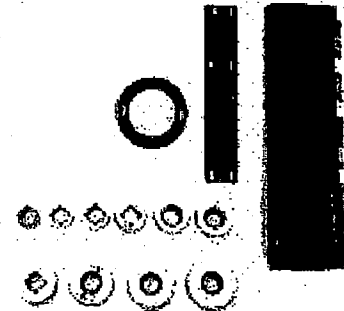
MOHAWK RESOURCES LTD

**FM02 (MSRP: \$15,165.00)****13,446.05****ForceMatch Vibration System**

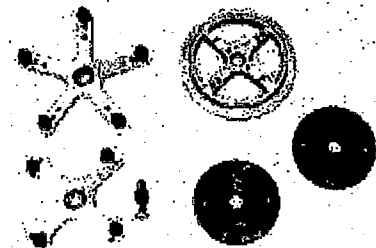
- For Heavy Duty applications up to 500lbs and 52" diameter
- Fits passenger car and light truck applications
- TPMS Spec Database (Sensor Type & Reset Procedures)
- SmartWeight(TM) Better Balance & Saves Excess Weight
- Integrated Power Wheel Lift - 500lb capacity
- Hammerhead TDC and BDC Laser for accurate weight placement
- ForceMatch Tire Runout Measurement for match mounting
- Wheel Runout Measurement
- Auto Double Dataset Arms
- Factory Installation and Training
- Made in USA

**20-2747-1 (MSRP: \$895.00)****694.36**

Gen III Storage Kit- Includes 10 BullsEye collets, offset spacer and Gen III balancer storage kit. This kit should be used with balancers with LCD monitors, SWP, DSP, and FM balancers. Not to be used with touchscreen balancers.

**APPROVED JUN 14 2019****20-2274-2 (MSRP: \$2,250.00)****1,994.96**

Heavy Duty and Bus, 8-10 Lug

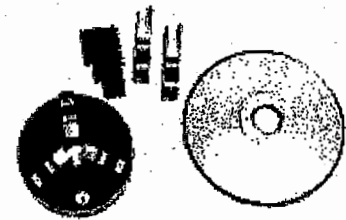




**20-1602-1** (MSRP: \$1,030.50)

799.48

TruckChuck Wheel & Drum Balancing Kit, Includes Chuck 175-286-2, Clamp Cup 175-296-2, Protector Sleeve 106-127-2, and 20-1854-2 Extended Jaws Kit



**20-1207-1** (MSRP: \$200.00)

104.04

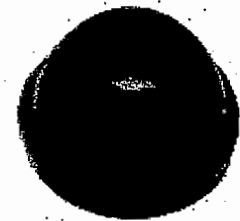
Truck Cone Kit, Extra Large Truck Cone 192-92-2 and Plastic Spacer Ring 46-309-2



**175-392-1** (MSRP: \$31.50)

24.44

Cup (6.0"), Fits Quick Take Up Wing Nuts 76-371-3, 76-390-1, 76-433-1, 76-432-1, 76-438-2 and 76-574-2.



Prices subject to change without notice.

Subtotal

\$17,063.33

(\$19,572.00 MSRP)

This proposal is good through 06/21/2019

Total Investment

\$17,063.33



AHS Health copies

\* VENDOR PRICING

Req 532

Sonia Gill <sgill@smuhsd.org>

## Quote please

Peter Haight <PHaight@inwk.com>  
To: Sonia Gill <sgill@smuhsd.org>

Fri, Jun 14, 2019 at 9:47 AM

Hi Sonia,

Listed below is your proposal.

Aragon Health Education Books

8.5 x 11

222 pages plus cover

Cover front - 65 Orbit Orange Cover – Black ink 1 side (page 1 of PDF)

Back Cover - 65 Orbit Orange Cover – no printing

Inside pages – White 24/60, page 3 and 7 of PDF simplex, remainder duplex, black

Perfect Bound Book – this is a more durable, less expensive option than the Black Tape Binding.

Deliver to:

Aragon High School

900 Alameda De Las Pulgas

San Mateo CA 94402

Attn: Barbara Beaumont

\$  
+50 shipping

475 Books - \$7.34 each

Total = \$ 3,536.50

All that I need to proceed is your approval.

[Quoted text hidden]

access your personal data for unauthorized use. You acknowledge that you provide your personal

FuelCloud has the unilateral right at any point in time to modify, suspend or discontinue the Service without notice. You agree that FuelCloud will not be liable to you or to any third party for any such discontinuance of the Services or any part thereof.

## 2. REGISTRATION OF ACCOUNT

To use the Services, you must register for a FuelCloud user account ("Account") and provide certain yourself. You agree to provide accurate and current information about yourself so that FuelCloud is to you. You agree to notify FuelCloud whenever any of your previously-submitted information changes. FuelCloud is not liable or responsible for Services which you do not receive as a result of your inability to provide up-to-date information, provide false or misleading information, or if FuelCloud perceives that you have provided false or misleading information. FuelCloud reserves the right to suspend or terminate your Account.

## 3. PERSONAL INFORMATION AND PRIVACY PROTECTION

Some information about you, your employees and/or business associates may be necessary in order to use the Services, such as name, email address, and physical locations ("Personal Information"). Personal Information is the personally-identifying information you may provide to FuelCloud through accessing its Site. FuelCloud uses Personal Information to what is necessary to provide the Services to you. To that end, FuelCloud uses Personal Information if necessary and allowed by law to administer FuelCloud's business to you as necessary. FuelCloud limits the access to your Personal Information by FuelCloud employees only to those necessary to provide the Services to you. Unless required by law, outlined in these Terms and Conditions or you expressly grant permission, FuelCloud will not share your Personal Information with any third parties for their own use.

## 4. COOKIE POLICY

By using or accessing the Website, you are consenting to FuelCloud's use of Cookies as follows:

This policy helps to explain the occasions when and why cookies may be sent to visitors to the Site. Cookies are small pieces of information that a web site transfers to an individual's hard drive or other web site-browsing equipment for a variety of purposes. Cookies allow the Site to remember information that will make your use of the Site more efficient. Cookies typically contain the name of the domain from which the cookie has come, the "lifetime" of the cookie, and a unique number or other value. Like most web sites, FuelCloud uses cookies for a variety of purposes: to enhance your experience, for analytics and for marketing, but specifically we use Cookies on the Website for the following purposes:

1. **Analytical Purposes:** We use Cookies to analyze user activity in order to improve the Site. For example, we look at aggregate patterns and can use such analysis to gain insights about how to improve the user experience of the Site.
2. **Your Preferences:** We use Cookies to store certain user preferences on our Site. For example, we store the searches you have performed in a Cookie so that we can allow you to easily repeat those searches when you return to the Site.
3. **Marketing:** We use Cookies from third-party partners for marketing purposes. These Cookies allow us to send promotional material to you on other sites you visit across the Internet.

be governed by separate terms and conditions provided by the operator(s) of the applicable acknowledge and agree that FuelCloud makes no representation or warranty about the safety. Accordingly, FuelCloud is not responsible for your use of any Third Party Products or any personal damage (including, without limitation, to your home), or other harm or losses arising from or Third Party Products. Questions about Third Party Products should be directed to such third parties.

- (d) The Site may contain links to other web sites operated by third parties ("Third Party Sites"), vendors ("Referred Vendors"). Such Third Party Sites and Referred Vendors are not under FuelCloud's control. FuelCloud provides these links and referrals only as a convenience and does not review, approve, monitor, or endorse any representations with respect to such Third Party Sites or Referred Vendors. Your use of the Site is at your own risk.
- (e) FuelCloud is not responsible for third parties or their products and services, including, without limitation, Third Party Products and Services, Third Party Sites, Referred Vendors, Equipment, ISPs, and Carriers. FuelCloud hereby discharge, waive and release FuelCloud and its licensors and suppliers from any past, present, or future liabilities, and damages, known or unknown, arising out of or relating to your interactions with third parties, products and services.
- Certain FuelCloud Services provide tools intended to assist you in your business operations, including the FuelCloud Tax Forms tool (the "Tax Tool") located on the Site. The Tax Tool, and the forms found on the Site, are for informational purposes and do not constitute, or serve as a substitute to, professional tax advice. The Tax Tool is not a supplement to the advice of licensed tax professionals, and in no instance shall FuelCloud be held liable for any specific liabilities.

## 6. LIMITATIONS OF FUEL CLOUD SERVICES DUE TO THIRD PARTIES

- (a) FuelCloud relies upon or interfaces with third party products and services. These third party products and services are beyond FuelCloud's control, but their operation may impact or be impacted by the use and reliance on the Services. You acknowledge and agree that: (i) the use and availability of the Services is dependent on third party vendors and service providers; (ii) these third party products and services may not operate in the United States and they may impact the way that the FuelCloud Services operate, and (iii) FuelCloud is not responsible for any losses due to the operation of these third party products and services.
- (b) You acknowledge that FuelCloud uses third party service providers to enable some aspects of the Services, for example, data storage, synchronization, and communication.
- (c) You acknowledge that the availability of the Services is dependent on: (i) your computer, network, Wi-Fi network, Bluetooth connection, and other related equipment ("Equipment"); (ii) your Internet service provider and (iii) your mobile device carrier ("Carrier"). You acknowledge that you are responsible for selecting your Carrier in connection with your use of the Services. You also acknowledge that you are responsible for reviewing applicable agreements, terms of use/service, and other policies of your ISP and Carrier.
- (d) The FuelCloud Products is hardware that relies on existing infrastructure to function as intended. FuelCloud makes no representations regarding the compatibility of the Products with any particular hardware or software.

## 7. PRICE, INVENTORY AND PRODUCT AVAILABILITY

FUEL CLOUD DOES NOT ENSURE PRICE OR QUANTITY OF ANY PARTICULAR ITEM LISTED ON THIS WEBSITE. ALL ITEMS ARE ACCEPTED, ACKNOWLEDGED AND SHIPPED UNDER FUEL CLOUD STANDARD TERMS AND CONDITIONS.

The trademarks, logos, and service marks ("Marks") displayed on this Site are the property of FuelCloud. FuelCloud is permitted to use the Marks without the prior written consent of FuelCloud or such third party that may own the Marks.

References to other companies and their products use trademarks owned by the respective companies for informational purposes only.

## 9. LIMITATION OF LIABILITY

The material on this Site may contain inaccuracies and typographical or other errors. FuelCloud makes no representation about the accuracy, reliability, completeness, or timeliness of the material or about the results to be obtained from the use of the material therein. Use of the Site and any information contained therein is at your own risk. The material on this Site may or may not be periodically updated or revised at any time. These Terms and Conditions shall apply to any and all such updates or revisions.

FUEL CLOUD DOES NOT WARRANT THAT THE SITE WILL OPERATE ERROR-FREE OR THAT THIS SITE WILL BE FREE OF COMPUTER VIRUSES AND OTHER HARMFUL GOODS OR COMPUTER CODE THAT MAY BE TRANSFERRED TO YOUR DEVICE WHEN DOWNLOADED. IF YOUR USE OF THE SITE AND OF THE MATERIAL RESULTS IN THE NEED FOR REPAIR OF EQUIPMENT OR DATA, FUEL CLOUD IS NOT RESPONSIBLE FOR THOSE COSTS.

YOU SPECIFICALLY ACKNOWLEDGE AND AGREE THAT FUEL CLOUD IS NOT LIABLE FOR ANY DEFAMATION, NEGLIGENCE, OR CONDUCT OF ANY USER. IF YOU ARE DISSATISFIED WITH ANY OF FUEL CLOUD'S MATERIAL, OR WITH ANY OF THE CONTENT LOCATED ON THIS SITE, OR WITH ANY OF THESE TERMS AND CONDITIONS, YOUR SOLE REMEDY SHALL BE TO STOP USING THE WEBSITE.

## 10. WARRANTY DISCLAIMERS

- (a) THE SERVICES ARE PROVIDED FOR YOUR CONVENIENCE "AS IS" AND "AS AVAILABLE" AND FUEL CLOUD, ITS LICENSORS AND SUPPLIERS EXPRESSLY DISCLAIM ANY WARRANTIES AND CONDITIONS OF MERCHANTABILITY, WHETHER OR IMPLIED, INCLUDING THE WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ACCURACY AND NON-INFRINGEMENT.
- (b) FUEL CLOUD AND OUR LICENSORS AND SUPPLIERS MAKE NO WARRANTY THAT DEFECTS IN THE SERVICES: (I) WILL SATISFY YOUR NEEDS; (II) WILL BE COMPATIBLE WITH YOUR HOME OR BUSINESS NETWORK; (III) WILL BE AVAILABLE ON AN UNINTERRUPTED, TIMELY, SECURE, OR ERROR-FREE BASIS; OR (IV) WILL BE ACCURATE OR RELIABLE. NO ADVICE OR INFORMATION, WHETHER ORAL OR WRITTEN, OBTAINED FROM FUEL CLOUD OR THROUGH THE SERVICES SHALL CREATE ANY WARRANTY.
- (c) WHEN YOU INSTALL, SETUP OR USE PRODUCTS AND SERVICES LIKE THOSE PROVIDED BY FUEL CLOUD, YOU ACCEPT THE CHANCE TO ALTER DEFAULTS OR CHOOSE PARTICULAR SETTINGS. THE CHOICES SELECTED BY YOU MAY OR LEAD TO NON-RECOMMENDED OPERATION OF YOUR CONNECTED EQUIPMENT OR SYSTEMS. FUEL CLOUD SHALL NOT BE LIABLE FOR SUCH DAMAGE WHEN YOU CHOOSE PARTICULAR SETTINGS OR ADJUST DEFAULTS.
- (d) FUEL CLOUD MAKES NO REPRESENTATIONS CONCERNING ANY CONTENT CONTAINED IN OR ACCESSIBLE THROUGH THE SERVICES, AND FUEL CLOUD WILL NOT BE RESPONSIBLE OR LIABLE FOR THE ACCURACY, COMPLETENESS, OR DECENCY OF MATERIAL CONTAINED IN OR ACCESSIBLE THROUGH THE SERVICES. FUEL CLOUD

websites of FuelCloud business partners. FuelCloud is not responsible for the content of their websites or the actions of their owners/operators of the websites. FuelCloud does not make any representations regarding the content or accuracy of such third-party websites. FuelCloud shall not, however, be a party to any contract entered by you, or a result of contract with the websites linked from this Site, and thereby does not in any fashion, guarantee or warrant any third-party under any contract. You hereby release FuelCloud and its affiliates from any damages and shall not assert any claims against FuelCloud, arising from your use of these third party products or services under any contract.

### 13. DISPUTES AND ARBITRATION

- (a) If a dispute (the "Dispute") arises between you and FuelCloud, FuelCloud deems it paramount to resolve the concerns. You agree you will contact FuelCloud concerning any dispute you have with FuelCloud's Terms and Conditions or FuelCloud's Products and/or Services by contacting FuelCloud at 503-538-2513.
- (b) You and FuelCloud agree to submit any claim, dispute, action, cause of action, issue, or matter relating to these Terms and Conditions or your use of the Services to binding arbitration rather than to a court forum other than set forth in this section. Further, you agree arbitration is final and binding and not subject to review by a court. You also waive your right to any form of appeal, review or recourse to any court insofar as such waiver may be validly made. This provision is to be interpreted broadly to encompass any dispute arising out of or relating to your use of the Services will be resolved by binding arbitration except to small claims court if they qualify for hearing by such a court.
- (c) No party may initially institute any civil action in the federal or state court system concerning the use of Service. If you and FuelCloud are unable to agree on the resolution of a Dispute within 60 days of the date of the notice, then either party may initiate the dispute resolution procedure described in this section. Within ten (10) days of the date of the notice, either party may file a written notice, describing with reasonable specificity the Dispute, stating the party's position and referring to this Agreement. If the parties are unable to negotiate an acceptable resolution within ten (10) days of the date of the notice, then any party may file suit in Washington County Circuit Court to resolve the Dispute to a referee as provided in Oregon Rule of Civil Procedure 65. If a Dispute is referred to a referee, the presiding judge of the Washington County Circuit Court may appoint a referee by selecting from a referee panel maintained by that Court. Within twenty (20) days after receiving notification of the appointment of a referee, either party may file with the presiding judge a written objection to the referee selected and request the appointment of another referee. Each party will be allowed three objections and no more. The decision of the referee will be final on the parties, and may not be appealed to any forum. The referee's findings resulting from the arbitration will be confirmed, relief in accordance therewith obtained, and a final judgment entered in the Washington County Circuit Court.
- (d) There shall be no right or authority for any claims subject to this arbitration clause to be brought on a consolidated basis or on bases involving claims brought in a purported representative capacity (including, but not limited to, as a private attorney general).
- (e) All administrative fees and expenses of arbitration will be divided equally between you and FuelCloud, except for the expense of its own counsel, experts, witnesses and preparation and presentation of evidence.

### 14. DIGITAL MILLENNIUM COPYRIGHT ACT

FuelCloud is committed to complying with copyright and related laws, and requires all users of the Service to do so. You may not store, post, modify, distribute, reproduce in any way, use or disseminate any material

contain the following information:

1. An electronic or physical signature of the person authorized to act on behalf of the owner of the property interest;
2. A description of the copyrighted work or other intellectual property that you claim has been infringed;
3. A description of where the material that you claim is infringing is located to permit us to locate and remove the offending material;
4. Your contact information, including your name, address, telephone number, and email address;
5. A statement by you that you have a good faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law; and
6. A statement by you, made under penalty of perjury, that the information contained in your request is true and correct.

## 15. USE OF IMAGES

Images of people or places displayed on the Sites are either the property of, or used with the permission of, FuelCloud. The use of these images by you, or anyone else authorized by you, is prohibited. Any unauthorized use may violate copyright laws, trademark laws, the laws of privacy or publicity, and communications laws.

## 16. CONTROLLING LAW

These Terms and Conditions shall be governed and interpreted in accordance with the laws of the State of Oregon. In the event of any conflict of laws principles that may provide the application of law of another jurisdiction, the personal jurisdiction and venue of the state and federal courts in or for Washington County, Oregon shall apply to all such claims or disputes, and you hereby waive any objection thereto. The parties further agree that these Terms and Conditions shall be deemed to have been entered into, executed and performed for all purposes within the state of Oregon.

## 17. TERM AND TERMINATION

These Terms and Conditions will remain in full force and effect so long as you continue to access or utilize the Services. FuelCloud may terminate your access to the Services in accordance with the provisions of these Terms and Conditions. At any point in time FuelCloud may, at its sole discretion, (i) disable or suspend your access to the Services; or (ii) terminate these Terms and Conditions. If FuelCloud in good faith perceives you have used the Services in violation of these Terms and Conditions, your Account and your right to use the Services will automatically terminate.

## 18. MISCELLANEOUS

- (a) Notwithstanding the foregoing, FuelCloud may seek injunctive relief or other equitable relief to protect its intellectual property rights or to prevent loss of data or damage to its servers in any court of competent jurisdiction.
- (b) These Terms and Conditions constitute the entire agreement between you and FuelCloud. Any failure by FuelCloud to exercise or enforce any right or provision of these Terms and Conditions shall not constitute a waiver of such right or provision. The section titles in these Terms and Conditions are for convenience only and shall have no contractual effect. If any provision of these Terms and Conditions is, for any reason, held to be invalid or unenforceable, the other provisions of these Terms and Conditions will be unimpaired and the invalid or unenforceable provision shall be modified so that it is valid and enforceable to the maximum extent allowable by law.

**CONTRACT**  
**Board Approval**  
**(under \$25K)**

*To: Kevin Skelly*

*Date: 8-8-2019*

*From: Jeannie Chen/Transportation*

---

*Site: Districtwide*

*Number of Quotes: 1 (sole source)*

*Funding Source: General Fund*

*Reason for proposal: Grand Collision Center*

*Contract Total: \$7,418.41*

*Please approve the attached invoice from.*

*Thank you,*



**GRAND COLLISION CENTER**  
grandcollision@sbcglobal.net  
22765 GRAND ST, HAYWARD, CA 94541  
Phone: (510) 581-9700  
FAX: (510) 581-7427

Workfile ID: 13477407  
Federal ID: 81-4976415  
State ID: 423-0561-5  
Resale Number: SRCH103-032344  
BAR: ARD00285967

**Preliminary Estimate**

**Customer: San Mateo Union High School District**

Insured: San Mateo Union High School District	Policy #:	Claim #:
Type of Loss:	Date of Loss:	Days to Repair: 0
Point of Impact:		
Owner: San Mateo Union High School District 650 N. Delaware Street San Mateo, CA 94401 (650) 280-8140 Cell	Inspection Location: GRAND COLLISION CENTER 22765 GRAND ST HAYWARD, CA 94541 Repair Facility (510) 581-9700 Day	Insurance Company:

BOX TRUCK # 1

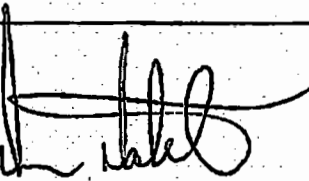
**VEHICLE**

2001 FORD Super Duty F-550 XL Regular Cab 141" WB 2D P/U 10-6.8L Gasoline SEFI white

VIN: 1FDAF56SX1EC98713	Interior Color:	Mileage In: 43,353	Vehicle Out:
License: 401924	Exterior Color: white	Mileage Out: 52,001	
State: CA	Production Date:	Condition:	Job #:

**PAINT**

Clear Coat Paint



APPROVED JUN 24 2019



## Preliminary Estimate

**Customer: San Mateo Union High School District**

2001 FORD Super Duty F-550 XL Regular Cab 141" WB 2D P/U 10-6.8L Gasoline SEFI white

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	Repl RT front corner cast +20%		1	208.08	4.0	
2	#	Repl RT front side panel +20%		1	159.12	5.0	
3	#	Repl RT center side panel +20%		1	159.12	5.0	
4	#	Repl RT rear side panel +20%		1	159.12	5.0	
5	#	Repl RT Roof rail +20%		1	205.63	3.0	
6	#	Repl Aluminum roof coil +20%		1	367.20	8.0	
7	#	Repl White radius +20%		1	159.12	5.0	
8	#	Repl Galvanized roof bow +20%		1	161.57	4.5	
		Note: 3 panels					
9	#	Repl Wall post +20%		1	121.18	4.0	
		Note: 3 posts					
10	#	Repl Corner cast light +20%		1	26.93	0.5	
11	#	Repl Galvanized dome light bracket +20%		1	24.42	1.0	
12	#	Repl Luan plywood +20%		1	30.60		
13	#	Repl 3/16 X 1/2 rivets +20%		1	44.06		
14	#	Repl 3/16 X 3/8 rivets +20%		1	44.06		
15	#	Repl Gray adhesive +20%		1	60.00		
16	#	Repl Freight		1	350.00 X		
<b>SUBTOTALS</b>					<b>2,280.21</b>	<b>45.0</b>	<b>0.0</b>

### ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			1,930.21
Body Labor	45.0 hrs @	\$ 110.00 /hr	4,950.00
Miscellaneous			350.00
Subtotal			7,230.21
Sales Tax	\$ 1,930.21 @	9.7500 %	188.20
<b>Grand Total</b>			<b>7,418.41</b>

MyPriceLink Estimate ID / Quote ID:

571061596768444416 /

## CONTRACT APPROVAL

To: Roberta Beeken

Date 6/14/2019

From: Imelda Gomez/Site Accounting Tech

---

Site: *Capuchino High School*

Number of Quotes/License Agreements: *1*

Funding Source: IB

Reason for Proposal: Annual Subscription for Biology and English

Contract amount: *\$500.00*

Thank you,

Req # 515



# INVOICE

DATE: June 12, 2019

InThinking SL  
CARRER PERE D'URG, NUM 10, 5a PLANTA  
Andorra la Vella  
Andorra

INVOICE # 10423  
FOR: Subject sites

e-mail: mail@inthinking.net

**Bill To:**  
Capuchino High School  
1501 Magnolia Ave.  
94066 - San Bruno  
USA

DESCRIPTION	AMOUNT
Annual Subscription fee for <i>InThinking</i> subject site	
<i>Biology</i>	\$ 250,00
<i>English A Language &amp; Literature</i>	\$ 250,00
Please note that since January 2018, we operate as two distinct companies with different bank details: INTHINKING SL (Andorra) for subject sites and INTHINKING EDUCATIONAL CONSULTANTS SL (Spain) for workshops	
<b>TOTAL IN USD</b>	<b>\$ 500,00</b>

WE CHANGED OUR BANK DETAILS & ADDRESS as of 1 January 2018. PLEASE UPDATE YOUR RECORDS ACCORDINGLY.

Account name: InThinking SL  
Bank address: MORA BANC GRUP SA AND MORA BANC SAU, AV. MERTIXELL 96, ANDORRA LA VELLA, ANDORRA  
Bank details: IBAN: AD59 0004 0019 0001 4251 5014 | SWIFT: BINAADAD | Account: 19.142515

Tax number NRT L-712190-S Andorra commerce number 5089097

Payment within 15 days (NB from 1 January 2018 we do not longer accept payments by cheques).

THANK YOU FOR YOUR BUSINESS!

## CONTRACT APPROVAL

To: Roberta Beeken

Date: 6/14/19

From: Nicole Donegan HHS

---

Site: HHS

Number of Quotes: 1

Funding Source: Class of 2020

Reason for proposal: Prom

Total Contract: \$19,266.50

Please approve the attached proposals from Club Auto Sport

Thank you!

CLUB

SPORT™

## Event Center Rental License Agreement

Club Auto Sport  
521 Charcot Avenue  
Suite 100  
San Jose, CA 95131

General Office Number 408-770-1200

www.clubautosport.net

Chairs.001	Chairs Black Folding CAS	CAS Black Resin Folding Chairs	\$2.50	100.00	100.00%	\$0.00
Lighting.001	Lighting.Designer Lighting on Shades	Designer Lighting on Mecca Shades	\$450.00	1.00		\$450.00
Staffing.029	Staffing.DJ Service	4 hours of DJ Service party lighting system wireless mic	\$1,500.00	1.00		\$1,500.00
TMFC.004	TMFC.TMFC Garage, Cocktail Set-up	Access to the TMFC Garage Standard Configuration of 10 cars with center Aisle Each car to have story board 1 security guard 4 hour rental	\$1,765.00	1.00		\$1,765.00
Tables.001	Tables.36" Round Cocktail- CAS	Round cocktail, Bistro table, 48" high. Requires 90" round Linen not included	\$12.00	10.00	100.00%	\$0.00
Linens.002	Linens.120" Round- Rental	For 36" Cocktail or 60" Round Tables Basic Poly - Rental	\$15.50	10.00		\$155.00
TMFC.017	Venue.TMFC Patio and Museum Prime Weekend Rate (Sat.) 101 - 200 Guests - 3 hrs	3 hours of event time 1.5 hours of set up 1 hour tear down 1 Project manager 1 Security guard 2 facility attendants	\$5,153.50	1.00		\$5,153.50
Venue.048	Venue.Extra Event Time	Extra event time per hour, per venue. Prior to midnight.	\$650.00	1.00		\$650.00
Chairs.005	Chairs- Lounge Chairs	Red and Black Lounge Chairs	\$50.00	16.00	100.00%	\$0.00
Tables.020	Tables.Coffee tables	Silver coffee tables	\$100.00	4.00	100.00%	\$0.00
A/V.023	House Music	Use of Club Auto Sport or TMFC House Music Can be heard up to 200 guests Not loud enough for dancing, purely background Music selection will be done at the beginning of the event and remain throughout the event, the volume can be changed, but not the station.	\$0.00	1.00		\$0.00

## Totals

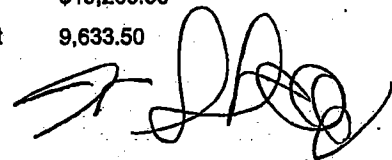
Total Price \$19,266.50

Grand Total \$19,266.50

Deposit Due at  
Signing

9,633.50

Is11



## **CONTRACT APPROVAL**

**To: Roberta Beeken**

**Date: June 12, 2019**

**From: Nancy Marty**

---

**Site: Burlingame High School**

**Number of Quotes: 1**

**Funding Source: 95 Fund – ASB Football**

**Reason for proposal: HUDL Sideline for BHS Football**

**Total Contract: \$900.00**

**Please approve the attached proposal from HUDL for HUDL Sideline for the 2019-2020 BHS Football Program.**

**Thank you,  
Nancy Marty x2820**



Invoice #: INV00482696  
Account #: A00177833

**Send Checks To**

Hudl

29775 Network Place  
Chicago, IL 60673-1775 USA

Tel: (402) 817-0060

Fax: (866) 851-7148

[billing@hudl.com](mailto:billing@hudl.com)

**INCLUDE INVOICE NUMBER ON CHECK**

**All Other Mail To**

Hudl

600 P Street, Ste. 400  
Lincoln, NE 68508

**Sold To**

Burlingame High School

1 Mangini Way

Burlingame, California 94010

United States

**Summary**

Invoice Created Date: 3/16/2019

Due Date: 04/30/2019

PACKAGE	SERVICE PERIOD	TOTAL
Boys Varsity Football   Hudl Sideline - Football Plus	04/30/2019-04/29/2020	\$900.00

Subtotal USD 1,200.00

Discount USD (300.00)

Tax USD 0.00

Purchase Total USD 900.00

**BALANCE DUE USD 900.00**

! If paying by check, please use our new mailing address:

29775 Network Place, Chicago, IL 60673-1775 USA

**Invoice Comments:**

**Paying with credit card? Go to [hudl.com/pay](http://hudl.com/pay).**

By paying this invoice, you agree that the purchase is subject to the Organization Terms of Service found at [www.hudl.com/eula](http://www.hudl.com/eula).

Agile Sports Technologies, Inc. dba Hudl. EIN is 26-0568054. Log in to your Hudl account to find a copy of our W-9 on the Billing & Orders page.



# GRAND COLLISION CENTER

grandcollision@sbcglobal.net  
22765 GRAND ST, HAYWARD, CA 94541  
Phone: (510) 581-9700  
FAX: (510) 581-7427

Workfile ID: 134f7407  
Federal ID: 81-4976415  
State ID: 423-0561-5  
Resale Number: SRCH103-032344  
BAR: ARD00285967

## Preliminary Estimate

### Customer: San Mateo Union High School District

Insured: San Mateo Union High School District Policy #: Claim #:  
Type of Loss: Date of Loss: Days to Repair: 0  
Point of Impact:

Owner: San Mateo Union High School District Inspection Location: GRAND COLLISION CENTER Insurance Company:  
650 N. Delaware Street 22765 GRAND ST  
San Mateo, CA 94401 HAYWARD, CA 94541  
(650) 280-8140 Cell Repair Facility  
(510) 581-9700 Day

Box truck # 1

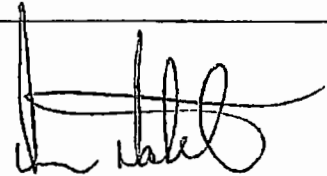
## VEHICLE

2001 FORD Super Duty F-550 XL Regular Cab 141" WB 2D P/U 10-6.8L Gasoline SEFI white

VIN: 1FDAF56SX1EC98713 Interior Color: Mileage In: 43,353 Vehicle Out:  
License: 401924 Exterior Color: white Mileage Out: 52,001  
State: CA Production Date: Condition: Job #:

### PAINT

Clear Coat Paint



APPROVED JUN 24 2019

  
6/24/19

## Preliminary Estimate

### Customer: San Mateo Union High School District

2001 FORD Super Duty F-550 XL Regular Cab 141" WB 2D P/U 10-6.8L Gasoline SEFI white

Line		Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	Repl	RT front corner cast +20%		1	208.08	4.0	
2	#	Repl	RT front side panel +20%		1	159.12	5.0	
3	#	Repl	RT center side panel +20%		1	159.12	5.0	
4	#	Repl	RT rear side panel +20%		1	159.12	5.0	
5	#	Repl	RT Roof rail +20%		1	205.63	3.0	
6	#	Repl	Aluminum roof coll +20%		1	367.20	8.0	
7	#	Repl	White radius +20%		1	159.12	5.0	
8	#	Repl	Galvanized roof bow +20%		1	161.57	4.5	
			Note: 3 panels					
9	#	Repl	Wall post +20%		1	121.18	4.0	
			Note: 3 posts					
10	#	Repl	Corner cast light +20%		1	26.93	0.5	
11	#	Repl	Galvanized dome light bracket +20%		1	24.42	1.0	
12	#	Repl	Lauan plywood +20%		1	30.60		
13	#	Repl	3/16 X 1/2 rivets +20%		1	44.06		
14	#	Repl	3/16 X 3/8 rivets +20%		1	44.06		
15	#	Repl	Gray adhesive +20%		1	60.00		
16	#	Repl	Freight		1	350.00 X		
<b>SUBTOTALS</b>						<b>2,280.21</b>	<b>45.0</b>	<b>0.0</b>

### ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			1,930.21
Body Labor	45.0 hrs @	\$ 110.00 /hr	4,950.00
Miscellaneous			350.00
Subtotal			7,230.21
Sales Tax	\$ 1,930.21 @	9.7500 %	188.20
<b>Grand Total</b>			<b>7,418.41</b>

MyPriceLink Estimate ID / Quote ID:

571061596768444416 /

**CONTRACT**  
**Board Approval**  
**(over \$25K)**

*To: Kevin Skelly*

*Date: July 3, 2019*

*From: Anna Tang/Student Services*

---

*Site: Districtwide*

*Number of Quotes: 1 (sole source)*

*Funding Source: General Fund*

*Reason for proposal: CLEAR Proflex*

*Contract Total: \$12,744.00*

*Please approve the attached invoice from.*

*Thank you,*



THOMSON REUTERS

## Attachment

Order ID: Q-00505430

Contact your representative [anthony.cicchese@thomsonreuters.com](mailto:anthony.cicchese@thomsonreuters.com) with any questions. Thank you.

Order ID: Q-00505430

**Payment Method:**

Payment Method: Bill to Account

Account Number:

**Order Confirmation Contact (#28)**

Contact Name: DON SCATENA

Email: [dscatena@smuhdsd.org](mailto:dscatena@smuhdsd.org)

ProFlex Multiple Location Details			
Account Number	Account Name	Account Address	Action
	San Mateo Union High	650 N DELAWARE ST SAN MATEO CA 94401-1795 US	New

Product Details			
Quantity	Unit	Service Material #	Description
5	Seats	41859364	CLEAR Government Investigations Advanced
1	Seats	41984133	BATCH PERSON SEARCH 22000 ANNUAL INPUTS

Account Contacts			
Contact Name		Email Address	Customer Type Description
Don	Scatena	<a href="mailto:dscatena@smuhdsd.org">dscatena@smuhdsd.org</a>	CLEAR PRIMARY CONT
Don	Scatena	<a href="mailto:dscatena@smuhdsd.org">dscatena@smuhdsd.org</a>	EML PSWD CONTACT

IP Address Information					
From IP Address	To IP Address	From IP Address	To IP Address	From IP Address	To IP Address
111.11.111.11	11.111.11.111				



THOMSON REUTERS™

## Order Form

Order ID:Q-00505430

Contact your representative [anthony.cicchese@thomsonreuters.com](mailto:anthony.cicchese@thomsonreuters.com) with any questions. Thank you.

### Subscriber Information

**Account Address**

Account #:  
San Mateo Union High  
650 N DELAWARE ST  
SAN MATEO CA 94401-1795 US

**Shipping Address**

Account #:  
San Mateo Union High  
650 N DELAWARE ST  
SAN MATEO CA 94401-1795 US

**Billing Address**

Account #:  
San Mateo Union High  
650 N DELAWARE ST  
SAN MATEO, CA 94401-1795 US

This Order Form is a legal document between West Publishing Corporation and Subscriber. West Publishing Corporation also means "West", "we" or "our" and Subscriber means "you", "my" or "I". Subscription terms, if any, follow the ordering grids below

### ProFlex Products

See Attachment for details

Service Material	Product	Quantity	Monthly Charges	Minimum Term (Months)	Year Over Year Increase During Minimum Term
41308780	CLEAR PROFLEX	1	\$1,062.00	12	N/A

**For Online/Practice Solutions/Software /ProFlex Products:** At the end of the Minimum Term your Monthly Charges will increase by 7%. Thereafter, the Monthly Charges will increase every 12 months unless we notify you of a different rate at least 90 days before the annual increase. You are also responsible for all Excluded Charges. Excluded Charges may change after at least 30 days written or online notice. Either of us may cancel the Post-Minimum Term subscription by sending at least 60 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan, MN 55123-1803.

**Automatic Renewal Term for Window Products.** At the end of the Minimum Term your Monthly Charges will be billed at up to our then-current rate. Thereafter, we may modify the Monthly Charges if we notify you of a different rate with at least 90 days notice. The Monthly Window will remain unchanged. You are also responsible for all Excluded Charges. Excluded Charges may change after 30 days written or online notice. Either of us may cancel the Post-Minimum Term subscription by sending at least 60 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan MN 55123-1803.

To apply Window charges to a specific month, the request must be submitted at least five (5) business days prior to the end of the month.

**Federal Government Subscribers Optional Minimum Term.** Federal government subscribers that chose a multi-year Minimum Term, those additional months will be implemented at your option pursuant to federal law.

**Charges, Payments & Taxes.** You agree to pay all charges in full within 30 days of the date of invoice. You are responsible for any applicable sales, use, value added tax (VAT), etc. unless you are tax exempt. If you are a non-government subscriber and fail to pay your invoiced charges, you are responsible for collection costs including attorneys' fees.

**Settling a Disputed Balance.** Payments marked 'paid in full', or with any other restrictive language will not operate as an accord and satisfaction without our prior written approval. We reserve our right to collect any remaining amount due to us on your account. Partial payments intended to settle an outstanding balance in full must be sent to: Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan, MN 55123-1803, along with a written explanation of the disagreement or dispute. This address is different from the address you use to make account payments.

**Credit Verification.** If you are applying for credit as an individual, we may request a consumer credit report to determine your creditworthiness. If we obtain a consumer credit report, you may request the name, address and telephone number of the agency that supplied the credit report. If you are applying for credit on behalf of a business, we may request a current business financial statement from you to consider your request.

**Excluded Charges and Schedule A rates.** If you access CLEAR services that are not included in your subscription you will be charged our then current rate. Excluded Charges will be invoiced and due with your next payment. For your reference, the current Excluded Charges schedules are located at <http://static.legalsolutions.thomsonreuters.com/static/agreement/schedule-a-clear.pdf>. Excluded Charges may change after at least 30 days written or online notice. Modification of Excluded Charges or Schedule A rates is not a basis for termination under Term. Termination of the General Terms and Conditions.

**Auto Charge Credit Card/Electronic Funds Transfer Election Payment Terms.** You may authorize us to automatically charge a credit card, debit card or electronic fund transfer to pay charges due. Contact Customer Service at 1-800-328-4880 for authorization procedures. If you have previously authorized us to bill a credit card, debit card or make electronic fund transfers for West subscriptions on an ongoing basis, or are authorizing the same as part of this order, no further action is needed.

**Returns and Refunds.** You may return a print or CD-ROM/DVD product to us within 45 days of the original shipment date if you are not completely satisfied. Assured Print Pricing, Library Savings Plan, West Complete, Library Maintenance Agreements, ePack, WestPack, Westlaw, CLEAR, Monitor Suite, ProView eBook, Software, West LegalEdcenter, Practice Solutions, TREWS and Serengeti charges are not refundable. Please see <http://static.legalsolutions.thomsonreuters.com/static/returns-refunds.pdf> or contact Customer Service at 1-800-328-4880 for additional details regarding our policies on returns and refunds.

**Applicable Law.** This Order Form will be interpreted under Minnesota state law. Any claim by one of us may be brought in the state or federal courts in Minnesota. If you are a state or local governmental entity, your state's law will apply and any claim may be brought in the state or federal courts located in your state. If you are a United States Federal Government subscriber, United States federal law will apply and any claim may be brought in any federal court.

**The General Terms and Conditions,** apply to all products ordered, except print and is located at <https://static.legalsolutions.thomsonreuters.com/static/ThomsonReuters-General-Terms-Conditions.pdf>.

The General Terms and Conditions for Federal Subscribers are located at <https://static.legalsolutions.thomsonreuters.com/static/Federal-ThomsonReuters-General-Terms-Conditions.pdf>. In the event that there is a conflict of terms between the General Terms and Conditions and this Order Form, the terms of this Order Form control. This Order Form is subject to our approval.

**CLEAR Fixed Rate Usage** :If the transactional value of your CLEAR fixed rate usage exceeds your then-current Monthly Charges by more than 10 times in any month (or by 20 times in any month for Enterprise Law Enforcement subscribers), we may limit access to live gateways and request that the parties enter into good faith renegotiation or terminate upon 10 days written notice. Transactional value of your CLEAR usage is calculated based upon our then-current Schedule A rate. Schedule A rates may change upon at least 30 days written or online notice.

**Batch Usage** :If you have a fixed rate batch and/or batch alerts subscription and the total of your batch inputs or batch alerts exceeds your annual fixed rate batch or total batch alerts allotment, we may: 1) request the parties enter into good faith negotiations regarding a superseding agreement, 2) terminate your subscription upon 10 days written notice or 3) limit your access to your fixed rate batch subscription for the remainder of the then-current 12 month period, during which time you will continue to be billed your Monthly Charges. If your access to your fixed rate batch subscription has been limited, your access will be reinstated on the first day of the following 12 month period.

If the trial includes Batch Services, you may submit up to 1,000 input lines at no cost. We reserve the right to invoice you for input lines in excess of 1,000. You will pay our then current Schedule A rate. Schedule A rates are located at <http://legalsolutions.com/schedule-a-clear>.

**Existing Vigilant Subscribers:** We may terminate your License Plate Recognition (LPR) subscription if you are an existing Vigilant LEARN subscriber whose LPR pricing is based upon your existing Vigilant LEARN agreement, and you cancel your Vigilant LEARN agreement.

**Enterprise Law Enforcement Subscribers:** You certify that you have up to the number of sworn officers in your employ at this location identified in the QTY Column above. Our pricing for banded products is made in reliance upon your certification. If we learn that the actual number is greater, we reserve the right to increase your charges as applicable.

**Regulated Data.** Due to the regulated or private nature of some data in our information products such as credit header data, motor vehicle data, driver license data and voter registration data, you may need to complete a credentialing process which will include certifying what your legally permissible use of the data will be. You agree to immediately notify us if any of the information you provided in your ordering document or during the credentialing process changes. You agree to and warrant that you are the end user of this data and that you will only use it for your own internal business purposes. You also warrant that you will strictly limit the access, use and distribution of this data to user permitted under applicable laws, rules and regulations and as permitted by the third party additional terms. You will keep the data confidential. You will use industry standard administrative, physical and technical safeguards to protect the data. You will not disclose it to anyone except as necessary to carry out your permissible use. You will immediately report any misuse, abuse or compromise of the data. You agree to cooperate with any resulting inquiry. If we reasonably believe that the data has been misused, abused or compromised, we may block access without additional notice. You are responsible for all damages caused by misuse, abuse or compromise of the data by you, your employees and any person or entity with whom you shared the data. We will be responsible for damages caused by us. We are not a consumer reporting agency. You may use information product data to support your own processes and decisions but you may not deny any service or access to a service to a consumer based solely upon the information product data. Examples of types of service include eligibility for credit or insurance, employment decisions and any other purpose described in the Fair Credit Reporting Act (15 U.S.C.A. 1681b). If the Financial Industry Regulatory Authority regulations apply to you, you may use our information products

to verify the accuracy and completeness of information submitted to you by each applicant for registration on Form U4 or Form U5 in compliance with the requirements of FINRA Rule 3110. You may use the information products in this manner only in furtherance of written policies and procedures that are designed to achieve your compliance with FINRA Rule 3110 or as otherwise allowed by the General Terms and Conditions.

**CLEAR Subscribers via an Alliance Partner.** In limited circumstances we may allow you to access CLEAR through a third party's ("Service Provider") software or service (together with CLEAR, the "Integrated System"). In the event that you enter into a license agreement to access an Integrated System, you agree as follows:

We have no obligation to Service Provider with regard to the functionality or non-functionality of CLEAR during or after the integration. Service Provider will have access to CLEAR on your behalf and you will ensure Service Provider's compliance with the terms and conditions of the Thomson Reuters General Terms and Conditions located in the General Terms and Conditions paragraph above. Except as otherwise provided in your agreement with us, Data may not (i) be distributed or transferred in whole or in part via the Integrated System or otherwise to any third party, (ii) be stored in bulk or in a searchable database, and (iii) not be used in any way to replace or to substitute for CLEAR or as a component of any material offered for sale, license or distribution to third parties. No party will use any means to discern the source code of our products and product data. You are responsible for Service Provider's access to CLEAR on your behalf. You are responsible for all damages caused by misuse, abuse or compromise of the data by Service Provider, you, your employees and any person or entity with which you shared the data. We will be responsible for damages caused by us.

I certify, on behalf of Subscriber, that I understand and accept the security limits of Westlaw or CLEAR ; Subscriber's responsibility for controlling Westlaw, CLEAR, internet and network access; and, how Subscriber will be using Westlaw or CLEAR. I acknowledge Subscriber's responsibility for providing West with prompt written notice if Subscriber's type of use changes.

Only non-inmates/administrative staff will access Westlaw or CLEAR with no direct Westlaw research results provided to inmates (including work product created as part of inmates' legal representation). In no event shall anyone other than Subscriber's approved employees be provided access to or control of any terminal with access to Westlaw or Westlaw Data.

Functionality of Westlaw or CLEAR cannot and does not limit access to non-West internet sites. It is Subscriber's responsibility to control access to the internet.

Subscriber will provide its own firewall, proxy servers or other security technologies as well as desktop security to limit access to the Westlaw or CLEAR URL and West software (including CD-ROM orders). Subscriber will design, configure and implement its own security configuration.

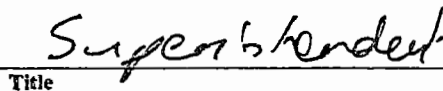
Subscriber will not use any data nor distribute any data to a third party for use, in a manner contrary to or in violation of any applicable federal, state, or local law, rule or regulation or in any manner inconsistent with the General Terms and Conditions.

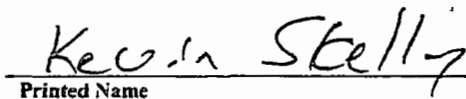
Subscriber will maintain the most current version of the West software to access CD-ROM Products for security purposes.

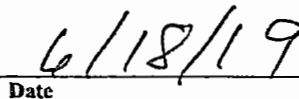
#### **ACKNOWLEDGEMENT Q-00505430**

I have read all pages and attachments to this Order Form and I accept the terms on behalf of Subscriber. I warrant that I am authorized to sign this Order Form on behalf of the Subscriber.

  
Signature of Authorized Representative for order

  
Title

  
Printed Name

  
Date

© 2019 West, a Thomson Reuters business. All rights reserved

This Order Form will expire and will not be accepted after 8/6/2019 CT.



**Subscriber Information**

Account Number (if applicable) \_\_\_\_\_

Full Legal Name/Entity San Mateo Union High

Business Unit/Dept/Agency \_\_\_\_\_

The applicant's address below is (please check one):

☒ a Commercial Location

☐ a Residence (i.e. a home-based business)

Street Address 650 N DELAWARE ST

City SAN MATEO

Country (if not US) \_\_\_\_\_

US

State CA

Zip 94401-1795

Main Organization Telephone 650-558-2257

Location/Contact/Ext Telephone \_\_\_\_\_

Cell Phone (if no land line available) \_\_\_\_\_

Email Address

dscatena@smuhdsd.org

Website www.smuhdsd.org

☐ Check here if no website available

West products have implemented Multi-Factor Authentication and in order to access the public records products you must supply a valid External IP Address or IP Range belonging to your organization that meets the following requirements:

- IP Addresses assigned to jurisdictions outside the United States or West-approved U.S. Territories are prohibited
- IP Addresses will not be accepted from the following ranges which are reserved by the Internet Assigned Numbers Authority for special use or private networks: 10.0.0.0 - 10.255.255.255, 127.0.0.0 - 127.255.255.255, 172.16.0.0 - 172.31.255.255, 192.168.0.0 - 192.168.255.255, 169.254.0.0 - 169.254.255.255.
- All IP addresses must be IPv4 addresses.
- If you do not know your External IP address(es), try the following:
  - Contact your network administration, firewall or security team
  - Contact your Internet Service Provider, ISP (i.e. Cable, DSL, Satellite, etc.)

Go to the following URL in your browser: <http://tools.whois.net/yourip/> or <http://www.whatismyip.com> to identify your external IP address (NOTE: If you have multiple IP addresses, this tool will only detect one IP address)

Internet Service Provider Name:

WANE COMMUNICATIONS

IP Address: \_\_\_\_\_

IP Address Range:

Beginning IP Address: 67.218.106.98-126 Ending IP Address: \_\_\_\_\_

Beginning IP Address: \_\_\_\_\_ Ending IP Address: \_\_\_\_\_

REQUIRED

**ALL REQUESTED INFORMATION MUST BE PROVIDED OR YOUR ORDER MAY BE DELAYED OR ACCESS MAY BE LIMITED**

**ACCOUNT INFORMATION AND DATA USE**

**Select Type of Government**

- ☐ US - Federal  
☐ US - State  
☐ US - Local  
☐ Tribal Government

☐ Other Government: \_\_\_\_\_

(Please describe)

(Please describe)

**Select Type of Academic Institution**

- ☐ Privately Funded Academic Institution (non-government funded)  
☒ Government Funded Academic Institution

Do your end users have arrest powers?	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
Will you be using the product in relation to the collection of consumer debt (i.e., financial obligations of a consumer relating to a transaction for personal, family, or household purpose)?	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
Will you have end users at any location other than listed above?	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
Will you be using the product, in whole or part, for any consumer-initiated application in order to determine and individual's eligibility for employment, credit, housing, insurance for personal, family, household or government benefit-related purposes?	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
If yes, please explain				



	<b>PERMISSIBLE USE SELECTIONS</b>	
--	-----------------------------------	--

**Permissible Use under Gramm Leach Bliley Act**

Your use of certain consumer data within the product is limited by the U.S. Gramm-Leach-Bliley Act (15 U.S.C. 6801 et. seq.). In order to access this data you must indicate your permissible use(s) below. If you do not have a permissible use, you must select the "no permissible use" option.

- ☐ You certify there is no permissible use.
- ☐ For use by a person holding a legal or beneficial interest relating to the consumer.
- ☐ For use in complying with federal, state, or local laws, rules, and other applicable legal requirements.
- ☐ For use as necessary to effect, administer, or enforce a transaction requested or authorized by the consumer.
- ☐ For use in complying with a properly authorized civil, criminal, or regulatory investigation, subpoena, or summons by federal, state, or local authorities.
- ☒ For use to protect against or prevent actual or potential fraud, unauthorized transactions, claims, or other liability.
- ☐ For use by any Law Enforcement Agency, self regulatory organizations or for an investigation on a matter related to public safety.
- ☐ To persons acting in a fiduciary or representative capacity on behalf of the consumer.
- ☐ For required institutional risk control or for resolving consumer disputes or inquiries.
- ☐ With the consent or at the direction of the consumer.

**Permissible Use under Drivers Privacy Protection Act**

Your use of certain drivers record and vehicle data is limited by the U.S. Drivers Privacy Protection Act (18 U.S.C. §2721 et seq.). In order to access this data you must indicate your permissible use(s) below. If you do not have a permissible use, you must select the "no permissible use" option.

- ☐ You certify there is no permissible use.
- ☐ For official use by a Court, Law Enforcement Agency or other Government agency.
- ☒ To verify or correct information provided to you by a person in order to prevent fraud, pursue legal remedies or recover a debt; skip tracing.
- ☐ For use in connection with a civil, criminal or arbitral legal proceeding or legal research.
- ☐ For use in connection with an insurance claims investigation or insurance antifraud activities.

	<b>CERTIFICATIONS</b>	
--	-----------------------	--

By signing below you certify that:

- **YOU UNDERSTAND THAT WEST IS NOT A CONSUMER REPORTING AGENCY AND THIS SERVICE DOES NOT CONSTITUTE A "CONSUMER REPORT" AS SUCH TERM IS DEFINED IN THE FEDERAL FAIR CREDIT REPORTING ACT (FCRA), 15 U.S.C.A. SEC 1681 ET SEQ. YOU ARE STRICTLY PROHIBITED FROM USING ANY DATA, IN WHOLE OR IN PART, AS A FACTOR IN ESTABLISHING A CONSUMER'S ELIGIBILITY FOR CREDIT, INSURANCE, EMPLOYMENT, OR FOR ANY OTHER PURPOSE AUTHORIZED UNDER THE FCRA OR AS THE BASIS FOR TAKING ADVERSE ACTION REGARDING ANY CONSUMER APPLICATION.**
- End users will access and use the data, including personally identifiable information, in accordance with all applicable laws, rules, and regulations. No individual shall access records that require a permissible use unless such a permissible use exists. It is your responsibility to seek guidance and clarification in case of any questions about the proper use of a product. **YOU ARE RESPONSIBLE FOR ANY UNAUTHORIZED COLLECTION, ACCESS, USE, AND DISCLOSURE OF ANY DATA ACCESSED THROUGH OUR PRODUCTS.**
- You agree to immediately notify West of any actual or suspected breach or access to data that may result in the unauthorized collection, access, use or disclosure of any data. You agree to make all reasonable efforts to assist us and our data providers in relation to any investigation, claim, litigation, or other action related to your access, use or disclosure of data.
- You will maintain a comprehensive information security program, including systems, facilities, and procedures to safeguard the data, and that you have experience in maintaining the confidentiality, security, and appropriate use of such information (pursuant to requirements similar to the requirements of section 6103(p)(4) of the Internal Revenue Code of 1986).
- You and your end users are not and will not be involved in credit fraud, identification theft, stalking, harassment, any unethical business practices or illegal activity nor will you further such activities by your customers.
- All information you provided in this AVC Form and all Addendums is true and correct and, if applicable, applies to all locations set forth in the Order Form/Addendum. You understand that you will be required periodically to re-certify information provided in this AVC form.
- Your signature below as "Authorized Representative" certifies that you are the authorized signatory for this account

**NEXT STEPS: ONSITE INSPECTION SCHEDULING**

The information provided on this AVC form will be reviewed by our internal credentialing team and the onsite inspection will be conducted by an authorized third party. To coordinate the onsite inspection, the third party will contact you directly to arrange a convenient day and time for the visit.

The inspector will seek to verify, among other things, the physical, technical and/or administrative safeguards in place to keep the data safe and confidential.

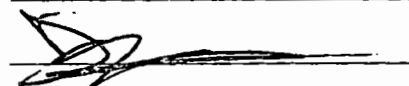
The onsite inspection will last approximately 30 minutes, during which time the inspector will ask certain questions and gather certain observations intended to validate the information provided on this AVC form. In addition, as is customary in the industry, the inspector will take a few photos of the premises, internal and external, in order to document the customer's physical location as well as security measures and safeguards. At the time of the inspection, it is important that the customer assign an individual or individuals capable of answering pertinent questions to meet with the inspector.

Please provide the name and phone number of the person you would like us to contact to schedule the required on-site inspection(s).	
Name	Telephone Number:

**AUTHORIZED REPRESENTATIVE:**

Print Name: Don Scateng  
 Title: Director Student Services

Date: 6-19-19

Signature: 

**CONTRACT APPROVAL  
(Under 25K)**

**Received**

JUN 27 2019

**Office of the  
Superintendent**

*To: Kevin Skelly*

*Date: June 26, 2019*

*From: Michele Costello/Theresa Culverwell*

---

*Site: San Mateo Adult School*

*Number of Quotes: 1*

*Funding Source: Fund 11*

*Reason for proposal: Reimbursement for adult education credential stipend*

*Total Contract: \$2,475.00*

*Certificate of Insurance (on file): (not applicable)*

*Please approve the attached quote from Michael Joseph Brust.*

*Thank you,*

ACCEL Adult Education Credential Stipend Letter of Intent

I, Michael Joseph Brust, hereby certify that I am enrolled in an adult education credential program approved by the California Commission on Teacher Credentialing and that I intend to complete the program and "clear" the credential within three years from my enrollment date.

I understand that the ACCEL Consortium will reimburse my credential fees and tuition at a rate of 75% on applicable original receipts submitted, not to exceed a total reimbursement of \$2,475 over the course of the program.

I further declare my intention to teach with Jefferson Adult School for a period of three years beginning Aug. 19, 2019. (Teachers who choose not to continue in adult education for this term may be asked to reimburse ACCEL for the costs.)

Name: Michael Joseph Brust  
(Please print)

Michael J. Brust 6/17/2019  
Signature Date

[Signature]  
7/15/19

APPLICATION TO ACCEL CONSORTIUM FOR ADULT EDUCATION CREDENTIAL STIPEND

Name: Michael Joseph Brust Date: 6/17/19

Address: 22 Cranham Ct. Pacifica CA 94044

Email: michael.brust@universityofsan-diego.edu

Phone: (650) 734-1234 Social Security Number (Last 4 Digits): 1234

Name of Adult Ed Credential Program: University of San Diego professional & continuing

Which adult school do you work for? Jefferson Adult Education Division

First Time Application for Reimbursement

Attach evidence of acceptance into the above referenced adult education credential program.  
Attach Letter of Intent to teach at the above referenced adult school.

Receipts

Please attach original receipts. Always keep of copy of the application and receipts for your records. Reimbursement will be made at a rate of 75%, not to exceed a total reimbursement of \$2,475 over the course of the program.

Submit application and receipts to the Director of your adult school.

**CONTRACT**  
**Board Approval**  
**(over \$25K)**

*To: Kevin Skelly*

*Date: July 3, 2019*

*From: Jeannie Chen/Transportation*

---

*Site: Districtwide*

*Number of Quotes: 1 (sole source)*

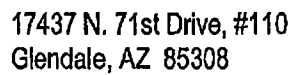
*Funding Source: General Fund*

*Reason for proposal: Ron Turley Associates, Inc.*


*Contract Total: \$4,261.91*

*Please approve the attached invoice from.*

*Thank you,*



Date	Quote #
6/24/19	36130

Description	Qty	U/M	Total
Annual Hosting Service	1		3,910.00T 3,910.00
Total sales tax calculated by AvaTax			351.91
Select this as a transaction's tax to use AvaTax			0.00
		 <i>7/15/19</i>	
		<b>Total</b>	<b>\$4,261.91</b>

**CONTRACT**  
**Board Approval**  
**(over \$25K)**

*To: Kevin Skelly*

*Date: July 3, 2019*

*From: Jeannie Chen/Transportation*

---

*Site: Districtwide*

*Number of Quotes: 1 (sole source)*

*Funding Source: General Fund*

*Reason for proposal: ALLDATA Repair – All Makes Data*

*Contract Total: \$975.00*

*Please approve the attached invoice from.*

*Thank you,*



## SUBSCRIPTION RENEWAL NOTICE

9650 West Taron Drive

Elk Grove, CA 95757

800-829-8727

FAX 800-829-3329

**SAN MATEO UNION HSD**  
MICHAEL BUMANLAG  
991 E POPLAR AVE  
SAN MATEO, CA 94401-1479

**ACCOUNT NUMBER**

650-558-2443

**UNIT ID**

s1687812

**Just sign and fax back to 800-829-3329!**

Description	Beginning Date	End Date	Net Price
ALLDATA Repair - All Makes Data	6/1/2019	6/1/2020	\$ 975.00
			<b>Sub Total</b> \$ 975.00

**Please include Federal Tax ID number or state tax exemption number below:**

Federal Tax ID # (EIN):

State Sales Tax Exemption #:

Billing	
CASH AUF PREPAY	
Subscription Billing	\$975.00
Sales Tax Exempt	\$0.00
Subscription Billing Total	\$975.00

- Payment plans automatically renew annually at the then current Valued Customer Renewal Price earned with on-time payments and a continuous subscription. 90-days written notice is required to cancel the recurring payment plan after the first year. Increases limited to 6% per year.
- Sales Taxes collected for your State and Local Agencies

THE PURCHASER EXPRESSLY UNDERSTANDS AND AGREES:

1. The undersigned by his/her signature, acknowledges that this contract is non-cancelable.
2. Due to the continuous updating of information databases, all information on any given model may not be in the database. Generally, updated information is obtainable by contacting the ALLDATA Customer Service Department at (800) 859-3282.
3. This agreement follows the terms and conditions set forth in the original Sales Agreement, unless expressly modified in writing. A valid contract binding on ALLDATA and Purchaser will come into being only at the time this Agreement is accepted by ALLDATA at ALLDATA's principal office in Elk Grove, CA.

X

(Authorized Signature)

**PAYMENT CHOICE**

CASH (payment enclosed) \_\_\_\_\_

CASH (due on invoice) \_\_\_\_\_

EFT \_\_\_\_\_

**PO#** \_\_\_\_\_

VISA / MASTERCARD / AMEX

Card # \_\_\_\_\_ Exp: \_\_\_\_\_

Printed Name \_\_\_\_\_

Credit Card Billing Zip Code \_\_\_\_\_

**IMPORTANT INFORMATION ABOUT YOUR ALLDATA SUBSCRIPTION RENEWAL**

Avoid unplanned lapse of your ALLDATA Automotive Information System data subscription. You can either FAX (800-829-3329) this signed renewal agreement or mail it to us.

If you have questions about your ALLDATA subscription, please contact

Heather Behrman 800-829-8727 Ext. 3183

7/9/2018



SAN MATEO HIGH SCHOOL  
APPROVAL REQUEST

Received  
JUL 03 2019  
Office of the  
Superintendent

To: Kevin Skelly

Date: July 2, 2019

From: Jenelle Vazquez

---

Site: San Mateo High School

Number of Quotes: 1

Funding Source: Admin

Reason for proposal: subscription

Total: \$198.00

Please review and approve the attached estimate for 2 1-year Quia  
Educational Subscriptions for the 19-20 SY.

Thank you,

Jenelle  
x2320

## Subscribe

### Subscribing to Quia Web

#### Why should you subscribe to Quia?

Quia offers the Web's most extensive collection of educational tools and templates. With Quia, you can create 16 types of educational games and activities, quizzes with 10 different question types, surveys, Web pages, and much, much more!

Thousands of educators and schools in more than 70 countries worldwide subscribe to Quia. Here is what they are saying...

#### Educational Subscription Rates

A one-year individual subscription to Quia costs only \$99. Despite a price that is lower than many textbooks, CD-ROMs, and other Web-based services, Quia offers the most comprehensive collection of content and tools on the educational market. And it gets even better — for groups of 10 instructors or more, Quia offers discount pricing.

#### Corporate Subscription Rates

Corporate subscriptions are intended for businesses conducting employee training or customer training. Quia's annual pricing for corporate subscriptions is \$299 per trainer and includes access to exclusive features just for corporate users.

#### Features

Quia is the only website that lets you do all of the following (no other site or software product even comes close!):

Create 16 types of games and learning activities:

- Matching game
- Flashcards
- Concentration game
- Word search puzzle
- Battleship
- Challenge board
- Columns activity
- Hangman game
- Jumbled words
- Ordered list activity
- Picture perfect activity
- Pop-ups
- Rags-to-riches game
- Scavenger hunt
- Cloze activity
- Patterns

Create quizzes with 10 types of questions:

- Multiple choice
- True-false
- Pop-up
- Multiple correct
- Fill-in
- Initial answer
- Short answer
- Essay
- Matching
- Ordering

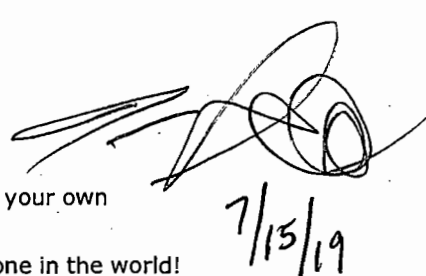
Create classes and track quiz results.

Maintain an online schedule and calendar.

Upload images and audio clips.

Copy and modify any of Quia's three million activities to suit your own needs.

Share your activities with students, friends, colleagues, anyone in the world!



**Subscribe now**

**Renew now**

#### Gift subscription

Go to our secure server

#### Free trial

Not ready to subscribe yet?  
Try us for free, for 30 days.

#### More questions and answers

See our frequently asked questions.

**Sign up today!**

[Home](#) [FAQ](#) [About](#) [Log in](#)[Subscribe now](#)[30-day free trial](#)

## Quia Web Subscription

### Step 3: Subscriber information

#### Order details:

Product	Rate	Qty.	Total
1-year Quia Educational Subscription	\$99.00 (USD)	2	\$198 (USD)

You are purchasing a new Quia subscription.

This subscription will start today and last until **July 2, 2020**.

#### Subscriber information:

**Full Name**

**E-mail Address**

(A confirmation e-mail will be sent to this address)

**Phone Number**

**School Name**

**District Name**

#### Secondary Contact (optional):

**Full Name**

**E-mail Address**

**Phone Number**

Enter a short word (six or fewer letters) to help us generate an activation key for your subscription. It should be something easy to remember, like your school's name or city. (optional)

Create my activation key based on this word

#### Payment method:

- ☐ Credit card
- ☐ Check
- ☒ Purchase order

[<< Back](#)[Continue >>](#)

**SAN MATEO HIGH SCHOOL**  
**APPROVAL REQUEST**

**Received**

**JUL 03 2019**

**Office of the  
Superintendent**

*To: Kevin Skelly*

*Date: July 2, 2019*

*From: Jenelle Vazquez*

---

*Site: San Mateo High School*

*Number of Quotes: 1*

*Funding Source: SMHS Admin*

*Reason for proposal: subscription*

*Total: \$1,080.00*

*Please review and approve the attached invoice from edpuzzle for a 1 year subscription service.*

*Thank you,*

Jenelle  
x2320



edpuzzle  
PO BOX 446  
SAN FRANCISCO, CA 94104-0446  
US  
(650) 336-4934  
sf@edpuzzle.com  
edpuzzle.com

## Invoice

### BILL TO

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

INVOICE # 2815

DATE 07/01/2019

DUE DATE 07/31/2019

TERMS Net 30

PRODUCT	PRODUCT DESCRIPTION	SALES PRICE	QTY	TOTAL PRICE
Pro School	Unlimited access to Edpuzzle for all the teachers in the school   1 year	1,080.00	1	1,080.00

Feel free to make the payment online, or pay by check to the company address.

BALANCE DUE

**\$1,080.00**

### LICENSE TERMS AND CONDITIONS

(1) All spots from the license will expire at the end of the term, regardless of whether they have been occupied or used by a teacher. (2) Each spot is assigned to one teacher and cannot be replaced by another teacher on a general basis. (3) The general rules of copyright and license ownership will apply in case a teacher leaves the School or District, regarding the video-content he or she has generated. (4) For school/district wide agreements, the renewal price will increase by 8% upon every renewal. (5) This agreement will automatically renew at the end of each term for a further term of 1 year unless either party gives the other written notice of termination at least 30 days prior to the end of the relevant term.

Thank you for choosing Edpuzzle!

**SAN MATEO HIGH SCHOOL**  
**APPROVAL REQUEST**

**Received**

**JUL 03 2019**

**Office of the  
Superintendent**

*To: Kevin Skelly*

*Date: July 2, 2019*

*From: Jenelle Vazquez*

---

*Site: San Mateo High School*

*Number of Quotes: 1*

*Funding Source: Admin*

*Reason for proposal: subscription*

*Total: \$259.12*

*Please review and approve the attached invoice from Quizlet for 9 teacher upgrades subscription service.*

*Thank you,*

Jenelle  
x2320



Note: Quizlet purchases are tax-free.  
Questions? Email us at [upgradesupport@quizlet.com](mailto:upgradesupport@quizlet.com).

Quizlet, Inc.  
501 2nd St., Ste. 500  
San Francisco, CA 94107

## Invoice for upgrades

Reference Number: 3865

---

Please note:

We do not accept Purchase Orders.

We cannot accept checks as payment for single Quizlet Plus or Teacher upgrades.

---

Items

9 Quizlet Teacher upgrades (1 year) - \$259.12 (USD)

---

Total cost

\$259.12 (USD)

Name

Aura Smithers

Email

[asmitherscordell@smuhsd.org](mailto:asmitherscordell@smuhsd.org)

School / District

SAN MATEO HIGH SCHOOL/SMUHSD

Customer Address

506 North Delaware Street, San Mateo CA 94401



7/15/14

**SAN MATEO HIGH SCHOOL**  
**APPROVAL REQUEST**

**Received**

**JUL 03 2019**

**Office of the  
Superintendent**

*To: Kevin Skelly*

*Date: July 2, 2019*

*From: Jenelle Vazquez*

---

*Site: San Mateo High School*

*Number of Quotes: 1*

*Funding Source: Admin*

*Reason for proposal: website management*

*Total: \$6,250.00*

*Please review and approve the attached email for SMHS website management services from Robert Kayne for the 19-20 SY.*

*Thank you,*

Jenelle  
x2320





Jenelle Vazquez &lt;jvazquez@smuhsd.org&gt;

---

**SMHS - service description and rate sheet**

2 messages

**Jenelle Vazquez** <jvazquez@smuhsd.org>

Tue, Jul 2, 2019 at 9:56 AM

To: Bob Kayne &lt;smhswebmaster@gmail.com&gt;, bkane@gmail.com

Hi Bob,

Are you continuing on as our webmaster this school year? If yes, please send me a brief description of your services and rates. This is now needed yearly for approval from our District Office.

Please contact me with any questions.

Thanks,  
Jenelle

Jenelle Vazquez  
San Mateo High School - Business Office  
650 558-2320

---

**Bob Kayne** <smhswebmaster@gmail.com>

Tue, Jul 2, 2019 at 10:29 AM

To: Jenelle Vazquez &lt;jvazquez@smuhsd.org&gt;

Jenelle,

Yes, I am.

I server as the webmaster for the school, maintaining the content, posting news items, working directly with teachers, staff and parent organizations to keep the site content current.

I charge \$625/month when school is in session.

Thank you,  
Bob

[Quoted text hidden]

A handwritten signature in black ink, appearing to read 'Bob Kayne', with the date '7/15/19' written below it.

# Schools For Sound Finance

## 2019-20 Membership Dues Invoice

Dr. Kevin Skelly, Superintendent  
San Mateo Union High School District  
650 North Delaware Street  
San Mateo, CA 94401

Invoice Date:	6/12/2019
Invoice Number:	2019-06-53
Invoice Due Date:	7/31/2019
PO Number:	

Schools For Sound Finance Membership Dues	
Membership Year July 1, 2019—June 30, 2020	\$4000.00

PLEASE MAKE CHECKS PAYABLE TO: SCHOOLS FOR SOUND FINANCE

P.O. 200597

MAIL TO: SCHOOL SERVICES OF CALIFORNIA, INC.  
ATTN: TINA GERGES  
1121 L STREET, SUITE 1060  
SACRAMENTO, CA 95814

2/15/19

If you have any questions regarding this service or invoice, please contact Kelly Satterfield at [kellys@sscal.com](mailto:kellys@sscal.com) or (916) 446-7517 at School Services of California, Inc.

Req 001012

**SAN MATEO HIGH SCHOOL**  
**APPROVAL REQUEST**

*To: Kevin Skelly*

*Date: July 8, 2019*

*From: Jenelle Vazquez*

---

*Site: San Mateo High School*

*Number of Quotes: 1*

*Funding Source: Parent Group - Music*

*Reason for proposal: bus rental*

*Total: \$9,399.00*

*Please review and approve the attached contract from Destination Systems for the SMHS Marching Bands trips in Oct. & Nov. 2019.*

*Thank you,*

Jenelle  
x2320

# DESTINATION SYSTEMS

San Mateo Union High School District  
Wendy Stewart  
405 North Delaware Street  
San Mateo CA 94401  
(650) 888-4945 FAX

## Confirmation of services

File no: 9111

Group name: SMUSHD Marching Band 2019

Sales manager : Beverly Walker File manager: Beverly Walker X 12

Date Job No.	Start Time / Pick up location	Release Time / Destination	Estimate Hours	Equipment / Service type	Qty	Price
Sat, Oct 12, 2019 48245 755	10:00 AM San Mateo High School 506 N. Delaware St San Mateo	5:00 PM Cupertino High School 10100 Finch Ave Cupertino	7.00	55 SEAT COACH Hourly Charter Service Gratuities already included in price Passengers:	2	\$2,112.00
Sun, Oct 13, 2019 48667 755	10:00 AM San Mateo High School 506 N. Delaware St San Mateo	5:00 PM North Beach Restaurant 1512 Stockton Street San Francisco	7.00	55 SEAT COACH Hourly Charter Service Gratuities already included in price Passengers:	2	\$2,112.00
Sat, Oct 19, 2019 48668 755	10:00 AM San Mateo High School 506 N. Delaware St San Mateo	6:00 PM Santa Cruz Beach Boardwalk 400 Beach Street Santa Cruz	8.00	55 SEAT COACH Hourly Charter Service Gratuities already included in price Passengers:	2	\$2,461.00

Confirmation of services with : San Mateo Union High School District

Services outlined for group : SMUSHD Marching Band 2019

Effective : Page No. 1

6/20/2019 5:00:18.21 PM

Sales office: 2712 Aberdeen Lane, El Dorado Hills, Ca 95762 Phone: 650-827-1000  
Bus Yard: 214 Shaw Road Suite B, South San Francisco, Ca Toll free 800-827-9788 Fax: 650-827-1029  
email: info@DSCOACH.com www.DSCOACH.com

# DESTINATION SYSTEMS

San Mateo Union High School District  
Wendy Stewart  
405 North Delaware Street  
San Mateo CA 94401  
(650) 888-4945 FAX

## Confirmation of services

File no: 9111 Group name: SMUSHD Marching Band 2019  
Sales manager : Beverly Walker File manager: Beverly Walker X 12

Date Job No.	Start Time / Pick up location	Release Time / Destination	Estimate Hours	Equipment / Service type	Qty	Price
Sat, Nov 16, 2019 48669 755	9:00 AM San Mateo High School 506 N. Delaware St San Mateo	6:00 PM Fairfield High School 205 East Atlantic Ave Fairfield	9.00	55 SEAT COACH Hourly Charter Service Gratuuity already included in price Passengers:	2	\$2,714.00

Total for all jobs on this confirmation : **\$9,399.00**

Initial deposit or  
payment due date  
will be:

11/11/2019

### Payment Terms

We are pleased to offer you terms for this service. Your final invoice will be due within 30 days of receipt.

Deposit amount  
due if any by  
deposit date

**\$0.00**

Purchase Order or Master account No. if applicable >> #

**Smoking or alcoholic beverages are not allowed on board any Destination Systems vehicles.**

### Cancellation Policy

In addition to any non refundable deposits...

5days before until

72 Hours prior to the first  
day of service.

1/2 Hours prior

up to the date and time  
ordered.

Transportation charters based on  
hourly and mileage charges

4 Hour minimum charge  
per vehicle on reservation

Full estimated  
charges confirmed

One way transfers and all airport  
transfers charged at a flat rate

\$ 125.00 per vehicle  
on reservation

Full estimated  
charges confirmed

I agree to pay for the above outlined services according to the terms and conditions outlined in the payment terms of this document. I attest that I am the agent for the group name outlined below.

Print Last Name \_\_\_\_\_

Signature \_\_\_\_\_

Date

7/15/19

Confirmation of services with : San Mateo Union High School District

Effective : Page No. 2

Services outlined for group : SMUSHD Marching Band 2019

6/20/2019 5:00:18.21 PM

Sales office: 2712 Aberdeen Lane, El Dorado Hills, Ca 95762 Phone: 650-827-1000  
Bus Yard: 214 Shaw Road Suite B, South San Francisco, Ca Toll free 800-827-9788 Fax: 650-827-1029  
email: info@DSCOACH.com www.DSCOACH.com

# SAN MATEO HIGH SCHOOL APPROVAL REQUEST

*To: Kevin Skelly*

*Date: July 8, 2019*

*From: Jenelle Vazquez*

---

*Site: San Mateo High School*

*Number of Quotes: 1*

*Funding Source: Athletics*

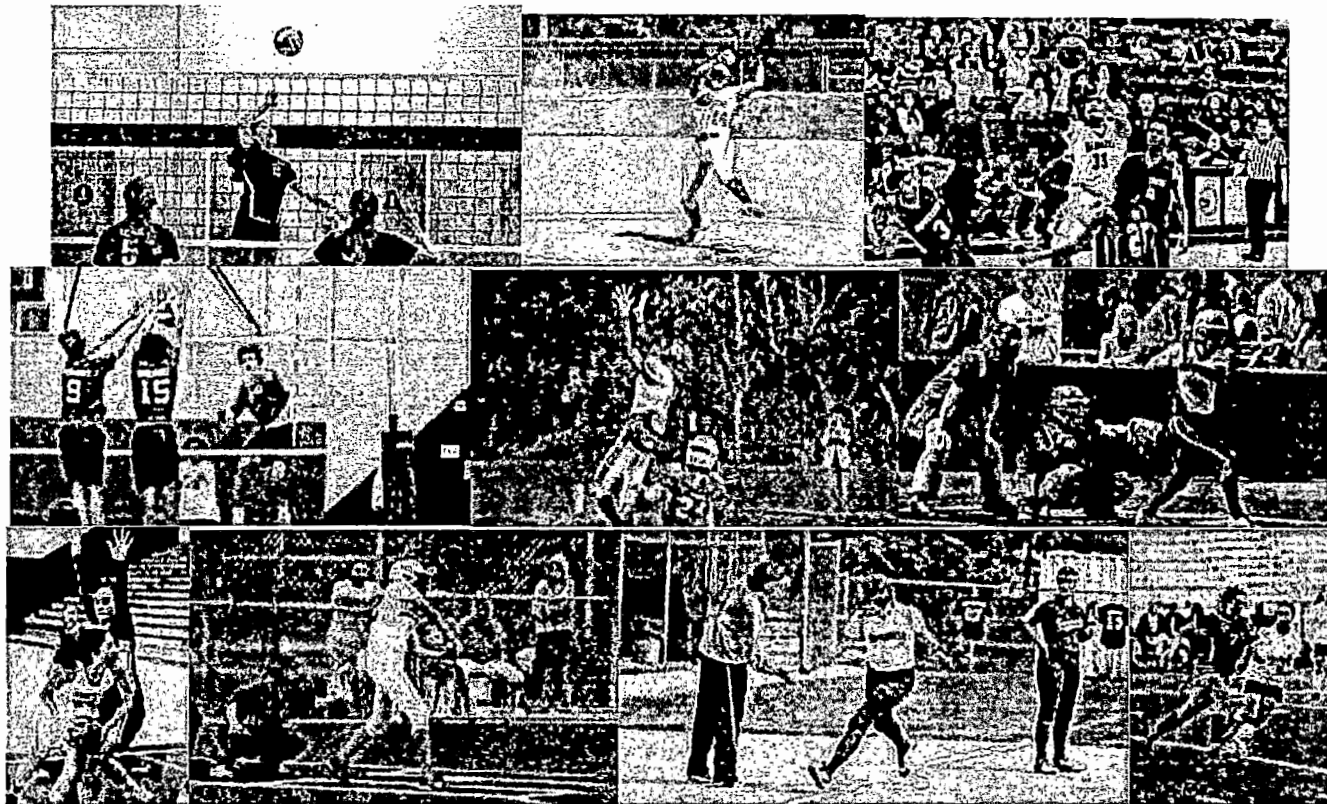
*Reason for proposal: game officials*

*Total: \$15,201.00*

*Please review and approve the attached proposal for game officials from Silicon Valley Sports Officials Association.*

*Thank you,*

Jenelle  
x2320



Proposal for:

**San Mateo High School  
High School Officiating  
Proposal for 2019-2020 Season**

Presented by:

**Mac Parfet**

**Silicon Valley Sports Officials  
Association**



Silicon Valley Sports Officials Association  
329 Primrose Road #117643  
Burlingame, CA 94010

## Proposal

Quote Date: July 6, 2019  
Quote Number: Opp-200006  
SVSOA Treasurer: Mac Parfet  
Email: macparfet@gmail.com

Purchase  
Order : \_\_\_\_\_

Customer: San Mateo High School  
506 Delaware Street  
San Mateo, CA 94104  
Contact: Jeff Scheller  
Phone:  
Email:

### WORK TO BE PERFORMED

**Period of Performance:** The Work shall commence 8/01/2019 and shall be completed by 5/30/2020.

**Scope of Work:** Silicon Valley Sports Officials Association shall provide officiating services ("the Work") in accordance with the attached work scope documents.

1. Provision of sports officials for:

### San Mateo

Season	Gender	Sport	Level	Games	Rate per Game	
Fall	Boys	Football	Freshman	0	\$240.00	\$0.00
Fall	Boys	Football	JV	6	\$240.00	\$1,440.00
Fall	Boys	Football	Varsity	6	\$425.00	\$2,550.00
Fall	Boys	Basketball	Freshman Assigning Fee	0	\$225.00	\$0.00
Subtotal						\$3,990.00
Fall	Girls	Volleyball	Freshman	0	\$110.00	\$0.00
Fall	Girls	Volleyball	JV	0	\$110.00	\$0.00
Fall	Girls	Volleyball	Varsity	0	\$137.50	\$0.00
Subtotal						\$0.00
Winter	Boys	Basketball	Freshman	11	\$124.00	\$1,364.00
Winter	Boys	Basketball	JV	16	\$124.00	\$1,984.00
Winter	Boys	Basketball	Varsity	11	\$160.00	\$1,760.00
Winter	Boys	Basketball	Varsity 3-man	0	\$213.00	\$0.00
Winter	Boys	Basketball	Freshman Assigning Fee	1	\$225.00	\$225.00
Subtotal						\$5,333.00





Silicon Valley Sports Officials Association  
329 Primrose Road #117643  
Burlingame, CA 94010

Winter	Girls	Basketball	Freshman	0	\$124.00	\$0.00
Winter	Girls	Basketball	JV	11	\$124.00	\$1,364.00
Winter	Girls	Basketball	Varsity	11	\$160.00	\$1,760.00
Winter	Girls	Basketball	Varsity 3-man	0	\$213.00	\$0.00
Winter	Girls	Basketball	Freshman Assigning Fee	0	\$225.00	\$0.00
Subtotal						\$3,124.00
Spring	Girls	Softball	JV	9	\$114.00	\$1,026.00
Spring	Girls	Softball	Varsity	12	\$144.00	\$1,728.00
Subtotal						\$2,754.00
Spring	Boys	Baseball	JV	0	\$124.00	\$0.00
Spring	Boys	Baseball	Varsity	0	\$160.00	\$0.00
Subtotal						\$0.00
			Total			\$15,201.00

Per Game Cancellation & Reschedule Fees	
Fall Season date	July 15, 2019
Winter Season date	October 15, 2019
Spring Season date	January 15, 2019
Timeframe	Reschedule or Cancellation
After season date above	\$10.00
<1 Week	\$20.00
<48 Hours' notice	Entire game fee
• Except for weather delays for baseball and softball when called before 12:00 P.M. Noon.	

- Invoice billing will be performed in advance of games, since we must pay officials more frequently than billing.
- An administrative game change fee will be charged for game changes after the season date. See table above.
- A 1.5% late fee will be imposed on invoices not paid in full within 28 days from the date of the invoice.
- Softball and Baseball games must be emailed to the assignor and rained out by 12:00 P.M. (Noon) of the game day in order to avoid a fee.



Silicon Valley Sports Officials Association  
329 Primrose Road #117643  
Burlingame, CA 94010

**This proposal does not include:**

1. Additional Administrative fees, Assigning Fees which will be billed per the schedule above.

**End Scope of Work**

Proposal

**QUOTATION: \$15,201.00**

THIS QUOTATION is valid for 60 days.

Currency: USD

**Terms and Conditions**

This offer is subject to Honeywell Terms & Conditions, copy available upon request. This quotation is valid for a period of 30 days from the date of issue. We reserve the right to apply for partial payment at any time during contract performance.

To accept this proposal, simply sign the document and return together with an official purchase order to either the issuing SVSOA Treasurer or President or via post/fax to the address listed above. By accepting this quotation, the Customer Responsible Person is aware of and agrees with the proposed system modification(s).

I confirm acceptance of this quotation in accordance with the aforementioned Terms & Conditions. I agree that any terms and conditions referenced in the official purchase order shall be considered null and void

*Max Perpet*

**Silicon Valley Sports Officials Association**

**Customer Acceptance**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: 7/15/19

Signature: *[Signature]*

Purchase  
Order #: \_\_\_\_\_

Received

**CONTRACT APPROVAL**  
**(Under 25K)**

JUL 05 2019  
Office of the  
Superintendent

To: Kevin Skelly

Date: July 3, 2019

From: Araceli Pena/Tim Doyle

---

Site: San Mateo Adult School

Number of Quotes: 1

Funding Source: Fund 11

Reason for proposal: Providing software service for FY20.

Total Contract: \$1,365.00

Certificate of Insurance (on file):

Please approve the attached quote from Instructure.

Thank you,

Araceli Pena



## Services Order Form

Order #: Q-86570-1  
Date: 7/2/2019  
Offer Valid Through: 6/30/2019

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

### Order Form For San Mateo Union High

Address: 650 North Delaware St.  
City: San Mateo  
State/Province: California  
Zip/Postal Code: 94401  
Country: United States

#### Order Information

Billing Frequency: Annual Upfront  
Payment Terms: Net 30

#### Billing Contact

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

#### Primary Contact

Name: Araceli Pena  
Email: apena@smuhdsd.org  
Phone: 650-558-2124

Year 1						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	7/1/2019	6/30/2020	User	200	USD 5.25	USD 1,050.00
24x7 Tier 1 Support (Faculty Only)	7/1/2019	6/30/2020	30% of Subscription (Minimums Apply)	1	USD 315.00	USD 315.00
Recurring Sub-Total						USD 1,365.00
Year 1 Total						USD 1,365.00
Grand Total:						USD 1,365.00

Deliverable	Description	Expiration
24x7 Tier 1 Support (Faculty Only)	24x7 Tier 1 support (faculty only) per year (30% of subscription - min \$3500)	N/A

The items above must be completed during the time period beginning on the later of the Effective Date or the initial Start Date specified in this Order Form and ending pursuant to the time frame set forth in the Expiration column above.

  
7/15/19

**CONTRACT APPROVAL**  
**(Under 25K)**

Received

JUL 05 2019

Office of the  
Superintendent

To: Kevin Skelly

Date: July 3, 2019

From: Araceli Pena/Stephanie Kriebel

---

Site: San Mateo Adult School

Number of Quotes: 1

Funding Source: Fund 11

Reason for proposal: Providing instructional Pharmacy Technician classes for FY20.

Total Contract: \$17,980.

Certificate of Insurance (on file):

Please approve the attached quote from Condensed Curriculum International, Inc.

Thank you,

Araceli Pena

Condensed Curriculum International, Inc.

214 Little Falls Road  
Fairfield, NJ 07004

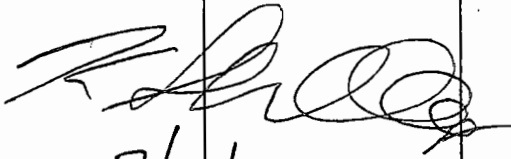
## Quote

Date

7/1/2019

Name / Address

San Mateo Adult School  
789 E. Poplar Avenue  
San Mateo, CA 94401  
Attn: Stephanie Kriebel

Description	Qty	Cost	Total
Pharmacy Technician Course			
Fall 2019 semester	10	899.00	8,990.00
Spring 2020 semester	10	899.00	8,990.00
* Quote includes instructor and all materials.			
 7/15/19			
Total			\$17,980.00

**BOARD ITEM**  
*(Up to \$25,000)*

**Received**

JUL 05 2019

**Office of the  
Superintendent**

**Date:** 7/2/19

**To:** Roberta Beeken / Kevin Skelly

**From:** Anna Tang / April Torres

---

**Site:** DO

**Number of Quotes:** 1

**Funding Source:** General Fund – Mental Health

**Reason for proposal:** To renew Mental Health Subscription for 2019-2020

**Amount:** \$12,000.00

# INVOICE

Page: 1



## Healthmaster®

2655 Oakley Park Road, Suite 100, Walled Lake, MI 48390

Sales: (888) 714-1400 Fax: (248) 960-8908

Web: www.Healthmaster.com

Invoice Number: 0022912-IN

Invoice Date: 6/17/2019

Salesperson:

Customer Number: SANMUHS

Customer P.O.: SUPPORT RENEWAL

SAN MATEO UNION HIGH SD  
650 NORTH DELAWARE STREET  
SAN MATEO, CA 94401

Contact: MARY MCGRATH

Terms: NET 30 DAYS

Item Code/Description		Quantitv	Price	Amount
HOMENT_RNW HOANY MENTAL HEALTH SUBSCRIPTION RENEWAL	EACH	16.000	750.000	12,000.00

7/15/19

At the time of installation and as a condition to enter data into HealthOffice® Anywhere, Customer agreed to the standard (or modified) terms and conditions of the HealthOffice® Anywhere Master Web Services Agreement (the "Web Services Agreement"). Any additional or different terms proposed by Customer in any purchase order were and are unacceptable and expressly rejected by Healthmaster. The terms and conditions of the Web Services Agreement shall continue to prevail in successive terms notwithstanding any variance with the terms and conditions of any renewal purchase document or other writing submitted by Customer, even if such writing could be deemed "accepted" by Healthmaster in the course of dealing.

THANK YOU FOR YOUR BUSINESS

7/1/2019 - 6/30/2020

Invoice Total 12,000.00



**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin

Date: June 18, 2019

From: *Debbie Arobio/Linda Carlton*

---

Site: *Capuchino High School*

Number of Quotes: 2

Funding Source: *General Fund - Grounds*

Reason for proposal: *Miscellaneous tree work around parking lots:*

*(3) Oak trees need to be trimmed back.*

*(3) Pine trees are dead and need to be removed*

Total Contract: \$6,652.00

Certificate of Insurance (on file): CL1932803284

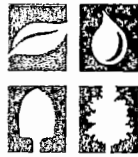
Please approve the attached estimate from Loral Horticultural Services.

Thank you,



# LORAL

Horticultural Services



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

200#1  
**Estimate**

CHSER06182019

CUSTOMER	
Capuchino High School San Mateo Union High School 650 N. Delaware Street San Mateo, CA 94401 Attn: Maintenance & Operations Dept	
PHONE	FAX
650-280-7717	

PROJECT	
Capuchin High School- Tree work May 13	
DATE	6/17/2019
ESTIMATE #	2019-0648
SUPERVISOR	MAB

The following estimate is for tree work at Capuchino High School

Upper Stadium parking lot 1 large Oak tree limb remove and cut back from the light  
Upper Stadium parking lot 1 Oak tree cut back from the light  
Upper Stadium maintenance area 1 Oak tree cut back from the light and crown thin  
Upper Parking Lot along Barcelona area 3 dead Pine trees remove and grind the stumps  
Haul all resulting debris

This estimate is based on prevailing wages

*[Signature]* 7/15/19

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 _____	<b>Total</b> \$6,652.00
--	-------------------------



# TIMBERLINE

## TREE & LANDSCAPE, INC.

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

*Fully Licensed and Insured for Your Protection*

Name San Mateo Union High School District Phone 280-3628 Phone \_\_\_\_\_ Date 6/18/19  
Street 1501 Magnolia Ave. Billing 650 N. Delaware jtipton@smuhd.org  
City San Bruno Zip \_\_\_\_\_ City San Mateo Zip \_\_\_\_\_

### ESTIMATE

#### Capuchino High School

Remove (3) Pine trees to just above ground level

Haul all debris and wood \$ 4,980.00

Prune (3) Oak trees that hang over parking lot and light pole \$ 1,000.00

Grind (3) stumps as much as possible and leave mulch \$ 800.00

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 \_\_\_\_\_

Reg 96



Quote #	Date
Q-10154	5/22/2019

Remit To	Contact Info
N2Y, LLC PO Box 550 Huron, OH 44839	Grace Goodwin ggoodwin@smuhd.org

Bill To	Ship To
San Mateo Union High School District 650 North Delaware Street San Mateo, California 99401	San Mateo Union High School District 650 North Delaware Street San Mateo, California 99401

Date	Payment Terms	Purchase Order
5/22/2019	Net 30	

Item	Description	Type	Subscription	Subscription Start	Subscription End	Unit Cost	QTY	Amount
ULS BUN	Unique Learning System® Bundle	Renewal	135900	7/25/2019	7/24/2020	\$475.50	15	\$7,132.50
PST BUN	Positivity Bundle	New		7/25/2019	7/24/2020	\$299.00	15	\$4,485.00
NWS BUN	News-2-You® Bundle	Renewal	135901	7/25/2019	7/24/2020	\$167.89	15	\$2,518.35
L3S BUN	L³ Skills™ Bundle	New		7/25/2019	7/24/2020	\$89.15	15	\$1,337.25
PDE ULS ONLINE BUN	Online Essentials Course for Unique Learning System Bundle	New		7/25/2019	7/24/2020	\$89.00	15	\$1,335.00
SSX BUN	SymbolStix PRIME® / SYMBOLSTIX® Bundle	New		7/25/2019	7/24/2020	\$78.46	15	\$1,176.90

Thank you for your business. In need of additional assistance, please call us toll free att 1-800-697-6575.

Sub-Total: \$17,985.00  
Sales Tax: \$0.00  
Total: \$17,985.00

**Please Note:**  
This quote is good for 90 days. Purchase Orders or payment via Credit Card must be received within 90 days from the date of this quote in order to guarantee the listed price.

n2y accepts credit cards for orders under \$5,000 and cash or ACH payments for orders over \$5,000. Your sales representative would be happy to address any questions you might have regarding these policies.

*[Signature]*  
7/15/19

Quote #	Date
Q-10154	5/22/2019



Dear

Quote Q-10154

- This quote is valid for 90 days. Purchase Orders or payment via credit card must be received within 90 days from the date of this quote in order to guarantee the listed price.

- Prices are subject to change without notice. All orders are subject to our standard terms and conditions. ([Terms of Use & Privacy Policy](#))

NOTE: Your order/quote will not be processed until we receive a copy of your purchase order. Tax exempt organizations must include a copy of your state tax exempt form with your purchase order. All orders without a state tax exempt form will be charged sales tax at the applicable state rate.

There are four ways to process this quote:

1. Fax your purchase order and a copy of your quote to 419-433-9810.
2. Email your purchase order to [sales@n2y.com](mailto:sales@n2y.com) or reply back to your sales representative.
3. Contact n2y Sales toll free at 1-800-697-6575 8:00am-4:30pm EST, Monday-Friday to pay using a credit card.
4. Mail your purchase order to the address below. Be sure to attach a copy of this quote or reference quote number Q-10154 on the purchase order.

n2y  
PO Box 550  
Huron, OH 44839

**IF ONSITE OR WEBINAR PROFESSIONAL DEVELOPMENT IS INCLUDED ON THIS QUOTE,  
PLEASE CLICK TO REQUEST A TRAINING DATE**

Cancellation of training day(s) requires a 30 day notification. Failure to cancel within 30 days of initial training date may result in a cancellation fee of up to [50%].

For additional assistance with your order, please call n2y toll free at 1-800-697-6575.

Sincerely,

Chris Knopke  
Inside Sales Executive

**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin

Date: June 18, 2019

From: Debbie Arobio/Linda Carlton

---

Site: Peninsula High School

Number of Quotes: 1

Funding Source: General Fund - Grounds

Reason for proposal: Tree services needed to clear out debris and small trees from grate and swale areas.

Total Contract: \$1,400.00 x 2 days = \$2,800.00

Certificate of Insurance (on file): WPP110573306

ER PO#PHSER061819

Please approve the attached estimate from Timberline Tree & Landscape.

Thank you,



# TIMBERLINE

## TREE SERVICE, INC.

350 Lang Road, Burlingame, CA 94010

(650) 697-2310 • Fax (650) 697-4139 • License #710738

sales@timberlinetreeservice.com

*Fully Licensed and Insured for Your Protection*

Name Brad - SMUHSD Phone 669.888.5261 Phone \_\_\_\_\_ Date 6-17-19  
Street 220 Madison Billing Bbarncord@smuhdsd.org  
City San Bruno Zip \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

### ESTIMATE

Clear all debris and small trees from grate and swale to expose concrete.

Leave all debris on site.

\$1,400.00 Per day, (3) Man Crew  $\times 2 = \$2800.00$   
8:30AM - 3PM

\*2 Days Recommend

Estimated by Justin Willett

### CONTRACT

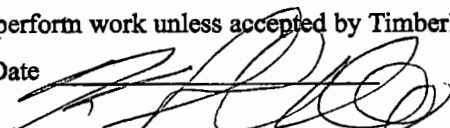
- All contract work must be listed. No verbal agreements are accepted.
- STUMP GRINDINGS will NOT be hauled away unless otherwise specified.
- We are not responsible for underground utilities, pipes, or wires.
- TREE ROOTS will NOT be removed unless otherwise specified above.
- All permits and their 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 \_\_\_\_\_

  
7/15/19

**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin

Date: June 13, 2019

From: Debbie Arobio/Linda Carlton

---

Site: Mills High School

Number of Quotes: 1 (Sourcewell - Cooperative Purchasing Contract)

Funding Source: General Fund - Maintenance

Reason for proposal: To remove and dispose of existing flooring and install new Tarkett vinyl flooring in the Computer Lab which is being converted to Special Ed Classroom.

Total Contract: \$14,340.00

Certificate of Insurance (on file): 45329767

ER PO#MHSE06132019

Please approve the attached estimate from JB Jordan & Associates.

Thank you,





# JB Jordan

## & ASSOCIATES

HIGH PERFORMANCE COMMERCIAL FLOOR COVERINGS

Operations / Administration:  
P.O. Box 3629 Eureka, CA 95502  
Ph. 707-442-6423 Fax 707-444-0272  
CA Contractor License 955247  
DIR nr. 1000001320  
General Contractor and Specialty Flooring

## PROPOSAL

CUSTOMER: Brad Barncord  
COMPANY: San Mateo UHSD  
ADDRESS: 650 N. Delaware Street  
San Mateo, CA 94401  
TELEPHONE: (669) 888-5261

DATE: 6/12/2019  
PROJECT: Mills HS-Computer Lab  
LOCATION: 400 Murchison Drive  
Millbrae, CA 94030  
PROPOSAL NR: PP878-02 MB

Wp 44562

**PLEASE NOTE:** Subsequent to signing the attached Notice to Proceed, JB Jordan & Associates will be anticipating the DIR # for the registered project referenced above within 5 days of award (per SB854), as well as formal Purchase Order. To File the PWC100 go to <https://www.dir.ca.gov/pwc100ext/>

We herewith submit this proposal for labor and materials to be supplied at the request of above party.

### AREA INCLUDED IN BID:

1. Computer Lab, approx. 1,005 sq. ft.

### SCOPE OF WORK:

1. Conduct concrete moisture testing per ASTM-F2170.
2. Remove and dispose of existing flooring and wall base.
3. Prepare subfloor, removing adhesive residue and skim coating as necessary.
4. Furnish and install approx. 1,005 sq. ft. of Tarkett VCT color: TBD; to be installed using the manufacturer's instructions.
5. Furnish and install approx. 128 lin. ft. of 4" Johnsonite Rubber Wall Base, color: TBD.

### EXCLUSIONS:

1. Furniture and equipment moving.
2. Subfloor repair and underlayment (except as provided in item 3, above).
3. Removal of materials containing asbestos or lead.
4. After hours work to include nights, weekends, and holidays.

**Total Materials, Freight, Tax and Labor:** \$ 7,640.00

**Alt 1: Furnish and install epoxy moisture mitigation system if test levels are above the manufacturer's limit. Add to total above.** \$ 6,700.00

- NOTES:**
1. If this proposal is accepted, please sign our Notice to Proceed, and submit your purchase order or executed contract before work begins.
  2. Terms are net 30 days.
  3. The prices listed on this proposal are valid for a period of 3 months.
  4. If a performance bond is required please furnish JB Jordan with the pertinent details. The cost will be added to the above price.

\$14,340-

SUBMITTED BY Phillip Angulo

TEL: (510) 325-6367



Commercial Floor Covering • Complete Subfloor Preparation • Concrete Moisture Control Systems • Quality Service Since 1982

## NOTICE TO PROCEED

Mills HS-Computer Lab		PP878-02 MB	6/12/19	
PROJECT	DIR #	PROPOSAL #	PROPOSAL DATE	WRITE IN
This signature serves as a notice to proceed, and an agreement with JB Jordan & Associates to perform the work based on the project scope, exclusions, terms, and pricing noted on the aforementioned proposal.				
San Mateo UHSD				
OWNER	SIGNATURE OF OWNER OR AGENT	PRINTED NAME	DATE OF ACCEPTANCE	

## TERMS AND CONDITIONS

- When accepted** by the Owner, or Owner's Representative (OWNER), JB Jordan & Associates will furnish material specified in accordance with Proposal details and with project specifications and/or drawings submitted to us prior to issuance of this Proposal.
- No extra or change-order work** shall be performed without prior written authorization of the OWNER. All accepted Change Order documents shall be incorporated in, and become part of the original Proposal and these Terms and Conditions.
- Execution of work.** This contract is based on being completed during normal working hours. Evening, Weekend, Holiday and Overtime Hours will be added to the cost of this Proposal unless expressly included in the original Proposal project scope.
- Unless specified** in the written scope, this Proposal *does not include* cleaning of debris left by previous building trades and structural repairs to subfloors, underlayments or walls.
- PWC100 (DIR Project Number) and School PO #.** Please attach your PWC100 and Purchase Order here if available. Per statute the PWC100 must be provided NO LATER THAN 5 DAYS AFTER AWARDING THE PROJECT. Purchase Orders may be provided as soon as available.
- Furniture moving**, if specified, *does not include* handling of OWNER's or building occupants personal items or work items. Computers and electronic equipment will be disconnected / re-connected by OWNER. Shelving or other furnishings anchored to the structure will be left in place and installed up to. Open shelving, laden with heavy objects may not be able to be moved.
- Owner will provide** clear and continuous access to job site for period when work is scheduled. OWNER's electricity, toilet, and water are to be made available for JB Jordan's use during the process of the work at no cost to the JB Jordan. OWNER agrees to provide secure storage for all materials delivered to job site.
- Access.** This contract is based on the use of existing access to the contract area. Unless specifically indicated, no costs have been included for repairs to driveways, sidewalks, walls, and landscaping. JB Jordan will use normal care and procedure in moving material through finished areas and across landscaping.
- License and Insurance.** JB Jordan will furnish all necessary licenses, Workman's Compensation, and Public Liability Insurance during work. Any liability claim will first be addressed through OWNER's insurance in effect at time of loss, without retainage.
- Payment terms:** Unless otherwise stated, progress and final payments are due 30 days from invoice date.
- In the event of non-payment** for all or part of the amount due for services rendered, JB Jordan shall be entitled to recover from OWNER all reasonable attorney's fees and cost of collection and suit incurred.
- Delays or Cancellation.** JB Jordan is not responsible for delays caused by delivery of materials, weather, or other conditions beyond our control. Cancellation of this contract before work is completed will necessitate OWNER paying any and all costs sustained, plus 10% overhead and 10% material return/restocking fee.
- Limited Warranty.** All labor and materials provided by JB Jordan for work covered by this Proposal is guaranteed against defects for a period of one (1) year from substantial completion unless otherwise stated. No guarantee will be given for pre-existing subfloor conditions, and/or cracking, crazing, discoloration, adhesive failure or other damage to new flooring due to building movement, subfloor failure, excessive moisture or alkali in concrete subfloor, or damage through improper maintenance, misuse or accident.
- Manufacturer's warranties** and maintenance information will be provided following receipt of final payment. No warranty of any kind shall apply if final payment is not received in accordance with the terms of the contract.
- All work** will be performed in accordance to standard building practices and standards for the particular trade involved in this local area. "Zero defect" work is not implied by any warranty involved or promised.
- This agreement** constitutes the entire understanding between the parties hereto and no collateral agreement shall be binding unless in writing.

**CONTRACT APPROVAL**  
**(under \$25K)**

*To: Board of Trustees*

*Date: July 2, 2019*

*From: Liz McManus/Debbie Arobio*

---

*Site: Hillsdale High School*

*Number of Quotes: 1*

*Funding Source: Fund 21 - District Deferred Maintenance (Project #222)*

*Reason for proposal: To provide labor, material and equipment to investigative and assist in determining the scope of work needed for the pool wall repair.*

*Contract Total: \$24,500.00*

*Emergency PO - ER #BS07012019*

*Please approve the attached bid from Rodan Builders, Inc.*

*Thank you,*

*Debbie*



3486 Investment Blvd., Suite B, Hayward, CA 94545 ▪ P 650.508.1700 ▪ F 650.508.1705

June 27, 2019

Greystone West Company  
621 W. Spain Street  
Sonoma, CA 95476

Attn: Todd Lee

Subject: Cost Proposal – Emergency Investigation of Deteriorated Concrete Wall at Pool  
Hillsdale High School

Dear Todd,

Thanks for giving us an opportunity to bid on this project. Below is a budget quote to provide labor, material and equipment to investigate and assist in determining the scope of work needed for the pool wall repair.

Scope:

1. Mobilization
2. Temp Shoring
3. Dust Barrier
4. Remove small section of deteriorated concrete
5. Site clean-up.

Budget: \$24,500

Exclusions:

1. Architectural or Structural Engineering
2. Concrete / Shotcrete Repair (includes removal and investigation only)
3. Relocation of unforeseen utilities
4. Plans / Permits
5. Overtime

A handwritten signature in black ink, appearing to read "Dan Oliver", with the date "7/15/19" written below it.

Sincerely,

Dan Oliver

Dan Oliver  
Rodan Builders, Inc.



**NATIONAL  
EQUITY  
PROJECT**

1720 Broadway, 4<sup>th</sup> Floor  
Oakland, CA 94612  
510.208.0160

**INVOICE**

INVOICE #: INV000022

DATE: 06/13/2019

Due date: 07/13/2019

Total Amount Due: \$8,000.00

TO:

**San Mateo Union High School District**  
ATTN: Brian Simmons/Director, Curriculum and Assessment  
650 North Delaware Street  
San Mateo, CA 94401

Reference: NEP Service Contract Jan 1, 2019 - Jun  
30, 2019

Project: 75551 San Mateo Union High School District  
2018-19

Description	Amount
Executive Coaching-Leadership Development	\$8,000.00
<b>Total Amount Due:</b>	<b>\$8,000.00</b>

**Contract Information**

Contract Total: \$8,000.00

Total Invoiced (including current): \$8,800.80

Remaining to be Invoiced:

Contract Term:

**Payment Options:**

ACH: Citibank  
1325 Broadway  
Oakland, CA 94612  
ABA# 321171184  
Acct# 203826854

Check: National Equity Project  
1720 Broadway, 4<sup>th</sup> Floor  
Oakland, CA 94612

Please reference the invoice number with your payment.

For any billing related questions, please email [billing@nationalequityproject.org](mailto:billing@nationalequityproject.org).  
Thank you for partnering with the National Equity Project!



7/15/19



**NATIONAL  
EQUITY  
PROJECT**

1720 Broadway, 4<sup>th</sup> Floor  
Oakland, CA 94612  
510.208.0160

**INVOICE**

INVOICE #: INV000023

DATE: 06/13/2019

Due date: 07/13/2019

**Total Amount Due: \$800.80**

**TO:**

**San Mateo Union High School District**

ATTN: Brian Simmons/Director, Curriculum and Assessment  
650 North Delaware Street  
San Mateo, CA 94401

**Reference:** NEP Service Contract Jan 1, 2018 - Jun 30, 2019

**Project:** 75551 San Mateo Union High School District 2018-19

Description	Amount
Printing & Copying	\$760.00
Parking, Mileage & Tolls	\$40.80
<b>Total Amount Due:</b>	<b>\$800.80</b>

**Contract Information**

Contract Total: \$8,000.00

Total Invoiced (including current): \$8,800.80

Remaining to be Invoiced:

Contract Term:

**Payment Options:**

ACH: Citibank  
1325 Broadway  
Oakland, CA 94612  
ABA# 321171184  
Acct# 203826854

Check: National Equity Project  
1720 Broadway, 4<sup>th</sup> Floor  
Oakland, CA 94612

Please reference the invoice number with your payment.

For any billing related questions, please email [billing@nationalequityproject.org](mailto:billing@nationalequityproject.org).

Thank you for partnering with the National Equity Project!

**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin

Date: June 12, 2019

From: Debbie Arobio/Linda Carlton

---

Site: San Mateo High School

Number of Quotes: 1

Funding Source: General Fund - Grounds

Reason for proposal: Deep root fertilization services for (2) Palm Trees.

Total Contract: \$500.00

School Year: 2019-2020

Certificate of Insurance (on file): CL1932803284

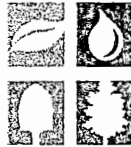
Please approve the attached estimate from Loral Horticultural Services.

Thank you,



# LORAL

Horticultural Services



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

## Estimate

CUSTOMER	
San Mateo High School San Mateo Union High School 650 N. Delaware Street San Mateo, CA 94401 Attn: Maintenance & Operations Dept	
PHONE	FAX
650-280-7717	

PROJECT	
SMHS- Palm Tree June	
DATE	6/5/2019
ESTIMATE #	2019-0604
SUPERVISOR	MAB

The following estimate is for tree work at the performing art center at San Mateo High School.

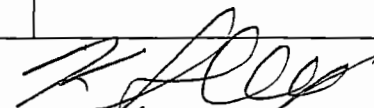
2 Palm trees deep root feed with 400 gallons Romeo Greenbelt

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 \_\_\_\_\_

**Total** \$500.00

  
7/15/19



**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin

Date: June 12, 2019

From: Debbie Arobio/Linda Carlton

Site: Districtwide

Number of Quotes: 1 (sole source)

Funding Source: General Fund - Operations

Reason for proposal: Cleaning services for carpets, floors and seats in the Theaters.

Total Contract:	AHS	\$2,788.25
	BHS	FREE
	CHS	\$3,988.20
	HHS	\$3,815.88
	MHS	\$3,100.75
	PAC	\$2,874.47
	<u>PAC</u>	<u>\$2,100.75</u>
		\$18,668.30

Certificate of Insurance (on file): 57SBMR19582

Please approve the attached estimate from MSC ENVIRONMENTAL.

Thank you,





# MSC ENVIRONMENTAL SERVICES

Commercial Janitorial & Maintenance Services

533 Diamond Avenue  
South San Francisco, CA 94083

## Quote/Estimate

Date	Quote/Estimate #
3/13/2019	108

Name / Address
San Mateo Union High School Dist ATTN: Accounts Payable 650 North Delaware Street San Mateo, CA 94401

Service/Repair At
Aragon High School - theatre 900 Alameda de las Pulgas San Mateo, CA 94402

	Rep	Manny	Quote/Estimate Expires	04/15/2019
Description	Qty	Cost	Total	
FEE for SERVICES ~Perform carpet cleaning service in theater to remove engrained dirt, tough stains with a high powered water extraction system. ~Perform cleaning service on 615 theater chairs to remove embedded dirt & existing stains with a high powered water extraction system. ~Clean and mop concrete in theater with degreaser and neutral cleaner to remove dirt and grime build up. Sales Tax	1	2,788.25	2,788.25	
		0.00%	0.00	

*[Handwritten signature]*  
7/15/19  
*[Handwritten signature]*

Quotes/Estimates are an approximation of charges to you, and they are based on the anticipated details of the work to be done. It is possible for unexpected complications to cause some deviation from the estimate. If additional parts or labor are required you will be contacted immediately. All workers will be paid the prevailing wage for all public works projects.

**Total** \$2,788.25

Phone #	Fax #	E-mail	Web Site
650-516-8001		MSCENVIRO@gmail.com	



**MSC ENVIRONMENTAL SERVICES**  
*Commercial Janitorial & Maintenance Services*  
 533 Diamond Avenue  
 South San Francisco, CA 94083

## Quote/Estimate

Date	Quote/Estimate #
3/13/2019	110

Name / Address
San Mateo Union High School Dist ATTN: Accounts Payable 650 North Delaware Street San Mateo, CA 94401

Service/Repair At
Burlingame High School 1 Mangini Way Burlingame, CA 94010 <i>- theatre</i>

		Rep	Manny
		Quote/Estimate Expires	
		04/15/2019	
Description	Qty	Cost	Total
FEE for SERVICES ~Perform carpet cleaning service in theater to remove engrained dirt, tough stains with a high powered water extraction system. ~If applicable - clean and mop concrete in theater with degreaser and neutral cleaner to remove dirt and grime build up.  *****MSC will perform the carpet cleaning service for the Burlingame theater walkways "FREE of CHARGE" if contract awarded to provide theater carpet & seat cleaning service for the other 5 high school theaters in the SMUHSD.***** Sales Tax	1	0.00	0.00
		0.00%	0.00
<small>Quotes/Estimates are an approximation of charges to you, and they are based on the anticipated details of the work to be done. It is possible for unexpected complications to cause some deviation from the estimate. If additional parts or labor are required you will be contacted immediately. All workers will be paid the prevailing wage for all public works projects.</small>		<b>Total</b>	<b>\$0.00</b>
Phone #	Fax #	E-mail	Web Site
650-516-8001		MSCENVIRO@gmail.com	<i>[Signature]</i> 7/15/19



## MSC ENVIRONMENTAL SERVICES

Commercial Janitorial & Maintenance Services

533 Diamond Avenue  
South San Francisco, CA 94083

## Quote/Estimate

Date	Quote/Estimate #
3/13/2019	111

Name / Address
San Mateo Union High School Dist ATTN: Accounts Payable 650 North Delaware Street San Mateo, CA 94401

Service/Repair At
Capuchino High School 1501 Magnolia Avenue San Bruno, CA 94066 <i>- theatre</i>

	Rep	Manny	Quote/Estimate Expires	04/15/2019
Description	Qty		Cost	Total
FEE for SERVICES ~Perform carpet cleaning service in <u>theater</u> to remove engrained dirt, tough stains with a high powered water extraction system. ~Perform cleaning service on 1119 theater chairs to remove embedded dirt & existing stains with a high powered water extraction system . ~Clean and mop concrete in theater with degreaser and neutral cleaner to remove dirt and grime build up. Sales Tax	1		3,988.20  <	



**MSC ENVIRONMENTAL SERVICES**  
Commercial Janitorial & Maintenance Services

533 Diamond Avenue  
South San Francisco, CA 94083

# Quote/Estimate

Date	Quote/Estimate #
3/13/2019	109

Name / Address
San Mateo Union High School Dist ATTN: Accounts Payable 650 North Delaware Street San Mateo, CA 94401

Service/Repair At
Hillsdale High School 3115 Del Monte St. San Mateo, CA 94403 <i>- theatre</i>

	Rep	Manny	Quote/Estimate Expires	04/15/2019
Description	Qty		Cost	Total
FEE for SERVICES ~Perform carpet cleaning service in theater to remove engrained dirt, tough stains with a high powered water extraction system. ~Perform cleaning service on 1030 theater chairs to remove embedded dirt & existing stains with a high powered water extraction system. ~Clean and mop concrete in theater with degreaser and neutral cleaner to remove dirt and grime build up. Sales Tax	1		3,815.88	3,815.88
			0.00%	0.00

Quotes/Estimates are an approximation of charges to you, and they are based on the anticipated details of the work to be done. It is possible for unexpected complications to cause some deviation from the estimate. If additional parts or labor are required you will be contacted immediately. All workers will be paid the prevailing wage for all public works projects.

**Total**

\$3,815.88

Phone #	Fax #	E-mail	Web Site
650-516-8001		MSCENVIRO@gmail.com	<i>[Signature]</i>

*7/15/19*



**MSC ENVIRONMENTAL SERVICES**  
Commercial Janitorial & Maintenance Services

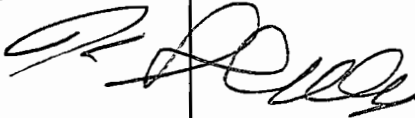
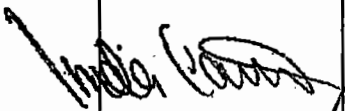
533 Diamond Avenue  
South San Francisco, CA 94083

# Quote/Estimate

Date	Quote/Estimate #
3/13/2019	107

Name / Address
San Mateo Union High School Dist ATTN: Accounts Payable 650 North Delaware Street San Mateo, CA 94401

Service/Repair At
Mills High School 400 Murchison Dr. Millbrae, CA 94030 <i>- theatre</i>

	Rep	Manny	Quote/Estimate Expires	04/15/2019
Description	Qty		Cost	Total
FEE for SERVICES	1		3,100.75	3,100.75
~Perform carpet cleaning service in theater to remove engrained dirt, tough stains with a high powered water extraction system.				
~Perform cleaning service on 780 theater chairs to remove embedded dirt & existing stains with a high powered water extraction system .				
~Clean and mop concrete in theater with degreaser and neutral cleaner to remove dirt and grime build up.				
Sales Tax			0.00%	0.00
  7/15/19				

Quotes/Estimates are an approximation of charges to you, and they are based on the anticipated details of the work to be done. It is possible for unexpected complications to cause some deviation from the estimate. If additional parts or labor are required you will be contacted immediately. All workers will be paid the prevailing wage for all public works projects.

**Total** \$3,100.75

Phone #	Fax #	E-mail	Web Site
650-516-8001		MSCENVIRO@gmail.com	



# MSC ENVIRONMENTAL SERVICES

Commercial Janitorial & Maintenance Services

533 Diamond Avenue  
South San Francisco, CA 94083

## Quote/Estimate

Date	Quote/Estimate #
3/13/2019	106

Name / Address
San Mateo Union High School Dist ATTN: Accounts Payable 650 North Delaware Street San Mateo, CA 94401

Service/Repair At
San Mateo Performing Arts Center 600 N Delaware St San Mateo, CA 94401 <i>-PAC</i>

	Rep	Manny	Quote/Estimate Expires	04/15/2019
Description	Qty		Cost	Total
FEE for SERVICES Perform <u>carpet</u> cleaning service in theater to remove engrained dirt, tough stains with a high powered water extraction system. ~Clean and mop concrete in theater with degreaser and neutral cleaner to remove dirt and grime build up. Sales Tax	1		2,874.47	2,874.47
			0.00%	0.00
			<i>shared cost</i>	
			<i>Maria Corda</i>	

Quotes/Estimates are an approximation of charges to you, and they are based on the anticipated details of the work to be done. It is possible for unexpected complications to cause some deviation from the estimate. If additional parts or labor are required you will be contacted immediately. All workers will be paid the prevailing wage for all public works projects.

**Total** \$2,874.47

Phone #	Fax #	E-mail	Web Site
650-516-8001		MSCENVIRO@gmail.com	<i>[Signature]</i>

*7/15/19*



# MSC ENVIRONMENTAL SERVICES

Commercial Janitorial & Maintenance Services


533 Diamond Avenue  
South San Francisco, CA 94083

## Quote/Estimate

Date	Quote/Estimate #
3/13/2019	112

Name / Address
San Mateo Union High School Dist ATTN: Accounts Payable 650 North Delaware Street San Mateo, CA 94401

Service/Repair At
San Mateo Performing Arts Center 600 N Delaware St San Mateo, CA 94401 <i>PAC chairs</i>

	Rep	Manny	Quote/Estimate Expires	04/15/2019
Description	Qty	Cost	Total	
FEE for SERVICES ~Perform cleaning service on 1540 theater chairs to remove embedded dirt & existing stains with a high powered water extraction system. Sales Tax	1	2,100.75  0.00%	2,100.75  0.00	<i>shared cost</i>
				

Quotes/Estimates are an approximation of charges to you, and they are based on the anticipated details of the work to be done. It is possible for unexpected complications to cause some deviation from the estimate. If additional parts or labor are required you will be contacted immediately. All workers will be paid the prevailing wage for all public works projects.

**Total** *7/15/19* \$2,100.75

Phone #	Fax #	E-mail	Web Site
650-516-8001		MSCENVIRO@gmail.com	



**CONTRACT APPROVAL**  
**(Under 25K)**

*To: Kevin Skelly*

*Date: June 19, 2019*

*From: Araceli Pena*

---

*Site: San Mateo Adult School*

*Number of Quotes: 1*

*Funding Source: Fund 11*

*Reason for proposal: Providing access to iCEV Careers software from 7/1/2019 through 6/30/2020*

*Total Contract: 725.00*

*Certificate of Insurance (on file):*

*Please approve the attached quote from CEV Multimedia, Ltd.*

*Thank you,*

A handwritten signature in black ink, appearing to read "Araceli Pena". The signature is fluid and cursive, with a large initial "A" and a long horizontal stroke at the end.



1020 SE Loop 289

Lubbock, TX 79404

Phone 800/922-9965 \* 806/745-8820

Fax 800/243-6398 \* 806/745-5300


e-mail customersupport@cevmultimedia.com

**Bill To:**

San Mateo Union High School District  
Attn: Accounts Payable  
650 North Delaware Street  
San Mateo CA 94401

**Ship To:**

San Mateo Union High School District  
Araceli Pena Accounting Tech. apena@smuhd.o  
Stephanie Kriebel skriebel@smuhd.org  
789 East Poplar Avenue  
San Mateo CA 94401

Purchase Order No.	Customer ID	Salesperson ID	Territory ID	Shipping Method	Payment Terms	Req Ship Date
PENDING	SANM0003	CA05	ICEV-CAREER-	SAN MATEO	Net 30 days	0/0/0000
Quantity	Item Number	ISBN Number	Description	Unit Price	Ext. Price	
1	CareersHSInstr	260-200	ICEV CareersHighSchoolInstructorAnnualLicense-Add-Renewal	\$475.00	\$475.00	
25	CareersHSStude	260-201	ICEV CareersHighSchoolStudentLicense-Add-Renewal	\$10.00	\$250.00	
SUBSCRIPTIONS ARE VALID FROM JULY 1, 2019 TO JUNE 30, 2020.						
 7/15/19						

We Appreciate Your Business

QTE024120

Subtotal	\$725.00
Misc	\$0.00
Tax	\$0.00
Shipping/Handling	\$0.00
YOUR DISCOUNT	\$0.00
Total	\$725.00



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.

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

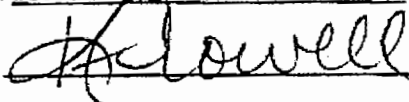
FEIN: 75-2803669  
DUNS: 158885608

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

Website: www.icevonline.com

E-mail: accounting@cevmultimedia.com

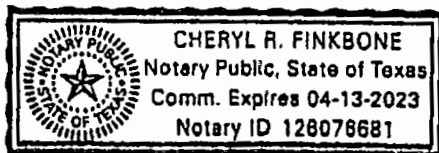
Orders: e-mail accounting@cevmultimedia.com

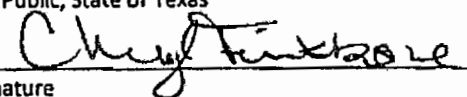
Authorized Signature: 

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

**CONTRACT APPROVAL**  
**(Under 25K)**

*To: Kevin Skelly*

*Date: June 20, 2019*

*From: Araceli Pena*

---

*Site: San Mateo Adult School*

*Number of Quotes: 1*

*Funding Source: 231 Grant Funds*

*Reason for proposal: Renewal of newspaper subscription for teachers for FY20*

*Total Contract: \$361.25*

*Certificate of Insurance (on file): N/A*

*Please approve the attached quote from New Readers Press*

*Thank you,*

*Araceli Pena*

**New Readers Press**

ProLiteracy's publishing division

101 Wyoming Street, Syracuse, NY 13204

Customer Service: 800.448.8878 • Toll free Fax: 866.894.2100  
www.newreaderspress.com • www.proliteracy.org

INVOICE DATE

06/19/2019

INVOICE NUMBER

319676

CUSTOMER NUMBER

731497

INVOICE PAGES

Page 1 of 1

**PRICE QUOTE**

Bill To: 731497

SAN MATEO ADULT SCHOOL  
MICHELE COSTELLO  
789 E POPLAR AVE  
SAN MATEO CA 94401

Ship To: 639166

SAN MATEO ADULT SCHOOL  
HOURY AROYAN  
789 E POPLAR AVE  
SAN MATEO CA 94401**Proforma**

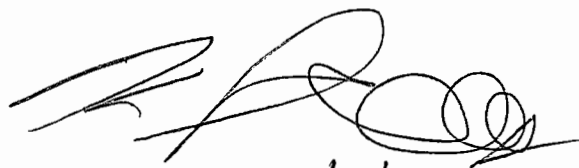
This price quote is valid for 60 days from the above date.

PURCHASE ORDER			SHIP VIA		SHIP DATE	TERMS	FEDERAL ID	
quote			United Parcel Service			30	16-6076384	
QTY SHP	B/O	ISBN No.	SKU	ITEM DESCRIPTION		PRICE	DISC	AMOUNT
25	0		NFY	News for You 639166 Aroyan 30 weeks		\$13.20		\$330.00

Entered By: TN

**Price Quote**

Summary	
Total Product	\$330.00
S & H	\$31.25
Tax	\$0.00
Prepaid Amount	\$0.00
Amount Due (USD)	\$361.25

  
7/15/19

**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin Skelly

Date: June 17, 2019

From: Araceli Pena/Tim Doyle

---

Site: San Mateo Adult School

Number of Quotes: 1

Funding Source: 231 Grant funds

Reason for proposal: Renewal of magazine subscriptions for teachers for FY20

Total Contract: \$126.50

Certificate of Insurance (on file): N/a

Please approve the attached quote from Scholastic Magazines

Thank you,

A handwritten signature in cursive script, appearing to read "Araceli Pena".

**SCHOLASTIC CLASSROOM MAGAZINES 2019/2020 QUOTATION**

ADULT SCHOOL-S M A R T CTR (94401096)

P.O. # \_\_\_\_\_

MICHELE COSTELLO

789 E POPLAR AVE

SAN MATEO, CA 94401-1780

Teacher Name	Item #	Product Title	Promo	Quantity	Price	Ext. Price
HOURY AROYAN	012	SCHOLASTIC NEWS 2	8764	20	\$5.75	\$115.00
				<i>Total Quantity</i>	20	<i>Subtotal</i>
					<i>10% S &amp; H</i>	\$11.50
					<b>Price Total</b>	<b>\$126.50</b>

*\*\*This total does not reflect any applicable state or local taxes.***ONLINE EDITIONS INCLUDED WITH 10 OR MORE SUBSCRIPTIONS OF A SINGLE TITLE!**

Classroom orders of ten or more student subscriptions include a complete teaching package, including a complimentary desk copy of the magazine, a Teacher's Guide, and access to magazine-specific online resources. The online resources include digital editions of each issue online, videos to bring lessons to life, interactive games, and bonus skills sheets. Each of our domain-specific magazines provide full instructional support and prepare students for college and career readiness. Scholastic Classroom Magazines provide numerous opportunities for students to evaluate content presented in diverse media formats including print, on-line and cross genre. Research shows that classroom magazines are vital to student success.

**Order Instructions****You can use this quote as a place holder for your budget or to generate your purchase order.**

When orders are final, bill ( ) Teachers ( ) School ( ) District Send invoice attention: \_\_\_\_\_

For your protection, please do not include credit card information in writing. If you wish to order using a credit card, please order by phone using the number below.

**To order by telephone: 1-800-387-1437 ext.6214 To order by fax: 1-877-242-5865.****To order via email: [eprocurement@scholastic.com](mailto:eprocurement@scholastic.com)****To order by mail, note any quantity changes and send this form to:**

Scholastic Classroom Magazines  
Attn: Elke Womersley  
2315 Dean Street, Suite 600  
St. Charles, IL 60175

Prices quoted are good for 30 days.

  
7/15/19

**CONTRACT APPROVAL**  
**(Under 25K)**

*To: Kevin Skelly*

*Date: June 26, 2019*

*From: Araceli Pena/Stephanie Kriebel*

---

*Site: San Mateo Adult School*

*Number of Quotes: 1*

*Funding Source: Fund 11*

*Reason for proposal: Providing access to iCEV Certification Vouchers through  
for 2019-2020*

*Total Contract: \$3,870*

*Certificate of Insurance (on file): N/A*

*Please approve the attached quote from CEV Multimedia, LTD.*

*Thank you,*

**Araceli Pena**





1020 SE Loop 289

Lubbock, TX 79404

Phone 800/922-9965 \* 806/745-8820

Fax 800/243-6398 \* 806/745-5300

e-mail customersupport@cevmultimedia.com

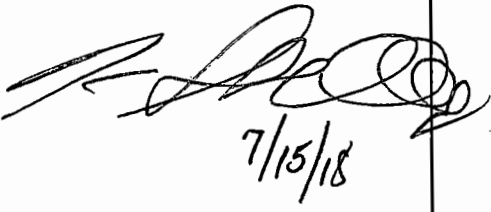
**Bill To:**

San Mateo Union High School District  
Attn: Accounts Payable  
650 North Delaware Street  
San Mateo CA 94401

**Ship To:**

San Mateo Union High School District  
Araceli Pena Accounting Tech. apena@smuhsd.o  
Stephanie Kriebel skriebel@smuhsd.org  
789 East Poplar Avenue  
San Mateo CA 94401

Quote	QTE024338
Date	6/26/2019
Page	1

Purchase Order No.	Customer ID	Salesperson ID	Territory ID	Shipping Method	Payment Terms	Req Ship Date
PENDING	SANM0003	CA05	ICEV-CAREER	SAN MATEO	Net 30 days	0/0/0000
Quantity	Item Number	ISBN Number	Description	Unit Price	Ext. Price	
129	800-000	9781603338820	ICEV Certification Voucher	\$30.00	\$3,870.00	
 7/15/18						

We Appreciate Your Business

QTE024338

Subtotal	\$3,870.00
Misc	\$0.00
Tax	\$0.00
Shipping/Handling	\$0.00
YOUR DISCOUNT	\$0.00
Total	\$3,870.00



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.

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

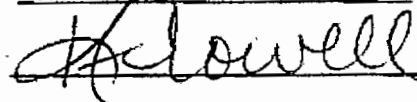
FEIN: 75-2803669  
DUNS: 158885608

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

Website: www.icevonline.com

E-mail: accounting@cevmultimedia.com

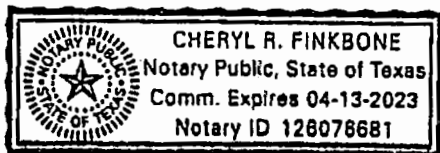
Orders: e-mail accounting@cevmultimedia.com

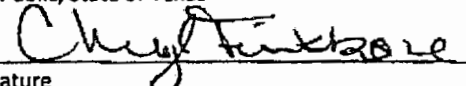
Authorized Signature: 

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

**CONTRACT APPROVAL**  
**(Under 25K)**

*To: Kevin Skelly*

*Date: June 27, 2019*

*From: Araceli Pena/ Gabby Ilan*

---

*Site: San Mateo Adult School*

*Number of Quotes: 1*

*Funding Source: 11*

*Reason for proposal: Providing software service for FY20.*

*Total Contract: \$1470.60*

*Certificate of Insurance (on file):*

*Please approve the attached quote from Team Viewer.*

*Thank you,*

*Araceli Pena*



# TeamViewer

TeamViewer GmbH · Jahnstr. 30 · 73037 Goeppingen · Germany

San Mateo Adult School  
Gabby Ilan  
789 E. Poplar Ave  
San Mateo, CA 94401  
United States

TeamViewer GmbH

Jahnstr. 30  
73037 Goeppingen  
Germany

Phone +1 800 638 0253  
Fax +1 844 859 0645  
E-Mail [salesteam@teamviewer.com](mailto:salesteam@teamviewer.com)  
Internet [www.teamviewer.com](http://www.teamviewer.com)  
Contact Nicholas Uhle  
Date 27.06.2019

## Quotation No. Q-1981300-S4V2G3 r3

Quote is valid until 02-Jul-2019

Quantity	Description	List price per unit	Special discount	Sum
1	Upgrade from Premium 8 to Corporate Subscription	2,388.00	917.40	1,470.60


Annual net price

US\$ 1,470.60

To place your order online, please go to:  
[www.teamviewer.com/quotation/Q-1981300-S4V2G3](http://www.teamviewer.com/quotation/Q-1981300-S4V2G3)

All prices exclusive of VAT.  
Our end-user license agreement applies. It is available at <https://www.teamviewer.com/eula/>.

Only existing license holders are eligible for this exclusive offer.

  
7/15/19

Bank Account  
Deutsche Bank TCA · Bank code 021001033 · Account 04937407  
BIC/SWIFT: BKTRUS33

Registration  
Ulm HRB 534075

VAT number  
DE 245 838 579

CEO  
Oliver Steil

CFO  
Stefan Gaier

**CONTRACT APPROVAL**  
**(Under 25K)**

*To: Kevin Skelly*

*Date: June 27, 2019*

*From: Araceli Pena/ Jeri McGovern*

---

*Site: San Mateo Adult School*

*Number of Quotes: 1*

*Funding Source: 11*

*Reason for proposal: Providing instructional services for yoga classes for FY20.*

*Total Contract: \$2,960.0*

*Certificate of Insurance (on file): YOGAI585726-1*

*Please approve the attached quote from Juliet Martine.*

*Thank you,*

*Araceli Pena*

*Juliet Martine*

717 Cambridge St.  
San Francisco, Ca. 94134

***San Mateo Adult School Services Agreement***

Customer Name: SMUHSD

Date: June 20, 2019

Customer Contact: Jeri McGovern

Customer Phone: (650) 558-2127

Jobsite: San Mateo Adult School: 789 E. Poplar Ave., San Mateo, CA 94401

**Description of Services:**

*Will provide instructional services for yoga classes at a rate of \$40.00 per hour.*

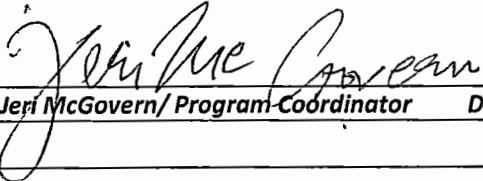
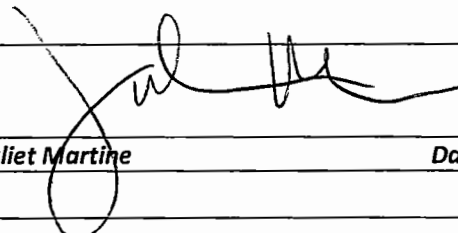
**Total Contract:**

\$2,960.00(not to exceed)

**Contract Period:**

July 1, 2019 through June 26, 2020

  
7/15/19

	
Jeri McGovern/ Program Coordinator	Juliet Martine
Date 6/26/19	Date 6/26/19
Approved	Date

**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin Skelly

Date: June 25, 2019

From: Araceli Pena

---

Site: San Mateo Adult School

Number of Quotes: 1

Funding Source: Fund 11

Reason for proposal: Rent for classrooms at First Baptist Church in San Bruno for FY20

Total Contract: \$15,600

Certificate of Insurance (on file): N/A

Please approve the attached quote from First Baptist Church.

Thank you,

*Araceli Pena*



Araceli Pena &lt;apena@smuhsd.org&gt;

---

**Rent for ESL**

4 messages

---

Araceli Pena <apena@smuhsd.org>  
To: millbraepastordave@hotmail.com

Thu, Jun 20, 2019 at 7:16 PM

Good Evening Pastor Clark,

I would like to start with introducing myself to you, my name is Araceli Pena and I am taking over Michele Costello position as the Accounting Technician at the San Mateo Adult School. I will be the new point of contact.

I am contacting you today to get a confirmation that the rent is still \$1200 a month for July 1, 2019 to June 30, 2020.

If you can please get back to me as soon as possible, it would be greatly appreciated.

Best Regards,

**Araceli Peña**

Accounting Technician  
San Mateo Adult School  
apena@smuhsd.org  
650-558-2124

---

Dave Clark <millbraepastordave@hotmail.com>  
To: Araceli Pena <apena@smuhsd.org>

Sun, Jun 23, 2019 at 7:24 PM

Hi Araceli:

Thanks for contacting me. I asked the leadership team at our meeting on Sat.

They said because our costs for supplies and utilities are rising we need another \$100 a month.

Because you are new you might not know that ESL uses 3 rooms, the bathrooms of course and the kitchen when they wish to do so.

Sincerely,

Pastor Dave

A handwritten signature in black ink, appearing to be "R. Clark", with the date "7/15/19" written below it.

---

From: Araceli Pena <apena@smuhsd.org>  
Sent: Thursday, June 20, 2019 7:16 PM  
To: millbraepastordave@hotmail.com  
Subject: Rent for ESL

[Quoted text hidden]

---

Araceli Pena <apena@smuhsd.org>

Mon, Jun 24, 2019 at 12:34 PM



**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin Skelly

Date: June 21, 2019

From: Araceli Pena

---

Site: San Mateo Adult School

Number of Quotes: 1

Funding Source: Fund 11

Reason for proposal: Providing access to GED Testing Service Official GED practice test for FY20

Total Contract: \$2550.00

Certificate of Insurance (on file):

Please approve the attached quote from Essential Education

Thank you,

*Araceli Pena*

Essential Education  
895 NW Grant Avenue  
Corvallis, OR 97330

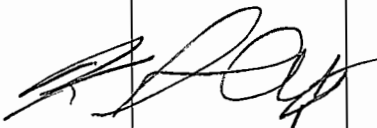
# Quote

Date
06/21/19

Estimate No.
22402

Name/Address
San Mateo Union High School District Attn: Accounts Payable 650 North Delaware Street San Mateo, CA 94401

Rep	Terms	Due Date	Vendor Number
JB	Net 15	07/06/19	

Item	Description	Quantity	Cost	Total
GED Ready	GED Testing Service Official GED Practice Test	600	4.25	2,550.00
 7/15/19				
Total				\$2,550.00

To submit payment:  
CREDIT or PURCHASE CARD (fastest)- call Ashley Lekkerkerker at 541-225-5190  
CHECK- mail to address above  
PURCHASE ORDER- emailed to [ashley@essentialed.com](mailto:ashley@essentialed.com), faxed to 541-230-1171,  
or mailed to address above

**CONTRACT APPROVAL**  
**(Under 25K)**

*To: Kevin Skelly*

*Date: June 25, 2019*

*From: Araceli Pena*

---

*Site: San Mateo Adult School*

*Number of Quotes: 1*

*Funding Source: Fund 11*

*Reason for proposal: Providing instructional services for art classes for FY20*

*Total Contract: \$6975.00*

*Certificate of Insurance (on file): 2018-006*

*Please approve the attached quote from Matthew Crane*

*Thank you,*

*Araceli Pena*

**Matt Crane**  
2001 Grove Street #9  
San Francisco, Ca. 94117

***San Mateo Adult School Services Agreement***

Customer Name: SMUHSD

Date: June 20, 2019

Customer Contact: Jeri McGovern

Customer Phone: (650) 558-2127

Jobsite: San Mateo Adult School: 789 E. Poplar Ave., San Mateo, CA 94401

---

**Description of Services:**

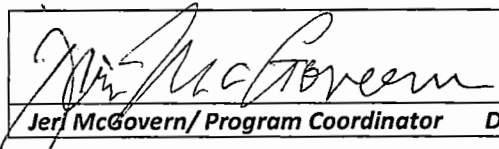
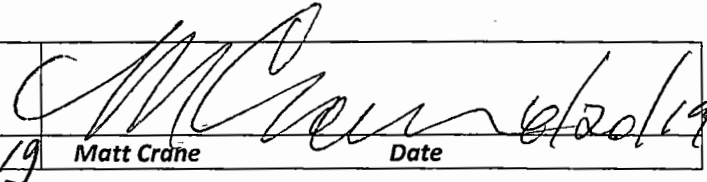
*Will provide instructional services for art classes at a rate of \$45.00 per hour.*

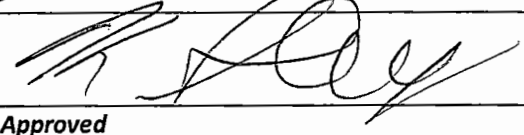
**Total Contract:**

**\$6,975.00 (not to exceed)**

**Contract Period:**

**July 1, 2019 through June 26, 2020**

	
Jeri McGovern/ Program Coordinator	Matt Crane
Date 6/20/19	Date 6/20/19

	7/15/19
Approved	Date

**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin Skelly

Date: June 25, 2019

From: Araceli Pena

---

Site: San Mateo Adult School

Number of Quotes: 1

Funding Source: Fund 11

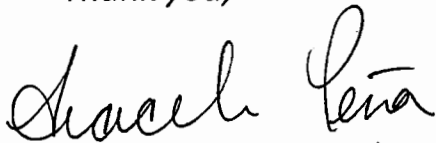
Reason for proposal: Providing instructional services for genealogy classes for FY20

Total Contract: \$3420.0 (not exceed)

Certificate of Insurance (on file): 2017-031

Please approve the attached quote from Inge Harding-Barlow.

Thank you,



# ***Inge Harding-Barlow***

3717 Laguna Avenue  
Palo Alto, Ca. 94036

(650) 402-8146  
Inge@Cookline.com

## ***San Mateo Adult School Services Agreement***

Customer Name: SMUHSD

Date: June 20, 2019

Customer Contact: Jeri McGovern

Customer Phone: (650) 558-2127

Jobsite: San Mateo Adult School: 789 E. Poplar Ave., San Mateo, CA 94401

---

### **Description of Services:**


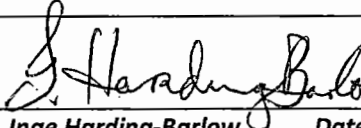

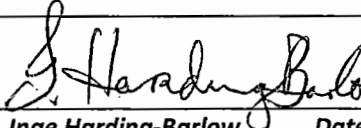
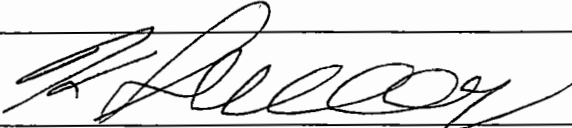
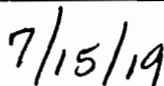
*Will provide instructional services for genealogy classes at a rate of \$45.00 per hour.*

### **Total Contract:**

**\$3,420.00 (not to exceed)**

### **Contract Period:**

**July 1, 2019 through June 26, 2020**

 Jeri McGovern/ Program Coordinator	 Inge Harding-Barlow
 Date	 Date
 Approved	 Date

**CONTRACT APPROVAL**  
**(Under 25K)**

*To: Kevin Skelly*

*Date: June 25, 2019*

*From: Araceli Pena*

---

*Site: San Mateo Adult School*

*Number of Quotes: 1*

*Funding Source: Fund 11*

*Reason for proposal: Providing instructional services for Music Skills class for FY20*

*Total Contract: \$3,655 (not exceed)*

*Certificate of Insurance (on file): 2018-002*

*Please approve the attached quote from Deborah Rosengaus.*

*Thank you,*

A handwritten signature in cursive script, appearing to read "Araceli Pena".

*Deborah Rosengaus*

*545 Maple Avenue*

*San Bruno, CA. 94066*

*(650) 558-2127*

**San Mateo Adult School Services Agreement**

Customer Name: SMUHSD

Date: June 20, 2019

Customer Contact: Jeri McGovern

Customer Phone: (650) 558-2127

Jobsite: San Mateo Adult School: 789 E. Poplar Ave., San Mateo, CA 94401

**Description of Services:**

*Will provide instructional services for music skills classes at a rate of \$85.00 per hour.*

**Total Contract:**

**\$3,655.00 (not to exceed)**

**Contract Period:**

**July 1, 2019 through June 26, 2020**

<i>Jeri McGovern</i>	<i>6/20/19</i>	<i>DR</i>	<i>6/24/19</i>
Jeri McGovern/ Program Coordinator	Date	Deborah Rosengaus	Date

<i>[Signature]</i>	<i>7/15/19</i>
Approved	Date



**CONTRACT APPROVAL**  
**(Under 25K)**

*To: Kevin Skelly*

*Date: June 25, 2019*

*From: Araceli Pena*

---

*Site: San Mateo Adult School*

*Number of Quotes: 1*

*Funding Source: Fund 11*

*Reason for proposal: Providing instructional services for art classes for FY20*

*Total Contract: \$2,160*

*Certificate of Insurance (on file): 2019-025*

*Please approve the attached quote from Martha Herman.*

*Thank you,*

*Araceli Pena*

*Martha Herman*

242 Prentiss St.

San Francisco, Ca. 94010

(415) 520-0270

[martha@smuhsd.org](mailto:martha@smuhsd.org)

***San Mateo Adult School Services Agreement***

Customer Name: SMUHSD

Date: June 20, 2019

Customer Contact: Jeri McGovern

Customer Phone: (650) 558-2127

Jobsite: San Mateo Adult School: 789 E. Poplar Ave., San Mateo, CA 94401

**Description of Services:**

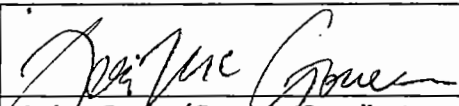
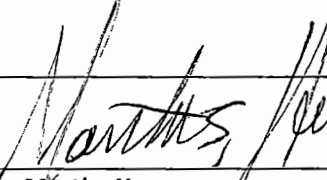
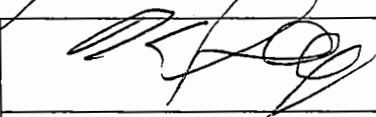
*Will provide instructional services for art classes at a rate of \$45.00 per hour.*

**Total Contract:**

\$2,160.00 (not to exceed)

**Contract Period:**

July 1, 2019 through June 26, 2020

	
Jeri McGovern/ Program Coordinator	Martha Herman
6/20/19	6/20/19
Date	Date
	
7/15/19	
Date	
Approved	

**CONTRACT APPROVAL**  
**(Under 25K)**

*To: Kevin Skelly*

*Date: June 25, 2019*

*From: Araceli Pena*

---

*Site: San Mateo Adult School*

*Number of Quotes: 1*

*Funding Source: Fund 11*

*Reason for proposal: Providing instructional services for fitness classes for FY20*

*Total Contract: \$2,025 (not to exceed)*

*Certificate of Insurance (on file): YOGA1457032-1*

*Please approve the attached quote from Daniela Scott*

*Thank you,*

*Araceli Pena*

# Daniela Scott

508 Crestview #352  
Belmont, CA. 94002

(650) 277-7008

.....@gmail.com

## ***San Mateo Adult School Services Agreement***

Customer Name: SMUHSD

Date: June 20, 2019

Customer Contact: Jeri McGovern

Customer Phone: (650) 558-2127

Jobsite: San Mateo Adult School: 789 E. Poplar Ave., San Mateo, CA 94401

---

### Description of Services:

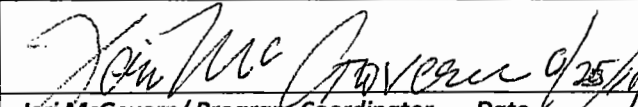
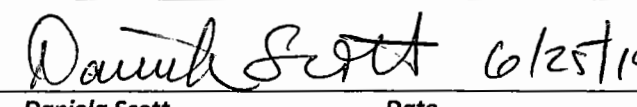
*Will provide instructional services for art classes at a rate of \$45.00 per hour.*

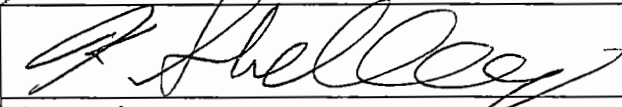
### Total Contract:

\$2,025.00 (not to exceed)

### Contract Period:

July 1, 2019 through June 26, 2020

	
Jeri McGovern/ Program Coordinator	Daniela Scott
Date	Date

	7/15/19
Approved	Date

**CONTRACT APPROVAL**  
**(Under 25K)**

*To: Kevin Skelly*

*Date: June 24, 2019*

*From: Araceli Pena/ Eric Saavedra*

---

*Site: San Mateo Adult School*

*Number of Quotes: 1*

*Funding Source: Fund 11*

*Reason for proposal: Providing instructional services for Spanish classes for FY20*

*Total Contract: \$16,900.00*

*Certificate of Insurance (on file): 2017-031*

*Please approve the attached quote from Hernan Delgado*

*Thank you,*

*Araceli Pena*

**Hernan Delgado**

1932 Ivy #1

San Mateo, CA 94403

~~(650) 558-2103~~

~~San Mateo Adult School~~

***San Mateo Adult School Services Agreement***

***Customer Name: SMUHSD***

***Date: June 19, 2019***

***Customer Contact: Eric Saavedra***

***Customer Phone: (650) 558-2103***

***Jobsite: San Mateo Adult School: 780 E. Poplar Ave., San Mateo, CA 94401***

---

***Description of Services:***

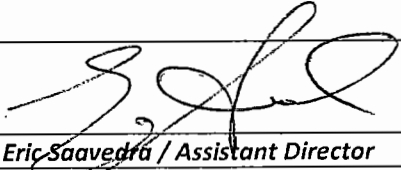

***Will provide instructional services for Spanish classes at a rate of \$50.00 per hour.***

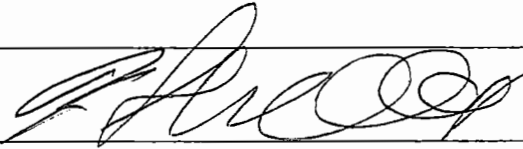
***Total Contract:***

***\$16,900.00 (not to exceed)***

***Contract Period:***

***July 1, 2019 through June 30, 2020***

 Eric Saavedra / Assistant Director	6/20/19 Date	 Hernan Delgado	6/20/19 Date
---	-----------------	--	-----------------

 Approved	7/15/19 Date
--	-----------------

To: Sayre Happich <shappich@smuhsd.org>

Is there a way that you can maybe in an email type out the information on the subscription and then Business services will accept the email as an invoice. We can give it a try.

Roberta

[Quoted text hidden]

---

**Sayre Happich** <shappich@smuhsd.org>  
To: Roberta Beeken <Rbeeken@smuhsd.org>

Thu, Jun 13, 2019 at 9:01 AM

So the goal is to not use Kevin's credit card correct?

[Quoted text hidden]

---

**Roberta Beeken** <Rbeeken@smuhsd.org>  
To: Sayre Happich <shappich@smuhsd.org>

Thu, Jun 13, 2019 at 9:09 AM

I have to create a PO for the credit card. If I am going to use the visa card to pay for the subscription I have to include the account # on the PO along with the amount to pay the invoice. I know it is not that simply anymore.

Roberta

[Quoted text hidden]

---

**Sayre Happich** <shappich@smuhsd.org>  
To: Roberta Beeken <Rbeeken@smuhsd.org>

Thu, Jun 13, 2019 at 3:42 PM

Will this work to get a subscription to Mercury News started? And if yes, can you let me know when I can use Kevin's card to pay for it. LC has that card info.

-Sayre

## Unlimited Digital Access

**3-month trial for \$0.99 / \$9.95 a month after the trial period**

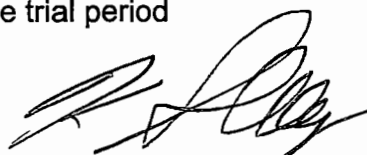
Thank you for supporting quality local journalism. Your subscription includes:

- Unlimited access to breaking news on MercuryNews.com
- The daily e-Edition newspaper replica
- Free email newsletters on your favorite topics
- Automatic enrollment in our Membership Rewards program

---

## Some friendly reminders:

- You will be charged \$0.99 for your 3-month trial period
- You will be automatically charged \$9.95 a month after the trial period
- Your subscription will continue until you cancel



7/15/19



Certica Solutions, Inc.  
301 Edgewater Place, Suite 110  
Wakefield, MA 01880

phone: 877.255.4515  
fax: 781.245.4132  
www.certicasolutions.com

July 9, 2019


## SUBSCRIPTION RENEWAL NOTICE

<b>Customer:</b>	San Mateo Union High School District
<b>Customer Contact Information:</b>	<b>Name:</b> Simon Bettis <b>Email:</b> sbettis@smuhsd.org <b>Phone:</b> (650) 558-2487
Is Customer Contact Information correct?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If No:</b> Please update information below:  Contact Name: _____  E-Mail: _____  Phone: _____

### SUBSCRIPTION RENEWAL INFORMATION:

<b>Current Subscription End Date:</b>	9/19/2019
<b>Product(s) Subscribed:</b>	<b>Certify Application Edition (Annual Subscription)</b>
<b>Configuration Subscribed:</b>	<ul style="list-style-type: none"><li>• Number of Distinct Student Records<sup>1</sup> – 9,575</li><li>• Number of Users: Unlimited</li><li>• Includes: Certify Rule Library; CertifyCALPADS Rule Library; CertifySEIS Rule Library</li></ul>
<b>Renewal Period:</b>	9/20/2019 through 9/19/2020
<b>Renewal Subscription Fee<sup>2</sup>:</b>	<b>\$10,532.50</b> <small>California sales tax is <u>not</u> payable on this subscription fee, as the software is delivered as a hosted service.</small>

<b>RENEWAL INSTRUCTIONS:</b>	<ul style="list-style-type: none"><li>• Please complete and return via email or fax at least 30 days prior to the Current Subscription End Date:  <b>Email:</b> orders@certicasolutions.com <b>Fax:</b> (781) 240-0420</li><li>• For questions, contact Wendy Aldrich at (877) 456-8949 x5103</li></ul>
Is a Purchase Order Required to Invoice?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes:</b> Forward Purchase Order together <u>or</u> separately from this form per the Renewal Instructions.  <b>If No:</b> Please sign below authorizing issuance of invoice to contact person based on information above:  Name: _____  Title: _____

  
7/15/19

<sup>1</sup> The Number of Distinct Student Records for a district is defined as the official enrollment most recently published by the state education agency in the district's state at the time renewal notice was issued.

<sup>2</sup> The current list price for the product being purchased is \$1.10 per student, per year.





Wenifredo "Wayne" Rasay &lt;wrasay@smuhds.org&gt;

---

**Request to Open P.O.**

1 message

**Barbara Tufo** <btufo@smuhds.org>

Tue, Jul 9, 2019 at 3:08 PM

To: Wenifredo Wayne Rasay &lt;Wrasay@smuhds.org&gt;

Please open a P.O. for Concentra Medical Center – TB Testing in the amount of \$18,000.

Thanks, Barb

Barb Tufo

Executive Coordinator to the Deputy Superintendent

Human Resources and Student Services

San Mateo Union High School District

650 North Delaware Street

San Mateo, CA 94401

(650) 558-2209

(650) 762-0249 (fax)

btufo@smuhds.org

A handwritten signature in black ink, appearing to be "Wenifredo Wayne Rasay", with the date "7/15/19" written below it.

7/15/19



Wenifredo "Wayne" Rasay &lt;wrasay@smuhsd.org&gt;

**Request to Open P.O.**

1 message

Barbara Tufo &lt;btufo@smuhsd.org&gt;

Tue, Jul 9, 2019 at 3:08 PM

To: Wenifredo Wayne Rasay &lt;Wrasay@smuhsd.org&gt;

Please open a P.O. for Preferred Alliance – Random drug testing in the amount of \$2,000.

Thanks, Barb

Barb Tufo

Executive Coordinator to the Deputy Superintendent

Human Resources and Student Services

San Mateo Union High School District

650 North Delaware Street

San Mateo, CA 94401

(650) 558-2209

(650) 762-0249 (fax)

btufo@smuhsd.org

A handwritten signature in black ink, followed by the date "7/15/19" written vertically.



## Teacher Induction Agreement 2019-2020

### A. General

1. This Agreement is between the San Mateo County Superintendent of Schools ("Superintendent), Lead Educational Agency (LEA) for the San Mateo County Teacher Induction Program, and **San Mateo Union High School District** ("District"), to implement the San Mateo County Teacher Induction Program ("SMCTIP").

### B. Parameters

1. The effective date of this Agreement is between July 1, 2019 and June 30, 2020.

### C. Purpose

The purpose of this Agreement is to establish a formal working relationship between the Parties and to set forth the operative conditions that will govern this partnership. The Superintendent, the Teacher Candidate, and the District will form a partnership in providing and coordinating services as part of the SMCTIP. Please initial next to the appropriate program:

General Education (MS/SS)  
Education Specialist

### D. Responsibilities of the Parties - General

1. The Superintendent agrees to the following:
  - a) Employ an appropriate number of staff within the discretion of the Superintendent to perform services as described in the San Mateo County Teacher Induction Program Submission Document.
  - b) Provide office and workspace for the staff and meeting space for program activities.
  - c) Provide and oversee a state-approved/accredited induction program, which will allow each eligible candidate who fully completes all program requirements to obtain his/her Clear Credential. Maintain up-to-date information regarding all state induction requirements.
  - d) Provide a process for equitable distribution of services to Teacher Induction Candidates, Mentor, and Site Administrators in all participating districts, and participating independent schools, including recruitment of Mentors to work with the district's Teacher Induction Candidates, as needed.
  - e) Establish and maintain accurate records and reports including confidential files containing information, formative assessments and other statements of progress for Candidates. Establish and maintain a comprehensive database for all induction candidates. Provide regular updates to all induction candidates and their districts.

- f) Supply reports and any other information requested on matters related to program requirements and activities to the Commission on Teacher Credentialing and California State Department of Education.
- g) Establish and convene an Advisory Group that will monitor the budget, implementation, progress and evaluation of the program, and develop other administrative processes as provided for in the (SMCTIP) Submission Document.
- h) Participate in and facilitate all State-sponsored program evaluations.

2. The District agrees to the following:

- a) Pay \$2500 per Teacher Induction Candidate to the Superintendent within 30 days of receipt of the invoice generated by the Superintendent, and in any event, no later than April 1, 2020.
- b) In the event that a Teacher Induction Candidate leaves the District employment before mid-semester break (January 31, 2020), the District will be charged only \$1250 for that teacher.

- c) Hire a Mentor according to program guidelines and credential requirements. **If the district would like the SMCTIP to hire the Mentor, the District agrees to pay an additional charge of \$2000 per participating teacher to be paid to the Superintendent within 30 days of receipt of the invoice generated by the Superintendent.**

☒ BB District agrees to hire a Mentor according to program guidelines for each Teacher Induction Candidate (Teacher).

✓ General Education (MS/SS)  
✓ Education Specialist

**or:**

☒ BB District agrees to have the SMCTIP hire the Mentor and pay an additional charge of \$2,000 per Teacher Induction Candidate (Teacher).

✓ General Education (MS/SS)  
✓ Education Specialist

- d) Provide basic Teacher Induction (formerly "BTSA") enrollment information to all new hires.
- e) Ensure that all Teacher Induction Candidates complete and submit an accurate, eligibility form to the SMCTIP office by no later than 30 days after his/her start date or December 31, 2019; whichever is sooner.
- f) Provide release time to Candidates to afford opportunities to visit other classrooms, other schools, and meet with their Mentor.
- g) Provide support for the role of the Mentor including: Adjust the Mentor work year (as needed) to allow Mentors to participate in required SMCOE Teacher Induction Mentor training as appropriate; assure the Mentor's attendance at required Mentor Seminars at SMCOE.
- h) Ensure that the development of goals and any work product related to teacher induction is confidential between the Mentor and Teacher Induction Candidate and that no work product or conversation about induction is shared or used for employment evaluation. Employer understands that the work of induction cannot be used for evaluation purposes.
- i) Work cooperatively with the SMCTIP staff and Mentors and commit to ongoing professional development in support of the Teacher Induction program.
- j) Participate in all evaluation activities, including the State-required end of the year survey and the mid-year survey.
- k) Be cognizant of the demands placed on new teachers by both the Teacher Induction Program and attempt to limit school site responsibilities.
- l) Send a representative to attend the two Advisory Group meetings held by SMCOE TIP each year (fall and spring).

3. The Teacher Induction Candidate agrees to the following:

- a) Complete and submit an accurate online eligibility form to the SMCTIP office by no later than 30 days after his/her start date.
- b) Work with the Teacher Induction Mentor; including weekly meetings, collaboration, and consultation in all areas related to the formative assessment system, professional development, and the Induction requirements.
- c) Participate in SMCTIP professional development activities as prescribed by the program.
- d) Complete all Induction Program requirements, as described in the SMCOE Teacher Induction Candidate Handbook.
- e) Participate in all evaluation activities, including the State-required end of the year survey and the mid-year survey.

4. The Mentor will:

- a) Work with the Teacher Induction Candidate; including weekly meetings, collaboration, and consultation in all areas related to the formative assessment system, professional development, and the Induction requirements.
- b) Maintain regular communication with SMCOE TIP to ensure the Teacher Induction Candidate's progress toward successful completion of the Induction requirements.
- c) Participate in SMCTIP professional development activities as prescribed by the program.

**E. Other Conditions**

1. Any and all products developed by the SMCTIP are the exclusive property of the Superintendent and the San Mateo County Teacher Induction Program. The Teacher Induction Candidate shall not have the right to disseminate, market or otherwise use the products without the expressed written permission of the Superintendent and the SMCTIP.
2. HOLD HARMLESS. Teacher Induction Candidate shall hold Superintendent, its officers, agents and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of Superintendent, its officers, agents or employees taken under this Agreement.
3. MODIFICATION OR ASSIGNMENT. This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved in writing by the Superintendent and authorized representatives of the parties involved.

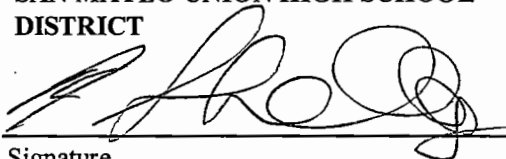
**SAN MATEO COUNTY  
SUPERINTENDENT OF SCHOOLS**

\_\_\_\_\_  
Signature

Denise Porterfield, Deputy Superintendent  
Name/Title

\_\_\_\_\_  
Date

**SAN MATEO UNION HIGH SCHOOL  
DISTRICT**

  
Signature

\_\_\_\_\_  
Name/Title

7/15/19  
Date



**PROJECT ATTACHMENT #0451-19A  
SAN MATEO UNION HIGH SCHOOL DISTRICT**

Master  
Agreement No: 0451

**SERVICES: CATEGORY ONE E-RATE CONSULTING SERVICES**

**INFINITY'S RESPONSIBILITIES**

Infinity shall perform the following tasks for our Category One E-rate Consulting Services:

**E-rate and California Teleconnect Fund (CTF) Consulting Service**

1. Client Access – Infinity will be available to the Client by phone, email, or in person to address Client related E-rate Funding issues. Client will provide Infinity with a minimum of 72 hours' notice of a request for onsite service.
2. Program Updates – Infinity will update the Client on changes in the E-rate and CTF process and help staff to take advantage of newly eligible products and services.
3. Program Compliance – Infinity will assist the Client to verify that USAC rules are being followed and, if necessary, provide guidance on new processes or procedures to ensure program compliance, in regards to Bid Evaluations, Procurement, Technology Plans, CIPA compliance, Technology Budget, and Document Retention.

**E-rate Application Management**

1. Needs Assessment and Strategic Planning – Infinity will assist the Client to determine a Filing Strategy that best meets the Client's needs to maximize the Client's E-rate funding opportunities.
2. Determination of Funding Request Amount – Infinity will prepare the required "Item 21 Attachment Sheet", by; review one (1) month of the Client's bills from eligible Service Providers to determine an estimated annual funding request, review of Client's current annual contract(s) for eligible services, and/or review of new contract(s) for eligible services.
3. File Forms – Infinity will prepare and file the following forms required by USAC's School and Library Division to receive E-rate Category One Telecommunications and Internet Access funding: Form 470, Form 471, and Form 486.
4. Administration of PIA Process – Infinity will assist the Client in responses to and delivery of the required documentation for USAC's "Program Integrity Assurance" (PIA) information requests.
5. Service Provider Collections – Infinity will prepare the Service Provider's required forms ("Discount Grids") to have the Client's eligible discounts added to the monthly Service Provider Bills (SPI Method), or prepare and file the Form 472 (BEAR Method) to have a reimbursement check issued for the eligible discount amount.
6. Application Status – Infinity will provide the Client with progress status on applications, reviews, and modifications, for the Client's open funding requests.

**Request for Proposal (RFP) Management Services**

1. Develop RFP Documents – Infinity will develop a Request for Proposal (RFP) for Category One Services in compliance with the Client's Local/State and the E-rate Program's procurement requirements. If newspaper publication is required, Infinity will assist the Client with compliance at least 20 days prior to receipt of responses to the Form 470.
2. RFP Tracking – Infinity will distribute and track, in electronic form only, the "RFP Documents" to prospective bidders thru Infinity's "Projects" website.
3. Administration of RFP Process – Infinity will prepare and distribute project clarification(s) and/or addenda(s) to address questions from prospective bidders.
4. Bid Opening – Infinity will conduct the opening of bid response(s). All bid openings will be held at Infinity's offices, unless otherwise agreed upon between the Client and Infinity.
5. Bid Evaluation – Infinity will evaluate the bid responses based on the E-rate Program's requirements for the "Evaluation of Bids", and provide the Client with recommendations for the award of contract(s).
6. Contract Administration – Infinity will collect the documents necessary for the award of contract from the successful bidder and coordinate the delivery to the Client for execution.

**Audit Assistance**

1. Document Retention – Infinity will maintain a copy of the documents required for E-rate Program's "Document Retention Policy", including: "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance", for up to 10 years from the last date of service.
2. Document Assistance – Infinity will assist the Client in the preparation and delivery of the Auditor requested documentation.
3. Support Services – Infinity will represent the Client during all E-rate Audits.



### **CLIENT'S RESPONSIBILITIES**

The Client's responsibilities, for the successful completion of our **Category One E-rate Consulting Services**, shall include:

1. Appointing a representative to act on their behalf, with respect to this agreement and the subsequent projects, who has the authority to render decisions and approve Requests from Infinity, in a timely manner as not to cause unreasonable delay in the progress of Infinity's service.
2. Provide Infinity with reasonable access to the site, if applicable, to allow Infinity the ability to perform the work detailed in this agreement.
3. Provide Infinity all information, required for the successful completion of the agreed service, within 10 days, after the receipt of a request from Infinity. This includes at a minimum, but not limited to; Copies of Monthly Service Provider Bills, Copies of Service Provider Contracts, Approved Free & Reduced Lunch numbers, Budget Information, Copy of Approved Technology Plan, Copy of CIPA Compliance, and "Authorized Contact" information.
4. Provide a Letter of Authorization (LOA), authorizing Infinity, to act on the Client's behalf to file E-rate forms and respond to the USAC's request for information.
5. Sign and certify the E-rate forms required for the Client's application for funding, in a timely manner, as not to cause a failure to comply with the E-rate Program's time sensitive deadlines.
6. For New Contracted Services or Month to Month Services, ***only***
  - a. Conduct an "Open and Competitive" bid process, to comply with all applicable Local/State/Federal/E-rate Program procurement requirements, and bidding laws for all "new" requested services and contracts: including, but not limited to, publication of notice of the request for proposal in a newspaper of general circulation twice at least 10 days prior to receipt of the responses.
  - b. Conduct a non-bias bid evaluation, per the E-rate Program's "Evaluations of Bid" requirements, for all bid responses received as the result of posting a Form 470 (RFP).
  - c. Comply with all Local/State/Federal/E-rate Program requirements for the Award of Contract(s), including waiting a minimum of 28 days (after the filing of the Form 470 or RFP, whichever comes later) to execute contracts and/or to submit a Form 471 for the requested service.
  - d. Provide Infinity copies of all documents pertaining to an award of contract for each funding request, to comply with the E-rate Program's "Document Retention Policy", including but not limited to: Bidding Documents, Evaluation of responses, Board Meeting Minutes, Copies of the winning bidder's response, and Bidder's Item 21 Attachment Sheet.
7. Require the Service Provider, for the eligible services the Clients is entitled to receive California Teleconnect Fund (CTF) support, to invoice USAC by the SPI Method (Form 474).
8. Maintain and update an "Equipment Asset Register" (EAR). The EAR shall detail the make, model, serial number, and location of all equipment purchased with the support of the Universal Services Fund (E-rate Program). The Client will provide Infinity a copy of the EAR for compliance with the "Inventory" section of E-rate's "Document Retention Policy".
9. Maintain and update a "Service Provider Reimbursement Reconciliation" (SPRR) spread sheet. The SPRR shall include, by FRN(s), the total amount of funds associated with each reimbursement, and/or the total amount of discounts (in the form of discounted bills, checks, or credits) received from the Service Provider. The Client will provide Infinity a copy of the SPRR for compliance with the "Invoicing" section of E-rate's "Document Retention Policy".
10. Retain documents, for each funding request, related to the "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance" for a period of at least 10 years from the last date of service.

**\* In the event, something unforeseen happens that is not covered under PROJECT ATTACHMENT #0451-19A with this contract, an additional fee will be negotiated before any additional services are provided.**

**\*\* Should the client cease services with Infinity and request document re-construction for past years filings, there will be a charge for the time to re-create the document library. This charge will be assessed at the time of the request and will need to be paid prior to the release of the re-constructed documents.**

### **TERM OF CONTRACT:**

This Agreement is for a term of **3 years**, with an expiration date of **June 30, 2022**. This agreement may be extended for two (2) additional one (1) year terms with written acknowledgement from both parties.

Infinity's fee will be an annual flat rate fee of **\$12,000.00**, for existing services Category One services.

\* Existing services are for services currently being requested through the E-rate program.

\*\* Additional or new services may require an additional fee. This fee must be agreed to prior to billing.

# INFINITY

## COMMUNICATIONS AND CONSULTING

### Standard Hourly Rates Schedule

For additional works that is required outside the scope of the original project, the hourly rates listed will be charged. Standard Hourly Rates are subject to review and adjustment. The hourly rates effective on the date of the Agreement are:

Principal	\$175.00/hour
Sr. Systems Designer	\$155.00/hour
Systems Designer	\$125.00/hour
CAD Operator	\$75.00/hour
Sr. Project Manager	\$155.00/hour
Project Manager	\$95.00/hour
Design Team Coordinator	\$75.00/hour
Erate Compliance Consultant	\$140.00/hour
Erate Specialist, III	\$90.00/hour
Erate Specialist, II	\$75.00/hour
Erate Specialist, I	\$55.00/hour
Support Staff	\$50.00/hour

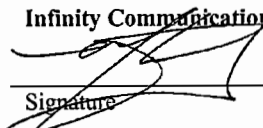
### Reimbursable Expenses Schedule

Reimbursable Expense rates are subject to annual review and adjustment. The rates effective on the date of the Agreement are:

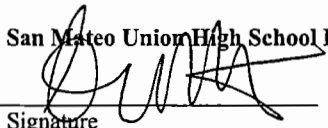
Newspaper Advertisement	at cost + 15%
8"x11" Copies/Impression	\$0.05/sheet
Blue Print Copies	at cost + 15%
Reproducible Copies (Mylar)	at cost + 15%
Reproducible Copies (Paper)	at cost + 15%
Long Distance Phone Calls	at cost + 15%
Legal Counsel	at cost + 15%
Travel Expenses:	
Mileage (auto)	\$0.58/mile
Airfare	at cost + 15%
Meals	at cost + 15%
Lodging	at cost + 15%
Standard Labor Rate	See Hourly Rate Schedule Above

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below.


**Infinity Communications & Consulting, Inc.**

  
 Signature \_\_\_\_\_ Date 07/09/19  
 Name Martin Skiby Title Chief Operating Officer  
 Address/City/State/Zip P.O. Box 999, Bakersfield, Ca. 93302  
82-0573429  
 Federal Tax ID#

**San Mateo Union High School District**

  
 Signature \_\_\_\_\_ Date 7/9/19  
 Name Simon Bettis Title Director of IT  
 Address/City/State/Zip 650 N Delaware St San Mateo CA 94401  
94-270019  
 Federal Tax ID#

**APPROVED**

  
 SIGNATURE / DATE  
 Kevin Skelly, Superintendent

7/15/19



## PUBLICLY FUNDED HIRING SOLUTION

## Please select Invoice options to include:

Person Signing Service Agreement: Kevin Skelly

Show Payment Options

PO Number:

Remit-to Address:  
P.O. Box 213030  
Stockton, CA 95213

San Mateo Union High School District

☒ EDJOIN Account Fees -> \$1262.25☐ Summer School System -> \$150☐ Ventures Linkage (do not select unless your agency already has an account with HUMANE Ventures) -> \$500
  
7/15/19

## FY 19/20 EDJOIN Service Agreement

This EDJOIN Service Agreement (hereinafter "Agreement") is by and between San Mateo Union High School District which seeks to use EDJOIN services (the "Employer") whose name, address and other information appears herein this Agreement, and the Center for Educational Development and Research, (hereinafter "SJCOE/CEDR"), a department of the San Joaquin County Office of Education with its principle place of business at 2901 Arch-Airport Road, Stockton, CA 95213.

WHEREAS, upon subscribing to the EDJOIN service, in accordance with the terms of this Agreement, the Employer will be able to post jobs on the EDJOIN web site, use EDJOIN Applicant Tracking features, and search the EDJOIN applicant bank.

NOW, THEREFORE, in consideration of the foregoing premises and the promises herein contained, and for other good and valuable consideration, the receipt of which is hereby acknowledged by the parties, SJCOE/CEDR and Employer, intending to be legally bound, hereby agree as follows:

## Section 1: Employer's Duties

Employer agrees that it will not perform or fail to perform any act which would violate federal, state, or local law. Employer also agrees NOT TO MAKE UNSOLICITED CONTACT TO EDJOIN applicants to promote any services or products. This action is grounds for immediate termination of your account. You will also be in violation of this subject to legal action.

## Section 2: Service Fees and Charges

In addition to Employer's other duties set forth in this Agreement, Employer shall pay all fees and charges - as set forth in the invoice below

## Section 3: Payment Policy

Employer shall pay to SJCOE/CEDR the total fees, as defined in Section 2 above, upon signing this Agreement. Employer agrees that SJCOE/CEDR shall terminate the account if SJCOE/CEDR does not receive payment for the total fees within sixty (60) days from the signing of this Agreement.

## Section 4: Service Cancellation

Employer may at any time cancel this contract upon written notice to SJCOE/CEDR. The service fee is not refundable upon any such notice of termination.

## Section 5: Service Term

The Service Period shall begin the date the Employer accepts the terms of the Agreement and Generates the Invoice and shall continue for the remainder of the term of this Agreement shall continue until the end of the Service Period or Employer is terminated by SJCOE/CEDR under any provisions of this Agreement. Employer reserves the right to immediately terminate this Agreement upon: (i) A breach of Employer duties provided for under this Agreement including, but not limited to, failure to pay any amounts when they become due; or (ii) Making unsolicited contact to EDJOIN applicants to promote any services or products; or (iii) A request for a regulatory act; or (iv) Employer becomes insolvent or commits any act of bankruptcy, or a petition for involuntary bankruptcy is filed against Employer, or Employer's general assignment for the benefit of creditors under the bankruptcy or insolvency laws.

## Section 6: Regulatory Compliance

Employer represents and warrants that it will conform to any and all laws, rules, regulations, requirements and/or other standards that are established by regulatory agencies. Employer specifically acknowledges and agrees that SJCOE/CEDR has not and is not expected to provide Employer with any analysis, interpretation or advice regarding compliance with any aspect of any such laws, regulations, or guidelines.

We're Online!  
How may I help you...

## Section 7: Limitations of Damages

SJCOE/CEDR shall not be held liable for any indirect, incidental, special or consequential damages or loss of revenue or profits arising under or with respect even if SJCOE/CEDR has been advised of the possibility of such damages.

## Section 8: Indemnification

SJCOE/CEDR agrees to indemnify, defend and hold harmless Employer for and against any and all actions, claims, complaints, formal or informal, caused by negligence of SJCOE/CEDR.

Employer agrees to indemnify, defend and hold harmless SJCOE/CEDR for and against any and all actions, claims, complaints, formal or informal, caused by negligence of Employer.

## Section 9: Relationship of the Parties

This Agreement is between two independent parties and is not intended to and shall not be construed to create a relationship of agent, servant, employee, partnership or association.

## Section 10: Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all prior representations, proposals, discussions, and communications, written or oral. No change, waiver, or discharge hereof shall be valid unless it is in writing and is executed by the party against whom such change, waiver, or discharge is enforced.

## Section 11: Binding Effect

This Agreement shall be binding upon and inure to the benefit of the heirs, successors and assigns of the parties hereto.

Person Signing Service Agreement: Date Signed:

☒ I/We have carefully examined the provisions of the Agreement and I/we hereby accept to have read and fully understood the terms stated therein.

Invoice total amount is: \$1262.00

7/10/2019

Generate Invoice

### About EDJOIN

EDJOIN has grown to become the premier job posting, applicant tracking system in education, with weekly "hits" reaching into the millions and agency and institutional accounts over at 3,951

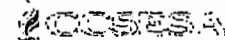


James A. Mousoulas

### Follow Us On



Copyright © 2000-2019 by



All rights reserved.

[Privacy Policy](#)

### CEDR Sy:

- CEDR Sy
- SEIS
- EDJOIN
- PROMIS
- Beyond S

We're Online!  
How may I help you t...



**SAN MATEO HIGH SCHOOL  
APPROVAL REQUEST**

*To: Kevin Skelly*

*Date: July 9, 2019*

*From: Jenelle Vazquez*

---

*Site: San Mateo High School*

*Number of Quotes: 1*

*Funding Source: ASB Football*

*Reason for proposal: subscription*

*Total: \$1,000.00*

*Please review and approve the attached invoice from Hudl for a 1 year subscription service.*

*Thank you,*

Jenelle  
x2320



Invoice #: INV00572072  
Account #: A00137733

**Send Checks To**

**Hudl**

29775 Network Place

Chicago, IL 60673-1775 USA

Tel: (402) 817-0060

Fax: (866) 851-7148

[billing@hudl.com](mailto:billing@hudl.com)

**INCLUDE INVOICE NUMBER ON CHECK**

**All Other Mail To**

**Hudl**

600 P Street, Ste. 400

Lincoln, NE 68508

**Sold To**

**San Mateo High School**

San Mateo, California 94401

United States

**Summary**

**Invoice Created Date:** 7/4/2019

**Due Date:** 08/18/2019

PACKAGE	SERVICE PERIOD	TOTAL
Boys Varsity Football   Hudl Assist - Football - Unlimited Game and Scout	08/18/2019-08/17/2020	\$1,000.00

**Subtotal USD 1,000.00**

Discount USD 0.00

Tax USD 0.00

**Purchase Total USD 1,000.00**

**BALANCE DUE USD 1,000.00**

! If paying by check, please use our new mailing address:

29775 Network Place, Chicago, IL 60673-1775 USA

**Invoice Comments:**



7/15/19

**Paying with credit card?** Go to [hudl.com/pay](http://hudl.com/pay).

By paying this invoice, you agree that the purchase is subject to the Organization Terms of Service found at [www.hudl.com/eula](http://www.hudl.com/eula).

Agile Sports Technologies, Inc. dba Hudl. EIN is 26-0568054. Log in to your Hudl account to find a copy of our W-9 on the Billing & Orders page.

**Burlingame, CA 94011-0588**



### ESTIMATE OF REPAIR COSTS

No. \_\_\_\_\_

3. SHEET No. \_\_\_\_\_ OF \_\_\_\_\_ SHEETS

<b>TOTAL OF ESTIMATE</b>	
------------------------------	--

3701  
b404.0



# Membership Dues Invoice

1615 Duke Street • Alexandria, VA 22314 • Phone: 703-875-0748 • Fax: 703-841-1543 • www.aasa.org

Kevin A. Skelly  
Superintendent  
San Mateo Union High Sch Dist  
650 N Delaware St  
San Mateo CA 94401-1795



T3  
000931

P.O.  
200939

Received

26  
JUN 13 2019

Office of the  
Superintendent

Membership ID Number 514022

Current Membership Expires 7/31/2019

Membership Category AASA Active Member

Membership Dues 460.00

Your AASA ID Number, Expiration Date and Member Category appear above. If you are paying for Active, or Active Small School District dues, you need to **renew now** in order to maintain your legal support and professional liability coverage.

Membership Dues Balance 460.00

Billing Notice SECOND

## Notes from AASA

School Safety & Crisis Planning  
HOTLINE: 571-480-0313

A Toolkit for proactive best practices  
before, during and after a crisis.

All children have the right to learn and grow in a safe environment. With growing attention to the impact of acts of violence and other crisis events on our school districts and communities, AASA, The School Superintendents Association, has stepped up its efforts to support superintendents and other administrators whose school systems are affected by these disruptive and potentially traumatic incidents.

The School Safety and Crisis Planning toolkit is comprised of a set of online resources to assist school districts before, during and after a crisis. Designed by AASA, this package features a myriad of resources as well as a select group of safety leaders throughout the U.S. who are ready to provide peer-to-peer guidance about a variety of crises, including shootings, hurricanes, tornadoes, floods, fires, suicides and other major disruptions that come without notice.

AASA thanks the following organizations that contributed to this project – the American School Counselor Association, the National Association of School Psychologists, the National School Boards Association, the National School Public Relations Association, CrisisGo and CitizenAID, AASA School Solutions partners.

PLEASE RETURN BOTTOM PORTION



INVOICE DATE

06/11/2019

MEMBER DUES  
BALANCE

460.00

MEMBER ID  
INVOICE NUMBER

514022

MEMBERSHIP CATEGORY

AASA Active Member

Kevin A. Skelly

Mail completed form with method of payment to:

AASA  
1615 Duke Street  
Alexandria, VA 22314

7/15/19

## Membership Dues Invoice

### METHOD OF PAYMENT (Please pay within 30 days)

☐ Check/Money Order Enclosed - Made Payable to AASA

CREDIT CARDS MAY ONLY BE USED WHEN PAYING AASA DIRECTLY

☐ MasterCard ☐ VISA ☐ AMEX ☐ Discover

CREDIT CARD NUMBER

EXPIRATION DATE

AMOUNT PAID

NAME AS IT APPEARS ON CARD

CARD HOLDER'S SIGNATURE

Check your records. If you have already paid your dues directly to AASA or through your state association, please disregard this invoice.

**CONTRACT APPROVAL**  
**Aragon High School**

*To: Roberta*

*Date: July 10, 2019*

*From: Luci Tolfa*

---

*Site: Aragon High School*

*Number of Quotes: 1*

*Name of Vendor: Gale/Cengage Learning*

*Funding Source: 01*

*Reason for proposal: Yearly renewal for electronic database subscription for 2019-2020 for the Aragon Library.*

*Total Contract: \$50.00*

*Please have Dr. Skelly sign the quote and return it to me.*

*Thank you,*

*Luci*

<http://www.gale.cengage.com/>

## QUOTE

## Confidential Price Quote - GVRL Hosting Fee

07/08/2019

Pricing on this Proposal Guaranteed: 12/31/2019

Presented To: Anna Lapid

Prepared By: Tricia Bekker, 320920062, 800877425318187, [tricia.bekker@cengage.com](mailto:tricia.bekker@cengage.com)<mailto:tricia.bekker@cengage.com>

Account #: 176816

Account #: 176815

Deliver To: ARAGON HIGH SCHOOL  
Anna LapidInvoice To: SAN MATEO UHSD  
Anna LapidDeliver To Address:  
900 ALAMEDA DE LAS  
PULGAS  
SAN MATEO  
California  
United States  
944023357

eBook Titles	Qty	Total List Price	Total Sales Price
GVRL Annual Hosting Fee, : Gale Research Inc, ISBN: 196067, Subscription Dates: 12-29-2019 to 12-28-2020	1	\$50.00	\$50.00
		Total List Price	Total Sales Price
Total for eBook Titles:		\$50.00	\$50.00



7/15/19



**CONTRACT APPROVAL**  
**Aragon High School**

*To: Roberta*

*Date: July 10, 2019*

*From: Luci Tolfa*

---

*Site: Aragon High School*

*Number of Quotes: 1*

*Name of Vendor: Scantron*

*Funding Source: 01*

*Reason for proposal: Loan agreement for 2019-2020 for the scantron machines at Aragon High School.*

*Total Contract: \$800.00*

*Please have Dr. Skelly sign the agreement and return it to me.*

*Thank you,*

*Luci*

A handwritten signature in black ink, appearing to read 'Luci Tolfa', written in a cursive style.

SCANTRON<sup>®</sup>  
SMART STARTS HERE

<b>Organization:</b>	Aragon High School
<b>Attn:</b>	Luci Tolfa
<b>Email:</b>	Ltolfa@smuhsd.org
<b>Phone:</b>	650-558-2920
<b>Fax:</b>	

<b>Scantron Loan Rep:</b>	Megan Richardson
<b>Email:</b>	customer.service@scantron.com
<b>Phone:</b>	800-722-6876 (ext: 6247)
<b>Fax:</b>	800-776-6644
<b>Address:</b>	1313 Lone Oak Road Eagan, MN 55121-1334

Dear Luci,

Thank you for your interest in the **Scantron Loan Program** featuring our popular standalone Test Scoring Machines. Whether this is your first time requesting a machine or you are in need of additional machines, simply follow the steps below to become officially enrolled in our loan program.

- ✓ **Step 1:** Read, sign and return the attached *Scantron Loan Program Agreement* to Scantron Customer Service (via fax or e-mail) at the contact information listed above. Please keep the signed original for your records.
- ✓ **Step 2:** Submit an order for your first year minimum annual forms commitment of qualifying Test Scoring Machine forms along with your signed agreement (see page 1 of the Loan Agreement for minimum annual forms purchase requirement). Please call if you have questions regarding which specific category of forms qualifies towards this commitment.
- ✓ **Step 3:** Within 30 days after you return the attached *Agreement*, members of your organization that plan to use the Test Scoring Machine shall review the appropriate training materials included with the scanner.

Scantron will ship the test scoring machine(s) approximately **10 - 15 business days** after Step #1 and Step #2 are complete. If you have any questions regarding this program or need assistance with your forms order, please contact your Scantron Loan Representative directly.

Sincerely,

Scantron Loan Representative  
07/09/2019

**Scantron Loan Program Agreement**

As of the signature date below, the customer signing ("Customer") and Scantron Corporation ("Scantron") have entered into this Loan Program Agreement for Scantron to loan one or more Test Scoring Machines (the "Test Scoring Machines") to Customer.

**TEST SCORING MACHINE(S) & MINIMUM ANNUAL FORMS PURCHASE COMMITMENT**

Scanner Status	Qty Scanner	Loan Scanner Model	*Qualifying Form Category	Forms Purchase Commitment Per Loan Scanner	Extended Forms Purchase Total
Existing	2	888MP/888P+	888P/888P+	\$400/year	\$800
<b>Annual (Minimum) Total Forms Purchase Commitment:</b>					<b>\$800</b>

\*For questions regarding specific form, scanner and software compatibility details, please contact your Scantron Loan Representative for assistance.

**Customer's RIGHTS AND RESPONSIBILITIES**

1. Customer agrees to purchase the annual commitment minimum (the "Minimum Purchase") as stated above (excluding shipping, handling, or applicable taxes) in Test Scoring Machine forms ("TSM forms") from Scantron's approved Loaner Program Price List *each* fiscal year (July 1 to June 30) for *each* Test Scoring Machine delivered under the terms and conditions of this Agreement.
2. Customer agrees to use only qualifying TSM forms that are purchased directly from Scantron for use on the Test Scoring Machine. Use of any other forms with any of the Test Scoring Machines, will be in violation of this Agreement, and Scantron has the right to immediately terminate this Agreement.
3. Customer acknowledges that Scantron's TSM forms may be subject to US copyright and patent protection. The reproduction or copying of TSM forms is strictly prohibited.
4. Title to and ownership of the Test Scoring Machines is and shall remain with Scantron. Customer is entitled to only temporary possession and use of the Test Scoring Machines. Customer agrees to protect Scantron's title from all persons or encumbrances and agrees not to pledge the Test Scoring Machines as security or encumber them in any way. Customer agrees not to remove, damage, or cover any labels or stickers that Scantron has placed on the Test Scoring Machines.
5. Within 30 days after execution of this Agreement, Customer's staff and others who you wish to use the Test Scoring Machines shall review the appropriate training materials included with the Test Scoring Machine.
6. Customer agrees to place the Test Scoring Machine in an area accessible to its users, and designate an on-site "contact person" for service calls, deliveries, and other logistics.
7. Customer agrees to accept all liability for, and to indemnify Scantron against, any property damage, personal injury, or other loss which arises from Customer's use or possession of the Test Scoring Machines.
8. For newly loaned Scantron Score™ and OpScan® 4ES Scanners(with Selfscore) , two (2) ink cartridges are included with the initial scanner shipment. Customer agrees to purchase additional ink cartridges when needed on all loaned Scanners(with the exception of the following Models: 888MP, 888P and 888P+ where customers are meeting their forms purchase obligations).
9. Customer agrees to perform routine cleaning tasks on the Test Scoring Machines and, as directed by Scantron, install any necessary firmware updates.

**SCANTRON'S RIGHTS AND RESPONSIBILITIES**

1. Scantron agrees to ship the Test Scoring Machines at no cost to Customer.
2. Scantron agrees to provide use of the Test Scoring Machines at no additional cost to Customer.
3. Scantron agrees to provide technical telephone support and maintenance for the Test Scoring Machines at no additional cost to Customer.
4. Scantron agrees to provide training materials for newly loaned Test Scoring Machines at no additional cost to Customer.
5. IN NO EVENT SHALL SCANTRON BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES (INCLUDING ANY DAMAGES FOR LOSS OF DATA, GOODWILL, BUSINESS INTERRUPTION OR THE LIKE), EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL SCANTRON'S AGGREGATE LIABILITY FOR ANY CAUSE OF ACTION ARISING OUT OF OR RELATING TO THIS AGREEMENT EXCEED THE TOTAL AMOUNT ACTUALLY PAID BY CUSTOMER FOR THE PRODUCTS DURING THE TWELVE (12) MONTHS IMMEDIATELY PRIOR TO THE EARLIEST DATE ON WHICH THE EVENTS GIVING RISE TO THE LIABILITY OCCURRED. THE FOREGOING LIMITATIONS SHALL APPLY REGARDLESS OF THE CAUSE OR THE FORM OF ACTION (WHETHER BASED IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY, WARRANTY OR OTHERWISE) AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. THIS LIMITATION IS CUMULATIVE, WITH ALL PAYMENTS FOR CLAIMS OR DAMAGES HEREUNDER BEING AGGREGATED TO DETERMINE SATISFACTION OF THE LIMIT. THE EXISTENCE OF ONE OR MORE CLAIMS WILL NOT ENLARGE THIS LIMITATION ON AMOUNT.

**TERMINATION AND OTHER PROVISIONS**

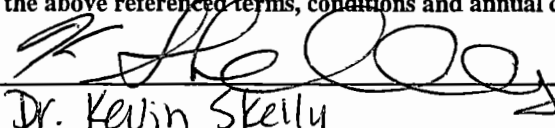
1. This Agreement shall continue until terminated by either party. Customer may terminate this Agreement at anytime by contacting the Scantron Loan Representative. Scantron may terminate this Agreement at anytime by contacting Customer.
2. Within 15 days of termination of this Agreement for any reason, Customer shall return to Scantron all of the Test Scoring Machines in good condition (normal wear and tear excepted) in accordance with Scantron's instructions and in the packaging provided by Scantron (at Scantron's cost for shipping).
3. If a Test Scoring Machine is not returned in good condition within 15 days of termination or is otherwise lost, stolen or damaged while in the Customer's care, Customer agrees to pay Scantron the then-current list price of such Test Scoring Machine.
4. This Agreement supersedes any and all prior agreements between the parties relating to any Test Scoring Machines and any other services or items provided hereunder. Scantron will not be bound by the terms of an issued purchase order or other document unless Scantron expressly agrees to such terms in writing. Scantron's remedies under this Agreement shall not be deemed exclusive but shall be cumulative and in addition to all other remedies provided by law and equity. This Agreement shall be governed by the laws of the State of Minnesota.

**Prepared by:**  
**Scantron Loan Representative:** Megan Richardson

**Date:** 07/09/2019

**\*\*Authorized School Official Contact Information\*\***

Customer agrees to the above referenced terms, conditions and annual commitment by signing below:

Signature:	 7/15/19
Printed Name:	Dr. Kevin Skelly
Title:	Superintendent
Date:	

Please complete the following:

Organization (Ship To):	Aragon High School
Address (Ship To):	900 Alameda de las Pulgas
City (Ship To):	San Mateo
State (Ship To):	CA
Zip (Ship To):	94402
Telephone:	650-558-2920
District/College Affiliation:	San Mateo Union High School District

For Scantron Internal Use Only:

LMP Request Date 07/09/2019	LMP Agreement Receipt Date
District/Buy-Group Number & Name 00123169 San Mateo Union HSD	School Name & Address Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402
School Account Number 200246494	Principal Name (First & Last)
LMP Contact Name (First Last) - Title Luci Tolfa	LMP Contact Phone Number 650-558-2920
LMP Contact Email Address Ltolf@smuhsd.org	LMP Fax Number
Is this an Upgrade(Yes/No) <input type="radio"/> Yes <input checked="" type="radio"/> No	Number of machines currently on account 2
Dup Ref #	Date Contacted
Loan Scanner Order Number	Forms Order Number
Comments	

Renewing agreement for 2019-2020 school year.

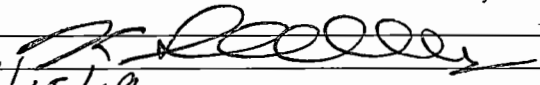


### Event Contract

Half Moon Bay Golf Links Is Pleased To Extend The Following  
Event Contract to Don Scatena  
For His Thursday, August 1<sup>st</sup>, 2019, Reception.

<b>Contact: Don Scatena</b>	
Address: 650 N. Delaware Street San Mateo, CA 94401	
Phone Numbers: 650.218.5227	
Email Address: dscatena@smuhd.org	
<b>Event: Reception</b>	
Date: 08.01.2019	Times: 5:00 PM – 8:00 PM
Dinner: Tribute Plaza <b>Estimated Guest Count: 50</b>	
Site Fee: \$500.00	
Food & Beverage minimum: \$2,000.00	
HMBGL Sales Contact:	DJ Tevis, Director of Sales
HMBGL Accounting Dept.	Oliver Javier, Controller
<b>Payment Terms:</b> \$2,000.00 Deposit upon signing the contract.	
<b>1<sup>st</sup> installment: Due 07.25.2019: \$1,262.50</b>	
Total Balance Due Date: 07.25.2019	
Valid credit card # needs to be provided upon signing the contract	
<b>Additional Terms:</b>	<ul style="list-style-type: none"> <li>Final guest count is required no later than noon on July 22<sup>nd</sup>, 2019</li> <li>Please refer to the current HMBGL Special Events Terms &amp; Conditions as listed on the following pages for additional key information</li> </ul>

Payments are non-refundable and non-transferable. Please sign this page and initial the Key Policies and Procedures pages and return by fax, scan/email or post mail this form by July 10<sup>th</sup>, 2019 to attention of DJ Tevis [djtevis@hmbgolflinks.com](mailto:djtevis@hmbgolflinks.com) or 2450 South Cabrillo Highway, Half Moon Bay, California 94019. Checks are to be made out to San Mateo Links Corporation. Thank you.

Host Signature: 	HMBGL Rep:
Date: 7/15/19	Date:

<b>PRE-EVENT</b>	By email, telephone or on-site by appointment, customized menu and basic event planning consultations as well as use of our Preferred Vendor List.	Gratis
<b>VALET/SELF PARKING</b>	Same-day valet service at the HMBGL clubhouse (*not* at the hotel) and/or self-parking in the HMBGL east lot for all guests beginning one hour prior to event and ending one hour after event.	Gratis
<b>Tribute Plaza</b>	Site Fee (Food & Beverage Minimum – \$2,000)	\$500.00
	Gourmet Slider Station – 50 @ \$24++	\$1,200.00
	Spinach Salad w/ Bacon Vinaigrette – 25 @ \$6++	\$150.00
	Baby Gem Salad w/ Lemon Vinaigrette – 25 @ \$7++	\$175.00
	Additional F&B needed to reach minimum	\$475.00
	Subtotal for site fees	\$500.00
	Subtotal for food & beverage	\$2,000.00
	25% taxable service charge on food and beverage subtotal	\$500.00
	8.75% tax on service charge and food and beverage subtotal, and Clubhouse site fee (per CA State law)	\$262.50
	<b>Estimated Grand Total</b>	<b>\$3,262.50</b>
<b>NOTES:</b>	Fire Pits are available. \$50 per fire pit.	



## Key Policies & Procedures

The client ("Hosts") agrees and understands that terms of this contract shall be strictly enforced. All events and the individual(s) and/or organizations(s) that contract those events ("Hosts") held at Half Moon Bay Golf Links/Mullins (HMBGL) are subject to the following terms and conditions:

**Amplified Sound/Music** is allowed in ceremony and reception areas within the decibel limits allowed by law and is subject to the professional discretion of HMBGL management in order to maximize the resort experience of all guests and residential neighbors. Amplified sound must cease no later than midnight.

**Beginning and Ending Times** will be clearly outlined in all contracts so as to best meet the expectations of Hosts and their guests as well as the enjoyment of all resort guests. Additional event time must be mutually agreed upon in advance (subject to availability) and over-time fees will be applied at the rate of \$400 per hour.

**Beverage Service (per ABC regulations)** HMBGL operates in compliance with laws regarding alcohol service and will refuse such beverages to anyone less than 21 years of age or to anyone who is obviously intoxicated. Alcohol will not be served after 1:00am.

**Cancellations** by Hosts forfeit any fees paid up until that point, with forgiveness of any remaining fees that are not otherwise contractually obligated. HMBGL can cancel an event without liability if payments are not received in a timely manner, because of "Acts of God", or if contract terms are not followed by the Hosts. Hosts will receive a refund if HMBGL succeeds in renting out the premises to another customer.

**Children** are the sole responsibility of the event Hosts and HMBGL assumes no responsibility or liability for children attending events at HMBGL. All children under 16 must be under adult supervision at all times. On-site childcare is not available, though special menus may be arranged, upon advance request.

**Confirmation** of times, menu selections, room set up, rental selections, and other key event details must be finalized in writing two weeks prior to your event.

**Corkage Fees** of \$25++ per standard 750ml bottle applies only to wines not ordered through Mullins (beer and liquor must be ordered through HMBGL). Hosts and guests are prohibited from bringing, providing or consuming their own alcoholic beverages without the express prior written permission from HMBGL management.

**Damage** to any portion of Half Moon Bay Golf Links by guests or vendors hired by the Hosts are the financial responsibility of the Hosts.

**Décor** must be approved in advance by HMBGL in order to be certain that such items meet fire code for public places. Nothing may be attached to the walls & fireworks/sparklers of any kind are illegal.

**Guest Count**, including final meal preferences are due to your special events manager no less than ten days prior to your event. The guest count cannot be reduced after that point.

**Indemnification:** the Hosts shall conduct the event in an orderly manner and in compliance with applicable laws as well as venue policies. The Hosts hereby agree to indemnify, defend and hold harmless HMBGL, its employees and agents against any claim, liabilities and costs arising out of, or connected with the function or this agreement, caused or contributed to by the negligence of the Hosts, guest, agent or contractor hired by the Hosts.

**Injury:** all resort guests must abide by venue rules and regulations, including not venturing on to the golf course without an authorized HMBGL staff member present as at all times there are dangers inherent in the play of golf which may result in serious and/or grave injury to those who either participate in this sport and/or who venture on to any portion of the golf course. HMBGL is not responsible or liable for any injury incurred on the property or for personal injury or property damage.

**Insurance:** it is strongly recommended that Hosts purchase their own "day-of" event liability insurance policy from a reputable company for their event to cover any damage to HMBGL and/or any injuries to guests or vendors as a result of the Host's event.

**Lost and Found:** HMBGL cannot be responsible for personal belongings or items provided by a vendor not-contracted directly through HMBGL. However, we will make a good-faith effort to locate and return to the owner any items we may find.

**Menu Selections** are subject to seasonal availability and may change without notice so that our chef can provide your event with the freshest produce and best quality ingredients available. In the case of two or more entrée selections, the higher priced entrée rate will prevail. In the case of three entrée selections, the higher priced entrée will prevail +\$15 per person. Entrée identification is required at each guest table such as a marked place card.

## Key Policies & Procedures (continued)

**Menu Tasting** for up to two guests is available gratis for functions with a plated entrée on their menu with 60 guests or more in their group. The menu tasting will include a maximum of four appetizers, one soup and two salads, and three entrees. Appointments for these timings will be at a mutually agreeable time and date.

**Payments:** A 50% deposit payment is required in order to guarantee a date and time. This amount will be credited toward your HMBGL bill for the event. The payment is non-refundable as well as non-transferable and can be paid by most major credit cards, check or cash.

The remaining balance is due one week prior to the event date. Any additional amounts are due by cash or credit card only with the final headcount no less than 10 days prior to your event.

Additionally, a signed credit card authorization form must be provided upon signing the contract prior to any reception to cover any variable costs.

**Performance Guarantee:** HMBGL will exercise commercially reasonable efforts to provide all goods and services as contracted. However, HMBGL shall not be liable for its limited or interfered performance due to "Acts of God", labor strikes, governmental regulations or acts, restriction upon weather, travel/transportation, or other such causes beyond the reasonable control of HMBGL. In no event, will HMBGL be responsible or liable for damages, injuries or other claims in an amount exceeding the amount of the 1<sup>st</sup> Installment.

**Photos** taken on any portion of the golf course are the exclusive privilege of Half Moon Bay Golf Links and guests hosting an event. These photos may not be used for any commercial purposes without advanced permission in writing from HMBGL. For safety purposes, a HMBGL employee must escort all guests while photographs are taken on the courses.

**Prices** are subject to change without notice and are not guaranteed until written into a signed contract along with the receipt by HMBGL from the Hosts of the necessary payment(s).

**Reception Hours:** unless otherwise contracted, lunch receptions shall be limited to four hours in duration including any cocktail hour, and dinner receptions shall be limited to six hours in duration including any cocktail hour. Overtime rates of \$400 per hour will apply thereafter.

**Rental Charges/Site Fees** only include the basic amenities and services listed in your contract.

**Ritz-Carlton Hotel:** the neighboring hotel is owned, operated and managed *entirely separately* from HMBGL. The two properties/brands are not affiliated and we do not have access or rights to each other's services, staff or other such resources.

**Sales Tax** shall be added to all food and beverage charges as well as the service charge in accordance with California state tax laws (CR section 1603f). The current local sales tax rate is 8.75%.

**Seating Chart with Place Cards** are required when more than one entrée option has been selected. Please also provide a breakdown of how many of which entrees are to be served at each table, if a choice of entrees was offered to the guests.

**Service Charge** of 25% will be added to all food and beverage charges. Per state regulations, this service charge is also subject to the local sales tax rate.

**Timing:** in order to optimize the quality of our services including catered items, it is crucial to have an accurate timeline of events and to adhere to that plan.

**Valet Service** is complimentary to all guests either playing golf or dining at Mullins Bar & Grill. When the reception is held at the neighboring Ritz-Carlton hotel, these guests will retrieve their cars through the hotel's own valet service in their hotel's own courtyard where a valet fee may be applied by the hotel. Shuttle buses for guests may be required when the resort property is especially busy thereby limiting available on-site parking.

**Vendor Meals** will be served after the event guests' meals—usually in the bar unless contracted otherwise.

**Vendors:** HMBGL reserves the right to approve or deny all third-party vendors and the Hosts assume responsibility for these vendors.

**Weather** cannot be guaranteed and events will not be cancelled or rescheduled due to temperature, winds or precipitation. For outdoor events (i.e. wedding ceremony), Hosts may book in advance an alternative indoor site in case of rain on a space-available basis. Rain back-up venues are not automatically included in your contract.



# Quote

Hula Networks, Inc.  
929 Berryessa Rd.,  
Suite 10  
San Jose CA 95133  
650-625-4100

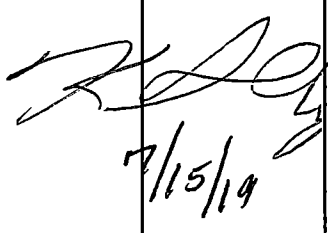
Date	Quote #
7/12/2019	Q34030

Bill To	Ship To
Simon Bettis San Mateo Union High School District 650 North Delaware Street San Mateo CA 94401	Simon Bettis San Mateo Union High School District 650 North Delaware Street San Mateo CA 94401

Sales Rep	Sales Rep Phone #	Expiry Date	Quote/Delivery Contact
Steve Robinson	(650) 625-4102	8/11/2019	

## Project Memo

Cloudlink for Cisco Users

Item	QTY	Description	MSRP	Hula Price	Hula Ext. Price
USER-MWI1-0001	50	Cloudlink for Cisco Users-Subscription	15.00	15.00	750.00
					
			Total MSRP	\$750.00	
			Total	\$750.00	

**TERMS AND CONDITIONS:** Customer acceptance of the equipment sold by Hula Networks Inc. binds both parties to the following terms and conditions: Payment Terms: Hula Networks, Inc. sells deeply discounted quality network hardware. We accept VISA/ MC/AMEX and ship COD, bank or cashiers check only. Net terms are FULL AMOUNT OF INVOICE DUE UPON RECEIPT. Customers and Quotes: We will provide you with an accurate phone, written, fax, or e-mail quote. Quoted and actual price/availability/delivery on all equipment may slightly vary due to time elapsed between quote and purchase, market supply/demand conditions, inventory status and equipment's internal configuration. All equipment is subject to prior sale. Purchase Orders: Due to the complex nature of the networking business, we require one PO per order from our customers. No order can be processed without a P.O. When the order is processed, a sales invoice is generated and faxed to the customer. It is the responsibility of the customer to insure the accuracy of the order by carefully reviewing the information on the invoice. Order Cancellation: Orders once placed may not be canceled without good cause. It is our company policy not to do business with customers who cancel orders without good cause, refuse to accept delivery, do not pay as agreed or stop-pay a check written to us for payment of goods/services.

**Returns and Exchanges:** If you are not 100% satisfied with your purchase and it is within 30 days of delivery, and the product was sold from existing stock, we will accept the return of the working item in the same condition and packaging it was received subject to a 20% restocking fee. If a product was purchased specifically to fill your order and was not available in our inventory at that time, it is non-returnable. Customer is responsible for any freight charges on all returns. All sales are final. Completeness: Each box contains a PACKING SLIP indicating what is in the box. It is the customer's responsibility to check the items received against the pack slip, and notify Hula Networks regarding discrepancies immediately upon receipt of the equipment. Packaging: We use foam, bubble rap, sturdy boxes and pack items well. In the event the item arrives damaged, it is the responsibility of the customer to immediately notify FED-EX regarding the damaged items. Hula Networks will work with the customer and FED-EX to resolve the issue as soon as possible. Shipping: We ship primarily via FED-EX per the customer's account number. FOB Sunnyvale CA Prepaid & Add Sales Tax: CA customers are subject to the sales tax rate per their region. Tax exempt organizations must provide us with their tax number when placing an order or will be charged sales tax. Condition/Warranty/Exchange: We sell used, unused in original box, and new equipment. New equipment is covered under each manufacturer's own warranty. Used products carry a 30-day warranty, with one year warranties available. Warranty covers DOA equipment or equipment failing to perform to manufacturers specifications. Warranty does not cover misuse and/or damage due to improper installation and/or operation of the equipment. No item can be returned without prior authorization. We will repair, exchange, or refund the equipment under warranty within 5 working days after its receipt at our warehouse. All equipment is subject to prior sale. Software re-licensing is the responsibility of the end user. Credit Cards: Charges are subject to transaction fees.

**CONTRACT APPROVAL**  
**(Under 25K)**

*To: Kevin Skelly*

*Date: July 12, 2019*

*From: Araceli Pena/ Ka'Ryn Holder-Jackson*

---

*Site: San Mateo Adult School*

*Number of Quotes: 1*

*Funding Source: Fund 11*

*Reason for proposal: Attending a Leadership Program for FY20.*

*Total Contract: \$825.00*

*Certificate of Insurance (on file):*

*Please approve the attached quote from Leadership Program.*

*Thank you,*

—

*Araceli Pena*

LEADERSHIP

**Leadership Program**

1700 South El Camino Real, Suite 406  
San Mateo, CA 94402 US  
650.401.2444  
margi@leadershipprogram.net

**BILL TO**

Ka'Ryn Holder-Jackson  
San Mateo Adult School  
789 East Poplar Avenue  
San Mateo CA 94401

**Invoice 287****DATE** 07/11/2019 **TERMS** Net 30**DUE DATE** 08/23/2019

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/11/2019	Tuition for 2019-2020 year	Leadership Program Tuition	1	825.00	825.00

**TOTAL DUE****\$825.00**  
7/15/19

**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin

Date: June 28, 2019

From: Debbie Arobio/Linda Carlton

---

Site: District Office

Number of Quotes: 1

Funding Source: General Fund - Maintenance

Reason for proposal: To provide labor, equipment and cleaning materials to clean the exterior lobby windows at the District Office.

Total Contract: \$1,130.00

Certificate of Insurance (on file): 18-19 ALL COV

Please approve the attached estimate from Ultra Building Solutions.

Thank you,

A handwritten signature in black ink, appearing to be "Debbie Arobio", is written below the "Thank you," text.



## COST PROPOSAL

06/27/2019

San Mateo Union High School District  
650 E. Delaware St.  
San Mateo, CA

Attn. James Hyde

### Window Cleaning

Ultra Building Solutions is pleased to submit this window cleaning proposal for your district office lobby.

Ultra Building Solutions will provide all manpower, equipment, materials, and supervision required to perform windows cleaning services in a thoroughly acceptable manner, the cost is as follows;

Lobby Glass Interior / Exterior	\$ 680.00
Lift Rental	\$ 450.00
<b>Total</b>	<b>\$ 1,130.00 with Lift Rental</b>

---

. If you have any questions, please feel free to contact me.

A handwritten signature in black ink, followed by the date "7/15/19" written below it.

Regards,

Jay Sandoval  
General Manager

**CONTRACT APPROVAL**  
**(over \$25K)**

To: Kevin

Date: June 28, 2019

From: Debbie Arobio/Linda Carlton

---

Site: Aragon High School

Number of Quotes: 1

Funding Source: General Fund - Maintenance

Reason for proposal: To provide labor and materials for additional spikes and net reinforcement for bird control in locker area.

Contract Total: \$640.00

Certificate of Insurance (on file): PCP20031087-03

Please approve the attached quote from Aviary Management Professionals.

Thank you,





Aviary Management Professionals  
4010 Foothills Blvd. 103-168  
Roseville, CA 95747  
Lic #960400  
Fed Tax ID: 27-3222371



---

**Aragon High School- Spike addition for lockers**

Date: 6/28/19

To: San Mateo School District

Attn: Don Ahuna

Re: Installation of Bird Spiking and net repair

**Area 1: Locker area to RM 240**


- |   |          |
|---|----------|
| 1. - Cleaning, sanitizing, and removal of any debris:                             | N/C      |
| a. Includes cleaning and sanitizing of surfaces where product is to be installed. |          |
| 2. Installation of bird spiking to top of lockers:                                | \$500.00 |

<b>Total Investment:</b>	<b>\$500.00</b>
--------------------------	-----------------

**Area 2: 3/4" Netting Repair/addition at lockers and above trophy case**

- |   |          |
|---|----------|
| 1. Installation of bird netting at Lockers and Trophy case (lower):                   | \$640.00 |
| a. Includes installation of 3/4" black bird netting to replace net installed by SMSD. |          |
| b. Includes guide cable.  |          |
| c. Includes regular ss brackets.  |          |
| d. Includes ferrules.   |          |
| e. Includes hog rings to support the net.   |          |

<b>Total Investment:</b>	<b>\$640.00</b>
--------------------------	-----------------

  
7/15/19

**Leadership Program**

1700 South El Camino Real, Suite 406  
San Mateo, CA 94402 US  
650.401.2444  
margi@leadershipprogram.net

**BILL TO**

Laura Chalkley  
San Mateo Union High School  
District  
650 N. Delaware Street, San  
Mateo, CA 94401

**Invoice 289****DATE** 07/12/2019 **TERMS** Net 30**DUE DATE** 08/23/2019

P.O. 200920

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/12/2019	Tuition 2020	Tuition for the 2019-2020 Leadership Program	1	1,650.00	1,650.00

**TOTAL DUE \$1,650.00**

*[Signature]*  
7/15/19

# San Mateo Union High School District

Kevin Skelley, Ph.D., Superintendent  
Elizabeth McManus, Deputy Superintendent Business Services  
Kirk Black, Ed.D., Associate Supt. Human Resources & Admin. Services



## AGREEMENT FOR OFF-SITE TRAINING (Unpaid trainees/interns/students)

**THIS AGREEMENT** is made and entered into this 16th day of **January, 2019** by and between **Covance Laboratories Inc. (San Carlos)**, hereinafter called ("**Training Facility**") and the **San Mateo Union High School District** (hereinafter collectively called "**District**").

### WITNESSETH

**WHEREAS** the District has an approved course(s) in **Biotechnology Internship**, and desires to have its students receive clinical and/or field training experience in said course as provided in California Code of Regulations, Title V, Section 10081, etc.; and

**WHEREAS** **Training Facility** has the facilities for furnishing such experience located at **Covance Laboratories Inc. (San Carlos)** 1031 Bing St. San Carlos, CA 94070

**WHEREAS** **Training Facility**, as a service to the community and in consideration of the mutual benefits to be derived thereof, is willing to participate in such training and will also allow **District** students use of certain of its facilities for said experiences;

**NOW THEREFORE IT IS HEREBY AGREED BY THE PARTIES HERETO** as follows:

#### A. GENERAL INFORMATION

1. During the term of this Agreement, the **Training Facility** may request that **District** place one or more students at the **Training Facility** for their clinical and/or field experience training period.
2. All instruction and training at the **Training Facility** shall be in accordance with the training plan.
3. All pre-placement instruction and learning will be designed, formulated, and supervised by **District** and an Advisory Committee. All student clinical and/or field experience training at the **Training Facility** must be approved prior to placement by representatives of the **Training Facility** and **District**.
4. To the extent practicable, the period of time for each student's training and education at the **Training Facility** shall be mutually agreed to by representatives of the **Training Facility** and **District** at least one (1) month before the field training experience commences.
5. Representatives of the **Training Facility** shall participate in an Advisory Committee that assists **District** in planning and implementing the pre-placement education of students. Representatives of **District** shall assist the **Training Facility** in implementing student field training experiences. **District** shall exercise supervision over the students in their activities at the **Training Facility** as appropriate to the site and consistent with state law.
6. All **District** instructors shall hold a valid California teaching credential authorizing the subject to be taught.

7. Both **District** and **Training Facility** agree not to discriminate against any student because of race, color, creed, sex, age, physical handicap, sexual orientation, country of origin, or marital or parental status.
8. In no event will **Training Facility**, its agents, or employees be responsible for emergency or other medical care for students and/or employees of **District** who become injured or ill at **Training Facility**.
9. **District**, at the request of **Training Facility**, may terminate from the **Training Facility** any student whose performance is unsatisfactory or whose personal characteristics prevent desirable relationships within **Training Facility**. **District** shall assume responsibility for discipline of such students.
10. It is understood and agreed that all student participants shall be considered students and not employees of the staff of **Training Facility**. They shall not replace **Training Facility** staff except as may be necessary as a part of their educational training and subject to any and all applicable laws.
11. Except as specified in this Agreement or in any subsequent amendment hereto, no monetary obligation on the part of **District** or **Training Facility** is hereby created.
12. **District** may use the name of **Training Facility** in advertising **District** programs. **Training Facility** may use the name of **District** in public relation programs.

**B. DISTRICT'S RESPONSIBILITIES**

1. **District** shall assist the **Training Facility** in planning and implementing the field experience education of students.
2. **District** shall assign to **Training Facility** only those students who have satisfactorily met the minimum requirements established by **District** for placement.
3. **District** agrees that, outside the course and scope of their training, all students and **District** personnel participating in the course encompassed by this Agreement shall be instructed not to divulge or otherwise cause to be disclosed any confidential or privileged information or communications which become known to such students and/or staff in the course of their participation in such program.
4. **District** assumes responsibility for instructing students and its employees to observe the rules and regulations of **Training Facility**.
5. **District** shall designate an instructor to coordinate with a designee of **Training Facility** the assignments to be assumed by the student participating in the education program. The instructor or his/her designee will be accessible to **Training Facility** to deal with any issues involving any student in this program.
6. **District** shall be responsible for all academic and attendance records of its students.
7. **District** shall enforce rules and regulations governing its students.
8. **District** shall notify students that they are responsible for travel and living expenses and conformity to the reasonable dress and safety requirements of

**Training Facility.**

9. **District** shall provide all necessary pre-placement instructional materials.
10. **District** shall furnish **Training Facility** with such evidence as **Training Facility** may require to assure itself that each student assigned under this Agreement meets any necessary health requirements.

**C. RESPONSIBILITY OF TRAINING FACILITY**

1. **Training Facility** agrees to consider accepting one (1) or more **District** students each semester/summer for training purposes.
2. Representatives of the **Training Facility** shall collaborate with **District** faculty in planning and implementing the clinical and/or field training experience of students.
3. In accordance with mutually prearranged scheduling, **Training Facility** will make itself available to **District** to participate in the training program.
4. **Training Facility** shall permit each student and instructor of **District** to use dining, conference, dressing and parking facilities, as appropriate and available.
5. **Training Facility** reserves the right, exercisable after notifying **District**, to exclude any person, student or otherwise, from said facility in the event that such person's conduct is detrimental to the best interests of the proper administration of **Training Facility**.
6. **Training Facility** shall designate lines of authority and communication for relations between **District** staff and representatives of the **Training Facility** so as to carry out the purposes of this Agreement.
7. **Training Facility** shall also provide orientation and/or safety programs for the advice and information of the new **District** instructors and students. Such orientation programs will include a delineation of Training Facility policies.
8. **Training Facility** shall permit members of its staff to participate in clinical and/or field experiences offered to such times and in such numbers as **Training Facility** shall determine, and providing that such participation does not interfere with normal activities of **Training Facility**.
9. Identifiable student information is protected by the Family Educational Rights and Privacy Act of 1974, as amended and may not be released by **Training Facility** except as provided therein.

**D. INSURANCE**

1. Students shall not commence experience training under this Agreement until all insurance required under this Agreement has been obtained and approved by **Training Facility**. **District** shall furnish **Training Facility** with Certificates of Insurance or Program of Self Insurance evidencing the required coverage. These certificates shall specify or be endorsed to provide that thirty (30) days notice must be given in writing to **Training Facility** of any changes in the limits of liability or of any cancellation or modification of coverage.

2. **District** shall have and maintain during the life of this Agreement such Bodily Injury and Property Damage Liability Insurance or Program of Self Insurance as shall protect it while performing the experience training 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 **District** operations under this Agreement, whether such operations be by itself or by any subcontractor or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall not be less than One Million Dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. At any time **Training Facility** may, at its sole discretion, require an increase in the amount of liability insurance to the level then customary in similar **Training Facility** agreements by giving sixty (60) days notice to **District**. **Training Facility** and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance.

In the event of a 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, **Training Facility**, at its option and notwithstanding any other provision of this Agreement to the contrary, may immediately declare a material breach of this Agreement and suspend all further clinical and/or field experience pursuant to this agreement.

3. **District** will take and maintain in full force and effect Worker's Compensation Insurance covering any and all instructors and other employees of **District**. As required by Labor Code Section 3368.1, **District** shall also have and maintain Worker's Compensation Insurance coverage for students receiving occupational training.

#### **E. MUTUAL HOLD HARMLESS CLAUSE**

1. To the extent permitted by law, **District** shall defend, indemnify and hold harmless the **Training Facility**, its officers and/or employees from any and all claims for injuries or damages to persons or property which arise out of the terms and conditions of this Agreement or which result from the negligent acts or omissions of said **District**, its officers, and/or employees.
2. **Training Facility** shall defend, indemnify and hold harmless **District**, its officers, and/or employees from any and all claims for injuries or property which arise out of the terms and conditions of this Agreement or which result from the negligent acts or omissions of said **Training Facility**, its officers, and/or employees.
3. In the event of concurrent negligence of **Training Facility** and **District**, their officers, and/or employees, then the liability for any and all claims for injuries or damages to persons and/or property which arise out of the terms and conditions of this Agreement shall be apportioned under the California theory of comparative negligence as presently established or as may be hereafter modified.

#### **F. TERM**

1. This agreement may be amended only upon mutual written consent of both parties.

The initial term of this Agreement shall not exceed 18 months commencing on the 1st day of **June 2019** and ending on the 1st day of **December 2020**.

Should the Training Facility engage the services of student outside of the agreed upon term, the student will be considered an employee of the Training Facility. In that event, Training Facility understands and agrees that it will bear all responsibility and liability for student.

2. The parties shall meet and attempt to resolve all disputes and differences that may arise between the parties hereto concerning construction, interpretation, performance, operation, or breach of the matters referred to in this Agreement prior to seeking any legal remedy.

**G. NOTICES**

1. Any notice required or permitted to be given by this Agreement shall be deemed given when personally delivered to the recipient thereof or two (2) days after it has been mailed by registered or certified mail, return receipt requested, postage prepaid, to the appropriate recipient thereof, as follows:

- a. To **Training Facility** at:  
**Covance Laboratories Inc. (San Carlos)**  
1031 Bing St  
San Carlos CA 94070

Phone: (510) 704-0140  
Fax: (650) 637-1072  
Email: Jeannie.alvero@covance.com

- b. To **District** at:  
605 North Delaware St  
San Mateo, CA 94401

Phone: (650) 558-2299  
Fax: (650) 762-0249  
Email: bsimmons@smuhdsd.org

or at any other address which either party may subsequently designate in writing and deliver to the other party.

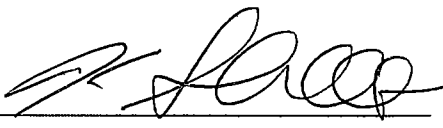
**IN WITNESS THEREOF** the parties hereto have executed this Agreement the day and year first above written.

(TRAINING FACILITY)

By BRIAN DIETHORN  Date 1-17-19

Title Global Head, Preclinical Medical Device (PMD), Covance Laboratories Inc.

DISTRICT

By Kevin Skelly  Date 7/16/19

Title Superintendent





# Service Order Estimate Report

7/16/2019 11:15:57 AM



**Betts®**

TRUCK PARTS & SERVICE  
Earning Your Trust, Mile after Mile®

Betts Truck Parts and Service  
2843 S Maple Avenue  
Fresno CA 93725  
UNITED STATES

SRO: SR04-01089

Estimate Date: 7/16/2019

Valid Thru: 7/16/2019

Bill To: SAN0018

Ship To: 1

SAN MATEO UNION HIGH SCHOOL DI  
650 N DELAWARE STREET  
SAN MATEO CA 94065  
UNITED STATES

SAN MATEO UNION HIGH SCHOOL DI  
991 E POPLAR AVE  
SAN MATEO CA 94401  
UNITED STATES

Line: 1 Description: SERVICE UNIT  
Unit: 2F202817

Item: SERVICE

Qty: 1.00 UM: EA

Oper#: 10 Oper Code: ALGN05

Description: ALIGN MEDIUM DUTY TRUCK - DRIVE

Type	Item	Description	Qty UM	Price	Discount	Ext Price
Transaction Type						
Labor	SLR	SAN LEANDRO REGULAR LABOR	2.00	125.00	0.0000	250.00

Freight: 0.00

Misc Charges: 0.00

Matl: 0.00

Labor: 250.00

Misc: 0.00

Project: 0.00

Sales Tax: 23.76

Sales Tax2: 0.00

Subtotal: 273.76

Discount: 0.0000

Total: 273.76

7/12/19



Wenifredo "Wayne" Rasay &lt;wrasay@smuhsd.org&gt;

---

**Request to Open P.O.**

1 message

**Barbara Tufo** <btufo@smuhsd.org>

Tue, Jul 16, 2019 at 12:48 PM

To: Wenifredo Wayne Rasay &lt;Wrasay@smuhsd.org&gt;

Please open a P.O. for The UPS Store – Livescan Services in the amount of \$18,000.00.

Thanks, Barb

Barb Tufo

Executive Coordinator to the Deputy Superintendent

Human Resources and Student Services

San Mateo Union High School District

650 North Delaware Street

San Mateo, CA 94401

(650) 558-2209

(650) 762-0249 (fax)

btufo@smuhsd.org

A handwritten signature in black ink, appearing to be "Wrasay", with the date "7/17/19" written below it.



Wenifredo "Wayne" Rasay &lt;wrasay@smuhsd.org&gt;

**Request for a P.O.**

1 message

Barbara Tufo &lt;btufo@smuhsd.org&gt;

Tue, Jul 16, 2019 at 12:50 PM

To: Wenifredo Wayne Rasay &lt;Wrasay@smuhsd.org&gt;

Please open at P.O. for U.S. Bank – Job Posting with Indeed, ZipRecruiter, etc. in the amount of \$7,000.00.

Thanks, Barb

Barb Tufo

Executive Coordinator to the Deputy Superintendent

Human Resources and Student Services

San Mateo Union High School District

650 North Delaware Street

San Mateo, CA 94401

(650) 558-2209

(650) 762-0249 (fax)

btufo@smuhsd.org

A handwritten signature in black ink, appearing to read "Wenifredo Rasay", with the date "7/17/19" written below it.

# DESTINATION SYSTEMS

San Mateo Union High School District  
Deb Stucke  
405 North Delaware Street  
San Mateo CA 94401  
(650) 430-8423 FAX

## Final summary of charges

File no: 9092  
PO Number

Group name: SMUHSD Summer 2019  
File manager: Beverly Walker X 12

Date Job No.	Actual Start Time / Pick up location	Final Release Time / Destination	Actual Hours	Equipment / Service type	Qty	Price
Thursday, Jul 11	8:45 AM	1:00 PM	4.25	55 SEAT COACH	1	\$756.13
48228	Hillsdale High School	EA Sports		Hourly Charter Service		
755	3115 Del Monte Street San Mateo	250 Shoreline Drive Surface Lot Redwood City		Passengers: 55 Customer_PO #		

Order Notes: pickup upper parking lot on Del Monte Ea sports and then College of San Mateo

Invoice Notes:

STATUS Invoiced

Thursday, Jul 11	9:00 AM	1:00 PM	4.00	32 SEAT MINI BUS	1	\$609.50
48348	Burlingame High School	Computer History Museum		Hourly Charter Service		
732	400 Carolan Avenue Burlingame	1401 N Shoreline Blvd Mountain View		Passengers: Customer_PO #		

Order Notes:

Invoice Notes:

STATUS Invoiced

Friday, Jul 12	8:00 AM	12:45 PM	4.75	32 SEAT MINI BUS	1	\$692.30
48349	Mills High School	EA Sports		Hourly Charter Service		
732	400 Murchison Dr Millbrae Ca	250 Shoreline Drive Surface Lot Redwood City		Passengers: Customer_PO #		

Order Notes: EA sports and then College of San Mateo

Invoice Notes:

STATUS Invoiced

PO Number

Total for all jobs on this summary :

**\$2,057.93**



Summary of charges for : San Mateo Union High School District

Effective : Page No. 1

Services outlined for group : SMUHSD Summer 2019

7/16/2019 2:12:20.33 PM

Sales office: 2712 Aberdeen Lane, El Dorado Hills, Ca 95762 Phone: 650-827-1000  
Bus Yard: 214 Shaw Road Suite B, South San Francisco, Ca Toll free 800-827-9788 Fax: 650-827-1029  
email: info@DSCOACH.com www.DSCOACH.com

## **BOARD ITEM**

*(Up to \$25,000)*

**Date:** *July 16, 2019*

**To:** *Roberta Beeken / Kevin Skelly*

**From:** *Anna Tang / Carolyn Schwartzbord*

---

**Site:** *District Office*

**Number of Quotes:** *1*

**Funding Source:** *General Fund – Special Education*

**Reason for proposal:** *To purchase Boardmaker Online user access for 6  
Special Ed. Teachers*

**Total Estimated Maximum Cost:** *\$1,074.60*



## Boardmaker Online District Quote

Tobii Dynavox LLC  
2100 Wharton St Ste 400  
Pittsburgh, PA 15203

Phone: 1-800-344-1778

Fax: 1-866-336-2737

Quote Number: Q012361

Expiration Date: 10/16/2019

Sales Consultant: Linsey Brown  
Phone: (631) 553-1632  
Email: linsey.brown@tobiidynavox.com

Contact Name: Linda Wade  
Phone: 5305142720  
Email: lwade@smuhd.org


Bill To Name: SAN MATEO UNION HIGH  
Bill To: 650 North Delaware Street  
San Mateo, California 94401

Ship To Name: SAN MATEO UNION HIGH  
Ship To: 650 North Delaware Street  
San Mateo, California 94401

Start Date: 08/29/2019  
Initial Term: 12 Months  
Renewal Term: 12 Months  
Auto Renew: No

Billing Method:  
Payment Method:  
Payment Term: Net 30  
Currency: USD

Amendment	Name	Quantity	Effective Price	Total
Renewed "1 Year Standard"	Boardmaker Online - District	6	179.10	1,074.60
Subtotal:				\$1,074.60
Discount:				\$0.00
Tax:				\$0.00
TOTAL				\$1,074.60

  
7/17/19

**SAN MATEO HIGH SCHOOL**  
**APPROVAL REQUEST**

*To: Kevin Skelly*

*Date: July 16, 2019*

*From: Jenelle Vazquez*

---

*Site: San Mateo High School*

*Number of Quotes: 1*

*Funding Source: SMHS Admin*

*Reason for proposal: subscription*

*Total: \$250.00*

*Please review and approve the attached from calendarwiz for a 1 year subscription service.*

*Thank you,*

Jenelle  
x2320

# Edit Account Information

## Subscription Status

**Calendar Link:** <https://www.calendarwiz.com/sanmateohs>

**Calendar Identifier:** sanmateohs

**Renewal Date:** September 7, 2019

**Category Limit:** 20

**Login User Limit:** 100

**Email Subscriber Limit:** 10

**File Storage Limit:** 100

Email CalendarWiz to upgrade to higher limits.

## Update Credit Card Information

Click on the button below to change your credit card billing information.

[Update Credit Card Information](#)

## Organization Details

Name

San Mateo High School

Website Address or URL

## Contact

First Name \*

Ayde

Last Name \*

Cervantes

Email\*

acervantes@smuhdsd.org

Phone

## Address

Street

City

State or Province

Zip or Postal Code


Country

US

Save

Back

Help

  
7/17/19





Req # 1379

Sonia Gill <sgill@smuhdsd.org>

## Quote please

Peter Haight <PHaight@inwk.com>  
To: Sonia Gill <sgill@smuhdsd.org>

Wed, Jul 17, 2019 at 2:59 PM

Hi Sonia,

Listed below is your proposal.

Math Book

295 pages plus cover

Cover – Lunar Blue 65 Cover

Front cover – prints black simplex (Page 1 of PDF)

Back cover – no printing

Inside pages – starts with page 2 of PDF

24/60 white paper, print black

295 pages duplex, last page will be simplex

Binding – Perfect Bound Book – this is more durable, less expensive option than the Black Tape binding.

210 books - \$9.80 each

Approximate delivery cost - \$50.00

We can get these done in 10 work days, possibly sooner so meeting your delivery date of August 8 or sooner will be fine.

All that I need to proceed is your approval.

[Quoted text hidden]

Total: \$2,108

Paying with 01-0000-0-0000-2130-  
5890-020-9120  
7/18/19

<b>Quote #</b>	<b>Date</b>
Q-14719	7/17/2019



<b>Remit To</b>	<b>Contact Info</b>
N2Y, LLC PO Box 550 Huron, OH 44839	Sonia Gill sgill@smuhdsd.org

<b>Bill To</b>	<b>Ship To</b>
San Mateo Union High School District 650 North Delaware Street San Mateo, California 99401	San Mateo Union High School District 650 North Delaware Street San Mateo, California 99401

<b>Date</b>	<b>Payment Terms</b>	<b>Purchase Order</b>
7/17/2019	Net 30	

Item	Description	Type	Subscription	Subscription Start	Subscription End	Unit Cost	QTY	Amount
PDE ONSITE	On-site Essentials Course	New				\$5,250.00	1	\$5,250.00

Thank you for your business. In need of additional assistance, please call us toll free att 1-800-697-6575.

Sub-Total: \$5,250.00  
Sales Tax: \$0.00  
Total: \$5,250.00

**Please Note:**

This quote is good for 90 days. Purchase Orders or payment via Credit Card must be received within 90 days from the date of this quote in order to guarantee the listed price.

n2y accepts credit cards for orders under \$5,000 and cash or ACH payments for orders over \$5,000. Your sales representative would be happy to address any questions you might have regarding these policies.

*R. Shear*  
7/18/19

# SAN MATEO HIGH SCHOOL

## APPROVAL REQUEST

*To: Kevin Skelly*

*Date: July 16, 2019*

*From: Jenelle Vazquez*

---

*Site: San Mateo High School*

*Number of Quotes: 1*

*Funding Source: SMHS Admin*

*Reason for proposal: subscription*

*Total: \$149.00*

*Please review and approve the attached order form from Pear Deck for 1 Educator yearly subscription service.*

*Thank you,*

Jenelle  
x2320



# Pear Deck Small Group Order Form

Founded by educators, Pear Deck is a platform for engaging every student, every day. Pear Deck makes it easy for your teachers to connect with students and deliver powerful learning moments with formative assessments and interactive questions that let them see, in real time, how every student in the class is doing.

## Your Information

### PLEASE COMPLETE ALL FIELDS

School or District Name

Your Name

Your Title

Your Email

Your Phone Number

Subscription Start Date

Payment Method

PO # (Optional)

## Your Small Group Subscription Order

### PLEASE SELECT NUMBER OF TEACHERS

\$149.99/year	1 Educator
\$449.97/year	3 Educators
\$749.95/year	5 Educators
\$1499.90/year	10 Educators
\$2249.85/year	15 Educators
\$2999.80/year	20 Educators
\$3749.75/year	25 Educators

Signature

Date

7/22/19

## Your Teacher List

PLEASE ENTER THE EMAIL ADDRESSES (GOOGLE ACCOUNT) FOR TEACHERS ON YOUR ACCOUNT

OR

## Terms and Conditions

### Terms

By signing below, the undersigned agrees to be bound by the Pear Deck Terms of Service ("Terms of Service") which are incorporated by this reference herein. Current versions of the Terms of Service are located at <https://goo.gl/DZzJTz>. The Terms of Service contain certain terms and conditions not set forth in this Order Form. Pear Deck's rights and responsibilities, and your rights and responsibilities, are as set forth in this Order Form and in the Terms of Service.

### Authority

The undersigned represents and warrants that the undersigned has full power and authority to execute this Order Form and to bind the above-referenced school, district, or organization, as the case may be, to the terms of this Order Form and the Terms of Service.

### Invoices

At the election of the undersigned, invoices shall be sent on either a monthly or annual basis. Invoices shall be payable within 30 days of the Invoice date, and are considered late after that date. Late invoices incur a fee of 2% (or the highest rate permitted by law, if less) and Pear Deck services may be disabled after 60 days of non-payment.

### Sales Tax Exempt

My school, district, or organization is exempt from my state's sales tax.

## Automatic Renewal

Pear Deck will automatically send me an invoice 1 month before my renewal date with a cap on fee increases of no more than 7% per year. Renewal may be cancelled anytime with 60 days notice to Pear Deck.

### ADDRESS

Pear Deck, Inc 308 E Burlington St #303, Iowa City, IA 52240-1602 Phone: (319) 209-5165 2018

### PRIVACY

Our Policy is [peardeck.com/privacy](https://peardeck.com/privacy). If you have a custom Privacy Rider, please send to [Privacy@peardeck.com](mailto:Privacy@peardeck.com)  
W9 Form: <https://goo.gl/CcVw9m>

©2018 Pear Deck, Inc. All Rights Reserved.



[peardeck.com](https://peardeck.com)



[twitter.com/peardeck](https://twitter.com/peardeck)



[hello@peardeck.com](mailto:hello@peardeck.com)



[facebook.com/peardeck](https://facebook.com/peardeck)



[youtube.com/peardeck](https://youtube.com/peardeck)



Wenifredo "Wayne" Rasay &lt;wrasay@smuhsd.org&gt;

---

**Request for a P.O.**

1 message

**Barbara Tufo** <btufo@smuhsd.org>

Thu, Jul 18, 2019 at 10:47 AM

To: Wenifredo Wayne Rasay &lt;Wrasay@smuhsd.org&gt;

Please open a P.O. for State of California Department of Justice – Livescan Fingerprint Services in the amount of \$24,000.

Thanks, Barb

Barb Tufo

Executive Coordinator to the Deputy Superintendent

Human Resources and Student Services

San Mateo Union High School District

650 North Delaware Street

San Mateo, CA 94401

(650) 558-2209

(650) 762-0249 (fax)

btufo@smuhsd.org

A handwritten signature in black ink, followed by the date "7/22/19" written in a similar style.

# San Mateo Union High School District

Kevin Skelley, Ph.D., Superintendent

Elizabeth McManus, Deputy Superintendent Business Services

Kirk Black, Ed.D., Associate Supt. Human Resources & Admin. Services



## AGREEMENT FOR OFF-SITE TRAINING (Unpaid trainees/interns/students)

**THIS AGREEMENT** is made and entered into this **14th** day of **June** by and between Pacific Dental Center, hereinafter called ("**Training Facility**") and the **San Mateo Union High School District** (hereinafter collectively called "**District**").

### WITNESSETH

**WHEREAS** the District has an approved course(s) in **Biotechnology Internship**, and desires to have its students receive clinical and/or field training experience in said course as provided in California Code of Regulations, Title V, Section 10081, etc.; and

**WHEREAS Training Facility** has the facilities for furnishing such experience located at 14 E. 25<sup>th</sup> Ave. San Mateo, CA 94403

**WHEREAS Training Facility**, as a service to the community and in consideration of the mutual benefits to be derived thereof, is willing to participate in such training and will also allow **District** students use of certain of its facilities for said experiences;

**NOW THEREFORE IT IS HEREBY AGREED BY THE PARTIES HERETO** as follows:

#### **A. GENERAL INFORMATION**

1. During the term of this Agreement, **the Training Facility** may request that **District** place one or more students at the **Training Facility** for their clinical and/or field experience training period.
2. All instruction and training at the **Training Facility** shall be in accordance with the training plan.
3. All pre-placement instruction and learning will be designed, formulated, and supervised by **District** and an Advisory Committee. All student clinical and/or field experience training at the **Training Facility** must be approved prior to placement by representatives of the **Training Facility** and **District**.
4. To the extent practicable, the period of time for each student's training and education at the **Training Facility** shall be mutually agreed to by representatives of the **Training Facility** and **District** at least one (1) month before the field training experience commences.
5. Representatives of the **Training Facility** shall participate in an Advisory Committee that assists **District** in planning and implementing the pre-placement education of students. Representatives of **District** shall assist the **Training Facility** in implementing student field training experiences. **District** shall exercise supervision over the students in their activities at the **Training Facility** as appropriate to the site and consistent with state law.
6. All **District** instructors shall hold a valid California teaching credential authorizing the subject to be taught.



7. Both **District** and **Training Facility** agree not to discriminate against any student because of race, color, creed, sex, age, physical handicap, sexual orientation, country of origin, or marital or parental status.
8. In no event will **Training Facility**, its agents, or employees be responsible for emergency or other medical care for students and/or employees of **District** who become injured or ill at **Training Facility**.
9. **District**, at the request of **Training Facility**, may terminate from the **Training Facility** any student whose performance is unsatisfactory or whose personal characteristics prevent desirable relationships within **Training Facility**. **District** shall assume responsibility for discipline of such students.
10. It is understood and agreed that all student participants shall be considered students and not employees of the staff of **Training Facility**. They shall not replace **Training Facility** staff except as may be necessary as a part of their educational training and subject to any and all applicable laws.
11. Except as specified in this Agreement or in any subsequent amendment hereto, no monetary obligation on the part of **District** or **Training Facility** is hereby created.
12. **District** may use the name of **Training Facility** in advertising **District** programs. **Training Facility** may use the name of **District** in public relation programs.

**B. DISTRICT'S RESPONSIBILITIES**

1. **District** shall assist the **Training Facility** in planning and implementing the field experience education of students.
2. **District** shall assign to **Training Facility** only those students who have satisfactorily met the minimum requirements established by **District** for placement.
3. **District** agrees that, outside the course and scope of their training, all students and **District** personnel participating in the course encompassed by this Agreement shall be instructed not to divulge or otherwise cause to be disclosed any confidential or privileged information or communications which become known to such students and/or staff in the course of their participation in such program.
4. **District** assumes responsibility for instructing students and its employees to observe the rules and regulations of **Training Facility**.
5. **District** shall designate an instructor to coordinate with a designee of **Training Facility** the assignments to be assumed by the student participating in the education program. The instructor or his/her designee will be accessible to **Training Facility** to deal with any issues involving any student in this program.
6. **District** shall be responsible for all academic and attendance records of its students.
7. **District** shall enforce rules and regulations governing its students.
8. **District** shall notify students that they are responsible for travel and living expenses and conformity to the reasonable dress and safety requirements of

### **Training Facility.**

9. **District** shall provide all necessary pre-placement instructional materials.
10. **District** shall furnish **Training Facility** with such evidence as **Training Facility** may require to assure itself that each student assigned under this Agreement meets any necessary health requirements.

### **C. RESPONSIBILITY OF TRAINING FACILITY**

1. **Training Facility** agrees to consider accepting one (1) or more **District** students each semester/summer for training purposes.
2. Representatives of the **Training Facility** shall collaborate with **District** faculty in planning and implementing the clinical and/or field training experience of students.
3. In accordance with mutually prearranged scheduling, **Training Facility** will make itself available to **District** to participate in the training program.
4. **Training Facility** shall permit each student and instructor of **District** to use dining, conference, dressing and parking facilities, as appropriate and available.
5. **Training Facility** reserves the right, exercisable after notifying **District**, to exclude any person, student or otherwise, from said facility in the event that such person's conduct is detrimental to the best interests of the proper administration of **Training Facility**.
6. **Training Facility** shall designate lines of authority and communication for relations between **District** staff and representatives of the **Training Facility** so as to carry out the purposes of this Agreement.
7. **Training Facility** shall also provide orientation and/or safety programs for the advice and information of the new **District** instructors and students. Such orientation programs will include a delineation of Training Facility policies.
8. **Training Facility** shall permit members of its staff to participate in clinical and/or field experiences offered to such times and in such numbers as **Training Facility** shall determine, and providing that such participation does not interfere with normal activities of **Training Facility**.
9. Identifiable student information is protected by the Family Educational Rights and Privacy Act of 1974, as amended and may not be released by **Training Facility** except as provided therein.

### **D. INSURANCE**

1. Students shall not commence experience training under this Agreement until all insurance required under this Agreement has been obtained and approved by **Training Facility**. **District** shall furnish **Training Facility** with Certificates of Insurance or Program of Self Insurance evidencing the required coverage. These certificates shall specify or be endorsed to provide that thirty (30) days notice must be given in writing to **Training Facility** of any changes in the limits of liability or of any cancellation or modification of coverage.

2. **District** shall have and maintain during the life of this Agreement such Bodily Injury and Property Damage Liability Insurance or Program of Self Insurance as shall protect it while performing the experience training 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 **District** operations under this Agreement, whether such operations be by itself or by any subcontractor or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall not be less than One Million Dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. At any time **Training Facility** may, at its sole discretion, require an increase in the amount of liability insurance to the level then customary in similar **Training Facility** agreements by giving sixty (60) days notice to **District**. **Training Facility** and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance.

In the event of a 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, **Training Facility**, at its option and notwithstanding any other provision of this Agreement to the contrary, may immediately declare a material breach of this Agreement and suspend all further clinical and/or field experience pursuant to this agreement.

3. **District** will take and maintain in full force and effect Worker's Compensation Insurance covering any and all instructors and other employees of **District**. As required by Labor Code Section 3368.1, **District** shall also have and maintain Worker's Compensation Insurance coverage for students receiving occupational training.

#### **E. MUTUAL HOLD HARMLESS CLAUSE**

1. To the extent permitted by law, **District** shall defend, indemnify and hold harmless the **Training Facility**, its officers and/or employees from any and all claims for injuries or damages to persons or property which arise out of the terms and conditions of this Agreement or which result from the negligent acts or omissions of said **District**, its officers, and/or employees.
2. **Training Facility** shall defend, indemnify and hold harmless **District**, its officers, and/or employees from any and all claims for injuries or property which arise out of the terms and conditions of this Agreement or which result from the negligent acts or omissions of said **Training Facility**, its officers, and/or employees.
3. In the event of concurrent negligence of **Training Facility** and **District**, their officers, and/or employees, then the liability for any and all claims for injuries or damages to persons and/or property which arise out of the terms and conditions of this Agreement shall be apportioned under the California theory of comparative negligence as presently established or as may be hereafter modified.

#### **F. TERM**

1. This agreement may be amended only upon mutual written consent of both parties.

The initial term of this Agreement shall not exceed **18** months commencing on the **1st** day of **June 2019** and ending on the **1st** day of **December 2020**.

Should the Training Facility engage the services of student outside of the agreed upon term, the student will be considered an employee of the Training Facility. In that event, Training Facility understands and agrees that it will bear all responsibility and liability for student.

2. The parties shall meet and attempt to resolve all disputes and differences that may arise between the parties hereto concerning construction, interpretation, performance, operation, or breach of the matters referred to in this Agreement prior to seeking any legal remedy.

**G. NOTICES**

1. Any notice required or permitted to be given by this Agreement shall be deemed given when personally delivered to the recipient thereof or two (2) days after it has been mailed by registered or certified mail, return receipt requested, postage prepaid, to the appropriate recipient thereof, as follows:

a. **To Training Facility at:**  
Pacific Dental Center  
14 E. 25th Ave  
San Mateo, CA 94403  
  
Phone: 650 343-4040  
Email: iling88@gmail.com

b. **To District at:**  
605 North Delaware St  
San Mateo, CA 94401  
  
Phone: (650) 558-2299  
Fax: (650) 762-0249  
Email: bsimmons@smuhdsd.org

or at any other address which either party may subsequently designate in writing and deliver to the other party.

**IN WITNESS THEREOF** the parties hereto have executed this Agreement the day and year first above written.


TRAINING FACILITY

By  \_\_\_\_\_

Date 6/4/19

Title operation Manager

DISTRICT

By  \_\_\_\_\_

Date 7/22/19

Title \_\_\_\_\_

**CONTRACT APPROVAL**  
**Aragon High School**

*To: Roberta*

*Date: July 18, 2019*

*From: Luci Tolf*

---

*Site: Aragon High School*

*Number of Quotes: 1*

*Name of Vendor: Office 1*

*Funding Source: 01*

*Reason for proposal: Yearly contracts for Aragon High School for printer toner and servicing 2018-2019 school year.*

*Total Contract: \$176.00 base billing per quarter plus .0121 cent per page (B&W) and .0888 cent per page (color) for overages plus cost of toners for non-network printers.*

*Please have Dr. Skelly sign or initial every page and return the contracts to me.*

*Thank you,*

*Luci*



## MAINTENANCE AGREEMENT

San Diego, Los Angeles, Orange County & The Bay Area

**Bill To:** San Mateo UHSD  
Attention: A/P  
Address: 650 N. Delaware  
City, St, Zip: San Mateo, CA 94401  
Phone: 650 558-2999 Fax:  
Email:

**Ship To:** San Mateo UHSD  
Attention: M. Hojatnia  
Address: 900 Alameda De Las Pulgas  
City, St, Zip: San Mateo, CA 94401  
Phone: 650 558-2999 Fax:  
Email: LTOLFA@SMUHSD.ORG

Order Date	Ship Date	Representative	Customer #	Carrier	Stairs	PO Number

### Maintenance Plan

Model Description including serial number & equip ID	Type of MA Contract	Beginning Meter Read	Base Billing Frequency	Monthly B/W base	Monthly Color Base	Monthly B&W Copies Included	Monthly Color Copies Included	Excess B&W Charge	Excess Color Charge	Overage Billing Frequency
Master Service Rates and Alotment	Performance Plus		Quarterly	\$176.00		4,000		0.0121	0.0888	Quarterly
HP M475C ID47521										
HP M605 ID49447										
HP M605 ID 49448										
HP M605 ID 49449										
HP M605 ID 49450										
HP 1102 ID 44371										
HP1605 ID49187										
HP2055 ID44380										

### Special Instructions

Also Covers HP2100 ID 4435, HP2100 ID 44374, HP 2100 44386, HP 2100 44551, HP 2100 44399, HP4000 ID 44329, HP4000 ID 44375, HP4000 ID 44385, HP4000 ID46242, HP4100 ID 44354, HP4100 ID44394, HP4100 ID 44397, HP 4200 ID 42856, HP 4200 ID 44359, HP 4200 ID 49482, HP 4250 ID 44390, and HP 4700c ID 44395

The customer acknowledges the receipt of a true copy of this Customer Order & Security Agreement and that he has read this agreement and understands and agrees to be bound by the terms and conditions here and on the reverse side. The customer further agrees that this is a complete and exclusive statement of the agreement between the parties which supersedes all proposals, oral or written, and all other communications between the parties relating to the subject matter of this agreement. Once accepted by the customer and an officer of Office Imaging, Inc., this agreement may not be amended, modified or rescinded except by a written instrument signed by both parties.

### Accepted by The Customer

Signature: [Signature]  
Printed Name: Dr. Kevin Skelly  
Title: Superintendent Date: 7/22/19



### Accepted by Office1.

Company Officer: \_\_\_\_\_  
Officer Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

#### Equipment Maintenance Agreement Terms & Conditions

**Maintenance Service:** Beginning on the Effective Date, Office1. Office1 agrees to provide from 8:00AM to 5:00PM Monday through Friday, excluding company designated holidays, the availability of maintenance service while the equipment listed is located within approved Office1 service area. Maintenance service includes lubrication, adjustments and replacements of maintenance parts, to keep equipment in good working order as deemed necessary by Office1. Maintenance parts will be furnished on an exchange basis, and the replaced parts become the property of Office1. The Customer agrees to provide a suitable environment for the machines as specified by Office1, including adequate space, electrical power, air conditioning, and humidity control, and to provide Office1 full and free access to the machines to provide maintenance service. Customer is responsible to implement appropriate safeguards to the Customer's data. This agreement specifically excludes circuit board failure unless the equipment noted in this Agreement is protected by a Office1 approved surge protection device.

**Charges:** The customer agrees to pay the Base Rate and the Additional Image Charge. For usage plan equipment, Customer agrees to pay an additional maintenance charge for the units of the usage per period as measured by an Office1 meter. The Base Rate is billed in advance and Additional Image Charge, if any, is invoiced at the end of the Period in which they occurred. Images are defined as single sided letter or legal size documents; ledger size documents are counted as two images unless otherwise noted on this agreement. Office1 reserves the right to withhold service or supplies for non-payment or delinquency of payment for services rendered pursuant to this Agreement. A Customer is deemed delinquent at 15 days past due. Past due Agreements are subject to late charges and interest based on the prevailing rate set by Office1.

Customer agrees to promptly submit to Office1 the meter reading for each piece of equipment as of the close of the last work day of each period or as reasonably requested by Office1. All Agreements are for a period of one year from the Effective Date unless otherwise noted. The Agreement automatically renews for additional 12 month periods on the anniversary of the Effective Date unless notice is provided in writing by either party thirty (30) days prior to the renewal date. Office1 may increase the maintenance charge or cost of supplies without notice on each annual anniversary date of this Agreement unless the locked rate area is marked on the Agreement. Office1 may also add a fuel service charge to the Agreement in the event of escalating transportation charges. Office1 may also add a freight charge for supply orders to the Agreement.

Either party may withdraw any or all machines from this Agreement at any time by providing written notice one month in advance. In the event of Customer cancellation or withdrawal Office1 will charge a cancellation fee equivalent to 25% of the annual agreement or the balance due for the remaining term of the Agreement whichever is less. The Customer will be required to pay all applicable sales and use taxes levied for services and supply purchases pursuant to this Agreement. The Customer must return all unused supplies, in the case of supply inclusive agreements, at their expense within 10 days of cancellation of the Agreement or the supplies will be billed to the Customer at the current retail price. The Customer must also supply Office1 the out of service date and final meter reading in the event of Agreement cancellation or a minimum of an additional month's base plus average overages will be charged. **Services Not Included In Maintenance Charge:** The services listed in this section, if available and practical for Office1 to render, will be provided by Office1 under this Agreement and the Customer agrees to pay travel expenses, parts price plus travel, waiting and service time at Office1' applicable hourly service rate, and minimum charges. The following services are not considered maintenance service as described in the section entitled "Maintenance Service. The repair of damage, replacement of maintenance parts, or any increase in service time caused by accident, disaster, neglect, abuse, misuse, use of machine for purposes other than for which designed, transportation, alterations, attachments, accessories, use of non-Office1 parts or supplies, non-Office1 repairs or activities, or failure to provide a suitable environment. Labor to troubleshoot phone lines is also excluded from this Maintenance Agreement and shall be billed at Office1's regular hourly service rate.

Service and maintenance that is required as a result Customer alterations to the network/connectivity environment, which causes the equipment to malfunction or fail completely, is not included in Maintenance Services. Office1 will provide troubleshooting and applicable repair for network related issues caused by Customer network alterations, as a fee based service, at the then prevailing Office1 rate.

Should a Customer require relocation of a device covered by this Agreement the Customer must have the device relocated by Office1 or secure written approval from Office1 that an alternate relocation service is acceptable to Office1. Office1 may void this Agreement and collect the cancellation fee immediately in the event of unauthorized relocation or may charge for parts, labor, etc. to return the device to coverage ready status.

**General:** Service provided under this Agreement do not assure uninterrupted operation of machines and Office1 is not responsible for failure to render services due to causes beyond its control. Under no circumstances shall Office1 be responsible for any loss of business, impact or potential loss to the Customer that is related to the non-performance or inoperability of the devices subject to this Agreement.

Variance from the terms and conditions of this Agreement in any Customer order or other written notification will be of no effect. This Agreement is not assignable without the prior written consent of Office1, which shall not be unreasonably withheld. Any attempt to assign any of the rights, duties or obligations of the Agreement without such consent is void.

No action, regardless of its form, which arises out of this Agreement shall be brought by either party more than two years after the cause of action has arisen, or in the action for nonpayment, more than two years from the date the last payment was made.

The Customer represents that the Customer is either the owner of a machine covered by the Agreement or authorized by the owner to include them under this Agreement.

Sign  
& Date

Customer Initials \_\_\_\_\_



## Total Laser Care Agreement

### CUSTOMER

Company Name	San Mateo UHSD – Aragon High School		
Street Address	900 Alameda De Las Pulgas		
City: San Mateo	State: CA		Zip: 94402
Contact Name:	Malak Hojatnia		
Phone Number:	650-425-0185	Email Address:	fhojatnia@smuhsd.org

### CONTRACT INFORMATION

Contract Start Date	7/1/2019	Contract Term (in months)	12
---------------------	----------	---------------------------	----

### COVERED EQUIPMENT

EQUIPMENT NUMBER	EQUIPMENT TYPE	TONER DESCRIPTION	TONER PART#	TLC TONER PRICE
44356CON	HP 1020	Black toner	PPQ2612A	\$73.33
44357CON	HP 2100	Black toner	PPC4096A	\$68.32
44361CON	HP 1006	Black toner	PPCB435A	\$64.80
44362CON	HP 1006	Black toner	PPCB435A	\$64.80
44363CON	HP 1006	Black toner	PPCB435A	\$64.80
44365CON	HP 1102	Black toner	PPCE285A	\$76.99
44368CON	HP 1020	Black toner	PPQ2612A	\$73.33
44369CON	HP 1006	Black toner	PPCB435A	\$64.80
44370CON	HP 1006	Black toner	PPCB435A	\$64.80
44371CON	HP 1102	Black toner	PPCF285A	\$76.99
44372CON	HP 1102	Black toner	PPCF285A	\$76.99
44373CON	HP 1102	Black toner	PPCF285A	\$76.99
44376CON	HP 1006	Black toner	PPCB435A	\$64.80
44377CON	HP 1006	Black toner	PPCB435A	\$64.80
44381CON	HP 1102	Black toner	PPCE285A	\$76.99
44382CON	HP 1020	Black toner	PPQ2612A	\$73.33
44388CON	HP 1006	Black toner	PPCB435A	\$64.80
44391CON	HP 4240	Black toner	PPQ5942A-UNIV	\$118.72
44392CON	Brother B8460n	Black toner	PPTN580	\$95.95
44393CON	HP 1006	Black toner	PPCB435A	\$64.80

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

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

Sign & Date





## Total Laser Care Agreement

44398CON	HP 2100	Black toner	PPC4096A	\$68.32
44551	HP 2100	Black toner	PPC4096A	\$68.32
46240CON	HP 1006	Black toner	PPCB435A	\$64.80
50607CON	HP M401	Black toner	PPCF280X	\$119.00
50827	HP M401	Black toner	PPCF280X	\$119.00
50828	HP M401	Black toner	PPCF280X	\$119.00
50992CON	HP M127fdw	Black toner	PPCF283A	\$62.00
EQ48351	HP M225	Black toner	PPCF283X	\$76.00
EQ49167	HP 1505	Black toner	PPCB436A	\$64.80
EQ49451	HP 1006	Black toner	PPCB435A	\$64.80
EQ49309	Brother HL-L2320d	Black toner Drum	PPTN650 PPDR630	\$54.00 \$76.00
EQ49310	Brother HL-L2320d	Black toner Drum	PPTN650 PPDR630	\$54.00 \$76.00
EQ49311	Brother HL-L2320d	Black toner Drum	PPTN650 PPDR630	\$54.00 \$76.00

### **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 supplies or other consumables.

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

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

# Office1 Total Laser Care Agreement

**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 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.

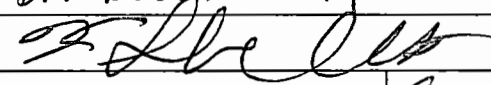
**Toner Ordering and Printer Coverage:** Total Laser Care service for a given printer will begin upon placement of a toner order and installation in a specific printer device. As toners are ordered and installed in printers, and the Customer provides Office1 with a serial number for each printer, those 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	Aragon High School - San Mateo UHSD	
PRINTED NAME	Dr. Kevin Skelly	
SIGNATURE		
DATE/TITLE		Superintendent

CUSTOMER INITIALS KS

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

# Office1 *Total Laser Care Agreement*

---

VENDOR	Office1	
PRINTER NAME		
SIGNATURE		
DATE / TITLE		

CUSTOMER INITIALS

KS

OFFICE1 INITIALS

\_\_\_\_\_

Sign  
& Date

# Training Agreement

## Background

Health Connected is a nonprofit corporation whose mission is to young people with information, skills, and support to make thoughtful choices about their relationships and sexual health throughout their lives. Health Connected serves students and families through its sexual health education programs in the San Francisco Bay Area and offers its curricula and training to educators throughout the country. Health Connected has developed and provides sexual health education programs, using their Teen Talk and Puberty Talk curricula.

Teen Talk is a middle- and high-school curriculum that addresses reproductive anatomy, pregnancy, contraceptive methods and abstinence, types of sexually transmitted diseases and how to prevent transmission, decision-making, identifying healthy and abusive relationships, and avoiding sexual coercion. Teen Talk educates youth about the importance of sexual health education through in-school lessons. Teen Talk is designed to comply with California Education Code Sections 51930-51939 for delivery of comprehensive sexual health education and HIV/AIDS prevention education in public schools, and to meet the California Health Content Standards for Growth, Development, and Sexual Health.

Puberty Talk is a curriculum for Grades 5 and 6 that addresses changes during puberty, reproductive anatomy, pregnancy, decision-making, personal boundaries, and communication. Puberty Talk consists of in-school lessons and is designed to meet the California Health Content Standards for Growth, Development, and Sexual Health.

## Training Plan

San Mateo Union High School District ("District") wishes to retain Health Connected to provide training for teachers ("Training") at a District-designated location on the basis set out below.

## School Information

District name San Mateo Union High School District

Contact person and **Brian Simmons**  
**Barbara Beaumont**

title **Director of Curriculum + Assessment**  
& **District Health Coordinator**

Phone number (650) 558-2299 Fax Number (650) 762-0249

E-mail address **bsimmons@smuhsd.org**, **bbeaumont@smuhsd.org**

Mailing address 650 N. Delaware Street  
San Mateo, CA 94401

## Health Connected

## Information

Contact  
person and  
title

Phone number (650) 367-1937, x14 Fax number (650) 367-4940

E-mail address [abi@health-connected.org](mailto:abi@health-connected.org)

Mailing address 763 Green Street  
East Palo Alto, CA 94303

## Timeframe for Program

### Delivery

Timeframe July 1, 2019 through June 30, 2020

Teen Talk High School

Teen Talk High School Refresher

Teen Talk Adapted for All Abilities

Date(s) of Training February 3, 2020 (4.5 hours)

## Training Information

Expected # of teachers  
(or professional staff)

Course Puberty Talk

Teen Talk Middle School

Additional Services N/A

## District Responsibilities

- Reserve a room(s) sufficient for the designated number of training participants to be seated at tables and also conduct interactive activities
- Provide appropriate meals for training participants (or instruct them to bring their own meals/snacks)
- Provide requested technology (e.g., LCD projector, laptop, projection screen or equivalent)
- Notify training participants in sufficient time for participants to plan accordingly

## Health Connected Responsibilities

- Provide the Training at the designated location on the designated date(s) in accordance with California Education Code Sections 51930-51939
- Develop and provide all necessary materials for participants to participate in the training
- Provide qualified trainers to deliver the Training
- Maintain professional insurance to provide protection for any claims arising out of service under this agreement

**Fee** Fee District will pay Health Connected a fee of **\$3,222.85**

Itemized as  
follows:

Training fee: \$1,000.00 Curriculum fee: 10 Teen Talk High School curriculum  
binders (\$203/ea, 30% discount), plus sales tax (9.5%) = \$2,222.85

**Payment timing** School will pay Health Connected the fee as follows:

Payment is due no later than completion of program delivery.

This Training Agreement ("Agreement") creates a legal contract between District and Health Connected. School and Health Connected signed this Agreement as of July 18, 2019.

**San Mateo Union High School District Health Connected**

By: 

By: 7/22/19

Name: Kevin Skelly

Name: Abigail Karlin-Resnick

Title: Superintendent

Title: Executive Director

Barbara Beaumont

Title: Health Coordinator

7/19/2019



# Aeries Software & Services Proposal


<b>Proposal Prepared For: San Mateo Union High School District</b>		<b>Proposal Prepared By: Ray Valenzuela</b>	
<b>Name:</b>	Maureen Sharkey	<b>Phone:</b>	(888) 487-7555
<b>Address:</b>	650 N. Delaware St.	<b>Email:</b>	ray@aeries.com
<b>City / State / Zip:</b>	San Mateo, CA 94401	<b>Proposal Ref #</b>	San Mateo Union High School District-02143-7-22-2019
<b>Email:</b>	msharkey@smuhdsd.org	<b>Proposal Date:</b>	07/22/2019
<b>Phone:</b>	6505582484	<b>Expiration Date:</b>	10/10/2019
<b>Enrollment:</b>	9,575		

## Description of Products & Services Proposed

Additional Products and Services	Unit Price	Qty	Total Price
Aeries Online Enrollment	\$2.00	9,575	\$19,150.00
Subtotal:			\$19,150.00

Aeries Configuration & Project Management Services	Unit Price	Qty	Total Price
Configuration of Aeries Online Enrollment	\$2,000.00	1	\$2,000.00
Subtotal:			\$2,000.00

<b>Grand Total:</b>	<b>\$21,150.00</b>
---------------------	--------------------

	7/22/19
Signature	Date

# Invoice #00588

Reg 001397

**Balance due: \$250.00**

Thank you for your CalSPRA membership!

If paying by check, please make check out to: California School Public Relations Association

and mail to:

CalSPRA Treasurer c/o Matthew Jennings

Oceanside Unified School District

2111 Mission Avenue

Oceanside, CA 92058

or pay offline

## Invoice details

**Balance due \$250.00**

Amount \$250.00

Invoice # 00588

Date July 18, 2019

Origin Member renewal  
Institutional

Invoiced to Sayre Happich, San Mateo Union High School District  
shappich@smuhsd.org



Item

7/22/19

Amount

Membership renewal. Level: Institutional. Renew to July 01, 2020

\$250.00

Invoice total

\$250.00





Pricing Proposal  
Quotation #: 17127209  
Created On: 5/13/2019  
Valid Until: 8/1/2019

## San Mateo Union High School District

### Michael Tavares

650 NORTH DELAWARE STREET  
ATTN: ACCOUNTS PAYABLE  
SAN MATEO, CA 94401  
United States  
Phone: 650-558-2299 ex 2890  
Fax:  
Email: mtavares@smuhd.org

## Inside Account Manager

### Hayley Deitz

290 Davidson Ave  
Somerset, NJ 08873  
Phone: 732-564-8141  
Fax:  
Email: Hayley\_Deitz@SHI.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Senso.cloud Module Add On Renevo Ltd. - Part#: NPN Contract Name: Open Market Contract #: Open Market <b>Note:</b> Block resource, Broadcast screen, Client Updater, Command Prompt Disable Internet, End session Lock screen, Remote control Mute sound, Live chat, Send file, Quick Question	72	\$2.80	\$201.60
2 Senso.cloud Annual Subscription Service Fee Renevo Ltd. - Part#: NPN Contract Name: Open Market Contract #: Open Market	1	\$256.30	\$256.30
3 Senso.Cloud Web Consoles (1 free per 50 licenses) Renevo Ltd. - Part#: NPN Contract Name: Open Market Contract #: Open Market	2	\$0.00	\$0.00
4 Senso.Cloud Additional Web Consoles - Free Renevo Ltd. - Part#: NPN Contract Name: Open Market Contract #: Open Market	3	\$0.00	\$0.00
Total			\$457.90

Perkins 3808

### Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.  
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTFO

7/23/19

**EMERGENCY REPAIR/SERVICE CALL  
OPEN PURCHASE ORDER  
(Under 25K)**

To: Kevin

Date: July 19, 2019

From: Debbie Arobio/Linda Carlton

---

Site: Districtwide

Number of Quotes: 1

Funding Source: General Fund - Maintenance

Reason for proposal: To create an open PO for emergency repair/service calls for the tractors.

Vendor: Mission Valley Truck

Amount: \$2,500.00

Certificate of Insurance (on file): N/A

Please approve this Open Purchase Order request.

Thank you,

*Debbie*

Approved by: 

Kevin Skelly

7/23/19

**EMERGENCY REPAIR/SERVICE CALL  
OPEN PURCHASE ORDER  
(Under 25K)**

To: Kevin

Date: July 19, 2019

From: Debbie Arobio/Linda Carlton

Site: Districtwide

Number of Quotes: 1

Funding Source: General Fund - Maintenance

Reason for proposal: To create an open PO for emergency repair/service calls for the elevators (beyond the Preventative Maintenance Agreement).

Vendor: Otis Elevator

Amount: \$3,000.00

Certificate of Insurance (on file): 01-010506169-02

Please approve this Open Purchase Order request.

Thank you,



Approved by: 

Kevin Skelly

7/23/19

**EMERGENCY REPAIR/SERVICE CALL  
OPEN PURCHASE ORDER  
(Under 25K)**

To: Kevin

Date: July 19, 2019

From: Debbie Arobio/Linda Carlton

Site: Districtwide

Number of Quotes: 1

Funding Source: General Fund - Maintenance

Reason for proposal: To create an open PO for emergency repair/service calls for drainage/sewage problems.

Vendor: Roto-Rooter

Amount: \$1,000.00

Certificate of Insurance (on file): 570075418134

Please approve this Open Purchase Order request.

Thank you,



Approved by: 

Kevin Skelly

7/23/19

**EMERGENCY REPAIR/SERVICE CALL  
OPEN PURCHASE ORDER  
(Under 25K)**

To: Kevin

Date: July 19, 2019

From: Debbie Arobio/Linda Carlton

Site: Districtwide

Number of Quotes: 1

Funding Source: General Fund - Maintenance

Reason for proposal: To create an open PO for emergency repair/service calls for the overhead fire doors (beyond the Preventative Maintenance Agreement).

Vendor: R&S Erection North Peninsula, Inc.

Amount: \$2,000.00

Certificate of Insurance (on file): 103GL000494608

Please approve this Open Purchase Order request.

Thank you,

*Debbie*

Approved by: \_\_\_\_\_

*Kevin Skelly*

7/23/19

**EMERGENCY REPAIR/SERVICE CALL  
OPEN PURCHASE ORDER  
(Under 25K)**

To: Kevin

Date: July 19, 2019

From: Debbie Arobio/Linda Carlton

Site: Districtwide

Number of Quotes: 1

Funding Source: General Fund - Grounds

Reason for proposal: To create an open PO for emergency service calls for pest control (beyond Preventative Maintenance Agreement).

Vendor: Terminix International

Amount: \$2,000.00

Certificate of Insurance (on file): 570074214960

Please approve this Open Purchase Order request

Thank you,

*Debbie*

Approved by: 

Kevin Skelly

7/23/19

**EMERGENCY REPAIR/SERVICE CALL  
OPEN PURCHASE ORDER  
(Under 25K)**

To: Kevin

Date: July 19, 2019

From: Debbie Arobio/Linda Carlton

Site: Districtwide

Number of Quotes: 1

Funding Source: General Fund - Maintenance

Reason for proposal: To create an open PO for emergency repair/service calls for wheelchair lift equipment.

Vendor: McKinley Elevator Corporation


Amount: \$3,000.00

Certificate of Insurance (on file): 19/20 Liab/Auto/XS/WC

Please approve this Open Purchase Order request.

Thank you,

*Debbie*

Approved by: 

Kevin Skelly

7/23/19

**EMERGENCY REPAIR/SERVICE CALL  
OPEN PURCHASE ORDER  
(Under 25K)**

To: Kevin

Date: July 19, 2019

From: Debbie Arobio/Linda Carlton

---

Site: Districtwide

Number of Quotes: 1

Funding Source: General Fund - Security

Reason for proposal: To create an open PO for emergency repair/service calls for alarm equipment.

Vendor: RFI Communications, Inc.

Amount: \$3,000.00

Certificate of Insurance (on file): 1492816366

Please approve this Open Purchase Order request.

Thank you,

*Debbie*

Approved by: \_\_\_\_\_

 7/23/19

Kevin Skelly



## **2019-20 Mock Trial Competition**

District contribution for the shared costs of coordination and court security fees for the 2019-20 Mock Trial Competition.

Participating schools:

- 1) Aragon High School
- 2) Burlingame High School
- 3) Hillsdale High School
- 4) Mills High School
- 5) San Mateo High School

**We are estimating \$875 x 5 schools = \$4,375**

**Paid with G.A.T.E. funds**

Requisition 1384



7/24/19

**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin

Date: July 19, 2019

From: Debbie Arobio/Linda Carlton

---

Site: Capuchino High School

Number of Quotes: 1

Funding Source: General Fund - Maintenance

Reason for proposal: To provide labor and materials to replace existing single gate with a double gate. This will allow cart access to upper court along with helping the staff be more efficient when moving furniture, doing landscape work and handling everyday trash pick-up.

Total Contract: \$2,245.00

Certificate of Insurance (on file): 13757914

Please approve the attached estimate from All Fence Company.

Thank you,



# ALL FENCE COMPANY, INC.

1900 Spring Street, Redwood City, California 94063-2410  
(650) 369-4556 Fax: (650) 369-4559  
California Contractors License # 732295 B/C13  
www.AllFence.com

CLIENT NO 202

DATE 07/18/19

PROJECT # 202K  
CAPUCHINO HIGH SCHOOL  
DOUBLE GATE

SAN MATEO UNION HIGH DISTRICT  
839 HINCKLEY ROAD  
BURLINGAME, CA 94010

PHONE: ( ) -  
CELL: (650) 280-3628  
EMAIL: jtipton@smuhd.org

Job Description: IRON FENCE ALTERATION  
Style: CUSTOM ORNAMENTAL IRON  
Height: 6' to 7' Footage: 12  
Grade of Lumber: N/A Gauge: 1/8" & 1/4"  
Post Size: 4" RND Frame: 8" x 2" x 1/4"  
Depth of Holes: N/A Diameter of Holes: N/A  
Remove Fence: ☒ Has Away ☒ Recyclable  
Gates: 1 Single Width 12' +  
Double Width 12' +  
Sliding Width  
Posts set in Concrete? ☒ Yes ☐ No EXISTING

Special Instructions: REMOVE EXISTING CUSTOM IRON PANEL AND  
ALTER FRAME & FABRICATE DBL. GATE. (2) INCLUDE  
LOCKING CAME/BOLTS AND SLIDE BOLT. (3) PRIME ALL  
WELD JOINTS, FINISH COLOR BY SCHOOL DISTRICT.

FRONT

TOTAL JOB COST:  
\$2245.00

\*PREVAILING WAGE LABOR RATES\* 2200

Contractor: Marty Webster  
MARTY WEBSTER

Date: 7/18/19

Owner: \_\_\_\_\_

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

TIME FOR COMPLETION OF WORK Within 45 days after execution of this agreement, but not later than thirty (30) days, owner will have the job site ready for commencement of construction and shall thereafter give Contractor notice (written or oral) to commence work.  
Construction shall commence within ten (10) days after such notice to contractor and shall be completed within 10 working days after commencement, subject to permissible delays hereinafter set forth.



To schedule your job, please sign this agreement and return it to us along with a 10% deposit. Keep a copy for your records. Upon receipt of the signed contract and deposit, All Fence Company will schedule a start date. Permits are not included unless otherwise specified.

**THIS OFFER IS VALID FOR 5-10 DAYS**  
Payment is due upon completion. Past due accounts will be charged 1-1/2% per month, or 18% annually.

Owners or agents have read the accompanying pages of this agreement. Please note clause 1: "EXTRA WORK".  
All Fence Company is not responsible for unmarked underground utilities/facilities.

A 3% convenience charge will be assessed for all credit card transactions.

## "NOTICE TO OWNER"

"Under the California Mechanics Lien Law, any contractor, subcontractor, laborer supplier, or other person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, or property where the work was performed and to sue you in court to obtain payment.

This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers, or suppliers remain unpaid.

To preserve their rights to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to protect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:

- (1) Require that your contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damages up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection. The payment and performance bond will usually cost from 1 to 5 percent of the contract amount depending on the contractor's bonding ability. If a contractor cannot obtain such bonding, it may indicate his or her financial incapacity.
- (2) Require that payments be made directly to subcontractors and material suppliers through a joint control. Funding services may be available, for a fee, in your area which will establish voucher or other means of payment to your contractor. These services may also provide you with lien waivers and other forms of protection. Any joint control agreement should include the addendum approved by the registrar.
- (3) Issue joint checks for payment, made out to both your contractor and subcontractors or material suppliers involved in the project. The joint checks should be made payable to the persons or entities which send preliminary notices to you. Those persons or entities have indicated that they may have lien rights on your property, therefore you need to protect yourself. This will help to insure that all persons due payment are actually paid.
- (4) Upon making payment on any completed phase of the project, and before making any further payments, require your contractor to provide you with unconditional "Waiver and Release" forms signed by each material supplier, subcontractor, and laborer involved in that portion of the work for which payment was made. The statutory lien releases are set forth in exact language in Section 3262 of the Civil Code. Most stationary stores will sell the "Waiver and Release" forms if your contractor does not have them. The material suppliers, subcontractors, and laborers that you obtain releases from are those persons or entities who have filed preliminary notices with you. If you are not certain of the material suppliers, subcontractors, and laborers working on your project, you may obtain a list from your contractor. On projects involving improvements to a single-family residence or a duplex owned by the individuals, the person signing these releases loses the right to file a mechanics' lien claim against your property. In other types of construction, this protection may still be important, but may not be as complete.

To protect yourself under this option, you must be certain that all material suppliers, subcontractors, and laborers have signed the "Waiver and Release" form. If a mechanics' lien has been filed against your property, it can only be voluntarily released by a recorded "Release of Mechanics' Lien" signed by the person or entity that filed the mechanics' lien against your property unless the lawsuit to enforce the lien was not timely filed. You should make any final payments until any and all such liens are removed. You should consult an attorney if a lien is filed against your property."

Contractors are required by law to be licensed and regulated by the contractor's State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is: Contractors' State License Board, 3132 Bradshaw Road, Sacramento, California 95827. Mailing address: P.O. Box 26000, Sacramento, California 95826

1. **EXTRA WORK:** Should the owner, construction lender (if any), or any public body or inspector direct or require any modification or addition to the work covered by this contract, the cost shall be added to the contract price. For the purposes of the paragraph, "cost" is defined as the cost of Extra Work, which will be arrived at as an extra bid, or on a time and material basis. In either case, a change order will be required. For the sake of this contract, time and extra work will be billed at our company's current hourly rate. Materials will be billed at retail plus current sales tax.

**Digging Clause:** Any extra digging, incurred on the job such as excessive barring, jack hammering, root cutting and the likes of, would be an extra charge. This extra charge will be computed at our hourly rate times the total man hours; equipment rentals will be charged at normal rates for the rental of the part.

Requests for extra work of change orders should be made in writing, but the contractor is entitled to be paid for extra work whether reduced to writing or not. Contractor makes no representation with respect to the location of tree roots, underground pipes and/or utilities, etc. within the project area, and should extra expense be incurred to circumvent said obstacles, it shall be charged to owner as extra work. Any and all expenses incurred because of unusual or unanticipated or unforeseen ground conditions (such as fill, hard soil, rock, or ground water) shall be paid for by owner as extra work.

2. **DELAYS:** Owner covenants that the contractor shall be excused for any delay in completion of the contract caused by acts of God, acts of the owner or the owner's agent, rain and/or stormy weather, labor trouble, acts of public utilities, public bodies or inspectors, extra work, failure of the owner to make progress payments promptly or other contingencies unforeseen by the contractor and beyond the reasonable control of the contractor.
4. **DAMAGE TO PROJECT AND INSURANCE:** Owner will procure at his own expense and before the commencement of any work hereunder, fire insurance with course of construction, vandalism and malicious mischief clauses attached, such insurance to be in a sum at least equal to the contract price with loss, if any, payable to any beneficiary under any deed of trust covering the project, such insurance to name the contractor as an additional insured, and to protect owner, contractor, and construction lender as their interests may appear, should owner fail to do so, contractor may procure such insurance as agent for and at the sole expense of owner, but is not required to do so. If the project is destroyed or damaged by an accident, disaster, or calamity, such as fire, storm, flood, landslide, subsidence, or earthquake, or by theft or vandalism, and owner should desire to rebuild and/or restore, any work done by contractor in rebuilding and/or restoring the project shall be paid for by owner as extra work, as provided in paragraph 1, hereinabove set forth. Should the project be damaged and/or destroyed as set forth above, and owner should not desire to rebuild and/or restore the project, this Agreement shall be deemed extinguished and of no further force and effect. Should this be the case, owner covenants to pay contractor for all actual work done on the project prior to the damage or the destruction of the project.
4. **UNDERGROUND DAMAGE(S):** Owner acknowledges that contractor has made no independent investigation into, nor representation as to, the existence and/or location of underground utilities and services and other items such as, but not limited to, water, drainage, sewer and sprinkler lines, electrical lines, cable television or other transmission lines, telephone lines, tree or other landscaping root systems, and the like, in or about or anywhere situated at the project area. Owner and contractor agree, therefore, that contractor is not, and shall not be liable nor responsible to owner for damage(s) to or loss(es) of any underground utilities, services or other similarly located items in or about or anywhere situated at the project area.
5. **RIGHT TO STOP WORK:** Contractor shall have the right to stop work, and contractor shall be under no further duty to perform further work, if any payment shall not be made to contractor under this Agreement. Contractor may keep the job idle until all payments due are received.
6. **ATTORNEY'S FEES:** If either party becomes involved in litigation arising out of this contract or the performance thereof, the Court in such litigation, or in a separate suit, shall award reasonable attorney's fees, costs and expenses, to the party justly entitled thereto. In awarding attorney's fees, the Court shall not be bound by any court fee schedule, but shall, in the interest of the prevailing party, award the full amount of costs, expenses, and attorney's fees actually paid or incurred in good faith.
7. **CLEAN-UP:** Upon completion of the work, contractor will remove debris and surplus materials from owner's property and leave it in a neat and broom-clean condition.
8. **PROPERTY LINES:** Contractor makes no representation with respect to property lines and their position, and contractor is not and shall not be responsible for disputes between owners arising therefrom. In addition, contractor is not and shall not be liable nor responsible to owner for any damages or losses of any kind due to improper location of property lines.

We accept MasterCard & Visa

**ACKNOWLEDGEMENT:** By hereinafter affixing his/her signature to this Agreement, Owner acknowledges that he/she has had full opportunity to read the front and back of this Agreement, and to discuss this Agreement and project with contractor and that Owner fully understands the mutual covenants, terms and limitations herein set forth. Further, Owner represents that he/she has the authority to herein bind any and all other owners, in joint tenancy, of the property described in this Agreement. Said authorization of Owner, on behalf of any and all other joint tenants of the property, shall be binding on all parties hereto unless notice to the contrary is tendered, in writing, to contractor within seventy-two (72) hours of the execution of this Agreement.

**You are making an investment in your home . . . Check out the people doing work on it. Only trust your construction to bonded, licensed, insured installers. Always ask for references.**

Customer Initial \_\_\_\_\_

Customer Initial \_\_\_\_\_

Salesperson Initial \_\_\_\_\_

**EMERGENCY REPAIR/SERVICE CALL  
OPEN PURCHASE ORDER  
(Under 25K)**

To: Kevin

Date: July 19, 2019

From: Debbie Arobio/Linda Carlton

Site: Districtwide

Number of Quotes: 1

Funding Source: General Fund - Maintenance

Reason for proposal: To create an open PO for emergency tree consulting services.

Vendor: HortScience

Amount: \$2,000.00

Certificate of Insurance (on file): 940522752

Please approve this Open Purchase Order request.

Thank you,

*Debbie*

Approved by:



Kevin Skelly

7/24/19

**EMERGENCY REPAIR/SERVICE CALL  
OPEN PURCHASE ORDER  
(Under 25K)**

To: Kevin

Date: July 19, 2019

From: Debbie Arobio/Linda Carlton

---

Site: Districtwide

Number of Quotes: 1

Funding Source: General Fund - Grounds

Reason for proposal: To create an open PO for emergency tree service calls.

Vendor: Timberline Tree & Landscape

Amount: \$3,000.00

Certificate of Insurance (on file): WPP110573306

Please approve this Open Purchase Order request.

Thank you,

*Debbie*

Approved by:

 7/24/19

Kevin Skelly

**EMERGENCY REPAIR/SERVICE CALL  
OPEN PURCHASE ORDER  
(Under 25K)**

To: Kevin

Date: July 19, 2019

From: Debbie Arobio/Linda Carlton

---

Site: Districtwide

Number of Quotes: 1

Funding Source: General Fund - Security

Reason for proposal: To create an open PO for emergency repair/service calls for card reader equipment.

Vendor: Brayer Electric

Amount: \$3,000.00

Certificate of Insurance (on file): 1930814790

Please approve this Open Purchase Order request.

Thank you,

*Debbie*

Approved by:



Kevin Skelly

7/24/19

**EMERGENCY REPAIR/SERVICE CALL  
OPEN PURCHASE ORDER  
(Under 25K)**

To: Kevin

Date: July 19, 2019

From: Debbie Arobio/Linda Carlton

---

Site: Districtwide

Number of Quotes: 1

Funding Source: General Fund - Maintenance

Reason for proposal: To create an open PO for emergency repair/service calls for pool equipment.

Vendor: Knorr Systems

Amount: 6 sites x \$2,000.00 = \$12,000.00


Certificate of Insurance (on file): ATL-004437302-09

Please approve this Open Purchase Order request.

Thank you,

*Debbie*

Approved by:

  
Kevin Skelly

7/24/19



**EMERGENCY REPAIR/SERVICE CALL  
OPEN PURCHASE ORDER  
(Under 25K)**

To: Kevin

Date: July 19, 2019

From: Debbie Arobio/Linda Carlton

---

Site: Districtwide

Number of Quotes: 1.

Funding Source: General Fund - Maintenance

Reason for proposal: To create an open PO for emergency service calls for gym equipment.

Vendor: Club Care Services

Amount: \$1,000.00

Certificate of Insurance (on file): 101 GL 0085776-00

Please approve this Open Purchase Order request.

Thank you,

*Debbie*

Approved by:

  
Kevin Skelly

7/24/19

**EMERGENCY REPAIR/SERVICE CALL  
OPEN PURCHASE ORDER  
(Under 25K)**

To: Kevin

Date: July 19, 2019

From: Debbie Arobio/Linda Carlton

---

Site: Districtwide

Number of Quotes: 1

Funding Source: General Fund - Maintenance

Reason for proposal: To create an open PO for emergency Air Quality tests.

Vendor: Air & Water Services

Amount: \$1,000.00

Certificate of Insurance (on file): 957380511

Please approve this Open Purchase Order request.

Thank you,

*Debbie*

Approved by:



Kevin Skelly

7/24/19

**EMERGENCY REPAIR/SERVICE CALL  
OPEN PURCHASE ORDER  
(Under 25K)**

To: Kevin

Date: July 19, 2019

From: Debbie Arobio/Linda Carlton

Site: Districtwide

Number of Quotes: 1

Funding Source: General Fund - Maintenance

Reason for proposal: To create an open PO for emergency repair/service calls for kitchen equipment.

Vendor: Classic Services

Amount: \$3,000.00

Certificate of Insurance (on file): 46 SBM IF21448

Please approve this Open Purchase Order request.

Thank you,

*Debbie*

Approved by:



Kevin Skelly

7/24/19

**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin

Date: July 15, 2019

From: Debbie Arobio/Linda Carlton

---

Site: Hillsdale High School

Number of Quotes: 2

Funding Source: General Fund - Grounds

Reason for proposal: To provide tree trimming services and the removal of the debris for:

(7) Stone Pines

(11) Monterey Pines

Total Contract: \$7,900

Certificate of Insurance (on file): NCP1000908-00

Please approve the attached estimate from Timberline Tree & Landscape.

Thank you,



QV0#1



# TIMBERLINE

## TREE SERVICE, INC.

350 Lang Road, Burlingame, CA 94010  
(650) 697-2310 • Fax (650) 697-4139 • License #710738  
sales@timberlinetreeservice.com

*Fully Licensed and Insured for Your Protection*

Name Hillsdale High School Phone 408.826.5696 Phone \_\_\_\_\_ Date 6-17-19  
Street 3115 Del Monte Billing \_\_\_\_\_  
City San Mateo Zip \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

### ESTIMATE

Remove major dead wood and head back branches on (7) Stone Pines along field to reduce risk of failure.

Remove major dead wood and head back long lateral limbs on (11) Monterey Pines along field.

Leave wood chips on site.

Haul all debris, leave site clean.

\$7,900.00

Estimated by Justin 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 [Signature] Date 7/24/19

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

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



Arborist Now, Inc.  
580 CALIFORNIA STREET 12th FLOOR  
415-310-7781

Proposal #109  
Created: 07/09/2019  
From: Josh Johns

200 #2

Proposal For

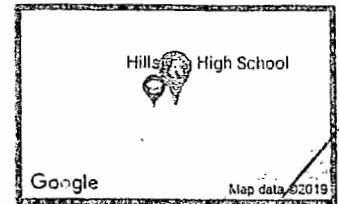
Brad Barncord

3115 Del Monte St  
San Mateo, CA 94403

main: 669-888-5261  
bbarncord@smuhsd.org

Location

3115 Del Monte St  
San Mateo, CA 94403



SPECIES	MATERIALS	ITEM DESCRIPTION	AMOUNT
Pine		(All Stone (7) and Monterey (11) Pines located along the field): Crown cleaning of major deadwood 2 inches in diameter and larger. End weight reduction of select overextending branching. This pruning scope will reduce risk of branch failure and improve overall tree safety.	\$ 7,680.00
Pine		3 Stone Pines located in the main courtyard: Select crown thinning and weight reduction to improve overall crown balance.	\$ 1,920.00
Oak		All 8 Quercus agrifolia (Coast Live Oak) trees located near the field: Select crown thinning and weight reduction to improve overall crown balance.	\$ 1,440.00
<i>All jobs over \$3000 require a 20% deposit within 72 hours of acceptance unless waived by management.</i>			
SUBTOTAL			\$ 11,040.00
SALES TAX			\$ 0.00
TOTAL			\$ 11,040.00

Signature

x

Date:

Please sign here to accept the terms and conditions

**CONTRACT APPROVAL**  
**(Under 25K)**

*To: Kevin Skelly*

*Date: July 24, 2019*

*From: Araceli Pena/ Tim Doyle*

---

*Site: San Mateo Adult School*

*Number of Quotes: 1*

*Funding Source: Fund 11*

*Reason for proposal: Providing instructional support audit for FY20.*

*Total Contract: \$950.00*

*Certificate of Insurance (on file):*

*Please approve the attached quote from Accrediting Commission for Schools  
WASC.*

*Thank you,*

A handwritten signature in cursive script, appearing to read 'Araceli Pena'.

*Araceli Pena*

Accrediting Commission for Schools  
Western Assoc of Schools & Colleges  
533 Airport Blvd., Ste. 200  
Burlingame, CA 94010

Telephone:(650) 696-1060  
Fax:(650) 696-1867



# INVOICE

Invoice No.	1205422
Account No.	4169047347

**Bill To:**

San Mateo Union High School District  
650 North Delaware Street  
San Mateo, CA 94401-1795

**Bill For:**

San Mateo Adult School  
789 E. Poplar Street  
San Mateo, CA 94401

Telephone:650-558-2299  
Fax:650-762-0232

Telephone:650-558-2100

Ship Via		Shipped By		Terms	Chairperson
				Net 30 Days	
Invoice Date	Order Date	Ordered By			PO #
07/10/19	07/10/19				
Ord Qty	Ship Qty	Tax	Item Number Item Description	Unit Price	Extended Price
1	1	N	6R1-VISIT-CALIF Mid-cycle 1-day visit: 2019-2020	\$950.00	\$950.00
Keep this portion for your records				Subtotal	\$950.00
				Freight	\$0.00
				Invoice Total	\$ 950.00

Please return this portion with your payment. Thank you.

Invoice No.	Account No.	District #	Invoice Date	Invoice Total	Balance Due
1205422	4169047347	4169047999	07/10/19	\$ 950.00	\$ 950.00
1205422	4169047347	4169047999			

Remit To: Accrediting Commission for Schools  
Western Assoc of Schools & Colleges  
533 Airport Blvd., Ste. 200  
Burlingame, CA 94010

*[Handwritten Signature]*  
7/29/19



**CONTRACT - RENEWAL**  
**Board Approval**  
**(under \$25K)**

*To: Board of Trustees*

*Date: July 26, 2019*

*From: Denis Vorrises/Debbie Arobio*

---

*Site: Districtwide*

*Number of Quotes: 1 (Sole Source)*

*Funding Source: Fund 13 - Nutrition*

*Reason for proposal: School Nutrition and Fitness Renewal/ISITE Digital Display*

*Contract Total: \$1,990.00*

*Please approve the attached invoice from EMS Linq, Inc.*

*Thank you,*

*Debbie*

# EMS LINQ INC

www.thinklinq.com

800.541.8999

## INVOICE

Invoice Number: 37646

Invoice Date: Jul 1, 2019

Page: 1


Bill To:

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

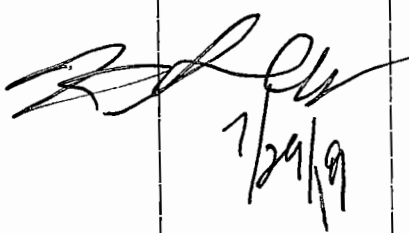

Think smart. Think

**LINQ**

  
**Meals Plus**

  
SITE software  
School Nutrition Network

	Customer PO	Payment Terms	
SANMATEOUHSDCA		Net 30 Days	
Sales Rep	Shipping Method	Ship Date	Due Date
			7/31/19

Quantity	Item	Description	Unit Price	Amount
1.00	454206	iSITE - SN Renewal	995.00	995.00
1.00	454206	iSITE - SN Renewal DMB	995.00	995.00
		Annual Support 7/1/19 - 6/30/20		
 7/29/19				
 7/28/2019				

Remit to:

EMS LINQ INC  
PO BOX 745000  
ATLANTA GA 30374-5000

ACH Payments:

Routing: 021052053  
Account: 99781407  
Name on Account: EMS LINQ INC

Subtotal 1,990.00

Sales Tax

Freight

Total Invoice Amount 1,990.00

Payment/Credit Applied

**TOTAL**

**\$1,990.00**

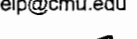
# Sales Quote

**To**

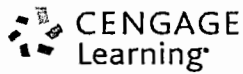
p: 650-558-2253

Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Hal Turner	Fall 2019	N/A	N/A	N/A		

University 5000 Forbes Ave. Pittsburgh, PA 15260  
oli-help@cmu.edu

  
7/29/19

need to put in F2000



Reg:

For Fastest Order Processing and Fulfillment, please use our electronic order entry below, instead of fax or email.

Confidential Price Quote (3867395)

[Submit Customer Purchase Order Here](#)

7/25/2019

Pricing on this Proposal Guaranteed: 10/5/2019

**Presented To:** Sonia Gill, [sgill@smuhdsd.org](mailto:sgill@smuhdsd.org)

**Prepared By:** Robin Duncan, (831) 251-1774, [robin.duncan@cengage.com](mailto:robin.duncan@cengage.com)

SHIP TO: San Mateo Union High	BILL TO: San Mateo Union High	Cengage Learning
Sch Dist	Sch Dist	ATTN: Order Fulfillment
Sonia Gill	Sonia Gill	10650 Toebben Drive
650 North Delaware	650 North Delaware	Independence, KY 41051
Street	Street	(800) 354-9706
San Mateo, CA 94401	San Mateo, CA 94401	<a href="http://NGL.Cengage.com/CustomerSupport">http://NGL.Cengage.com/CustomerSupport</a>
USA	USA	

Quoted Products: Zumdahl Online 9e 2019 #2

Qty	Update Qty	Product	Price	Quoted Price	Total
35		<b>Digital Bundle: Chemistry, AP® Edition, 9th OWL™ and Online Fast Track to a 5 + VitalSource™ (1-year access)</b> Zumdahl 9th Edition [K12, 2014] 9781305340718 / 130534071X	\$120.25	\$10.00	\$350.00

Sub-Total: \$350.00

+ Estimated Shipping and/or Process Fee: \$35.00

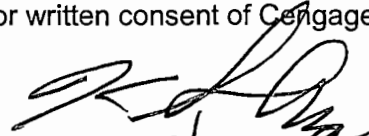
**TOTAL: \$385.00**

**Total Savings: \$3,858.75**

[Submit Customer Purchase Order Here](#)

Thank you for your interest in Cengage Learning products.

All information embodied in this document is strictly confidential and may not be duplicated or disclosed to third parties outside recipient's organization without prior written consent of Cengage Learning.

  
7/29/19



## Amendment

### FOR OFFICE USE ONLY

Customer Account: **SAN MATEO UNION HS DIST**

Contract: **12842 (120-163832)**

**GARDA CL West, Inc. ("CARRIER")** and **SAN MATEO UNION HS DIST ("CUSTOMER")** agree that effective **June 05, 2019**, this Amendment amends and is incorporated into the armored car service agreement between the parties (the "Agreement") dated as of **August 01, 2008** (the "Contract Date") by adding or amending the following customer rates, schedules, lists, liabilities, days, term and/or terms.

#### (I) Service Location(s) and Service Detail(s)

Status	**Effective Date	**Service Location	**Address	City	ST	**Product	**Monthly Price	Item Allowance	Off Day In-Route	Liability Limit
Modified	7/1/19	San Mateo Union	650 NORTH DELAWARE STREET	SAN MATEO	CA	ARMORED TRANSPORTATION SERVICE	\$104.06	99	\$75.00	\$150,000.00

(\*\* Flagged for GARDA CL internal purposes only.)

The following rate schedule applies to the service locations listed above:

**Product		
ARMORED TRANSPORTATION SERVICE		
San Mateo Union		
Description	Price (\$)	Unit of Measure
RETURN TRIP SERVICE \$	65.0000	TR
EXCESS LIABILITY (\$000's) \$	0.5000	PT
EXCESS ITEMS \$	2.0000	UN
EXCESS PREMISE TIME	4.3450	MN
HOLIDAY SERVICE \$	65.0000	TR

(\*\* Flagged for GARDA CL internal purposes only.)

#### (II) Days of Services

**Service Location	City	State	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
San Mateo Union	SAN MATEO	CA	N	Y	N	N	N	N	N

(\*\* Flagged for GARDA CL internal purposes only.)

**IN WITNESS WHEREOF**, the parties hereto, intending to be bound, have caused this Amendment to be executed by their duly authorized representatives.

#### Carrier

GARDA CL West, Inc.

By:

#### Customer

SAN MATEO UNION HS DIST

By:

(Signature)

(Signature)

(Printed Name)

(Printed Name)

Title:

Title:

**EMERGENCY REPAIR/SERVICE CALL  
OPEN PURCHASE ORDER  
(Under 25K)**

To: Kevin

Date: July 25, 2019

From: Debbie Arobio/Linda Carlton

Site: Districtwide

Number of Quotes: 1

Funding Source: General Fund - Maintenance

Reason for proposal: To create an open PO for emergency repair/services for the large ground equipment.

Vendor: San Mateo Lawn Mower

Amount: \$2,000.00

Certificate of Insurance (on file): N/A

Please approve this Open Purchase Order request.

Thank you,

*Debbie*

Approved by:



Kevin Skelly

7/30/19

**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin Skelly

Date: July 26, 2019

From: Araceli Pena/Theresa Culerwell

---

Site: San Mateo Adult School

Number of Quotes: 1

Funding Source: Fund 11

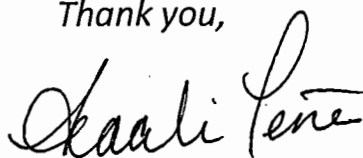
Reason for proposal: Reimbursement for Adult Education credential stipend

Total Contract: \$2475

Certificate of Insurance (on file):

Please approve the attached quote from Kate Hand.

Thank you,

A handwritten signature in black ink, appearing to read 'Araceli Pena', written in a cursive style.

Araceli Pena

ACCEL Adult Education Credential Stipend Letter of Intent

I, Kate Hand, hereby certify that I am enrolled in an adult education credential program approved by the California Commission on Teacher Credentialing and that I intend to complete the program and "clear" the credential within three years from my enrollment date.

I understand that the ACCEL Consortium will reimburse my credential fees and tuition at a rate of 75% on applicable original receipts submitted, not to exceed a total reimbursement of \$2,475 over the course of the program.

I further declare my intention to teach with Sequoia Adult School for a period of three years beginning Sept 2018. (Teachers who choose not to continue in adult education for this term may be asked to reimburse ACCEL for the costs.)

Name: Kate Hand  
(Please print)

Kate Hand 3/7/19  
Signature Date

[Signature]  
7/30/19



**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin Skelly

Date: July 26, 2019

From: Araceli Pena/ Tim Doyle

---

Site: San Mateo Adult School

Number of Quotes: 1

Funding Source: Fund 11

Reason for proposal: Providing program services for FY20.

Total Contract: \$13,109.00

Certificate of Insurance (on file):

Please approve the attached quote from Vanco

Thank you,

A handwritten signature in black ink, appearing to read 'Araceli Pena', with a stylized flourish at the end.

Araceli Pena

# VANCO

May 20, 2019

ACCEL San Mateo  
Tim Doyle  
789 E. Poplar Avenue  
San Mateo, CA 94401

Dear Tim Doyle,

Your annual subscription agreement for your ASAP product and services is due for renewal on July 1, 2019 covering the fiscal year from July 1, 2019 through June 30, 2020.

Your current annual subscription plan includes the following features and benefits:

- Unlimited phone & email support
- Bi-monthly product updates
- Access to ASAP support and training materials, including ASAP University
- Unlimited Users
- Online registrations and transactions
- Access to the ASAP Insights/Dashboard
- Enhanced surveys
- ASAP API use (required for customers using CommunityPro, CI Solutions or a third-party LMS)

ASAP Premium Plan	Annual Subscription
Cabrillo/La Costa Adult School	\$3,397.00
Jefferson Adult School	\$13,109.00
San Mateo Adult School	\$13,109.00
Sequoia Adult School	\$13,109.00
South San Francisco Adult School	\$8,762
Total	\$51,486.00

Please issue a purchase order for the above indicated amount of the annual subscription and email to [billing@asapconnected.com](mailto:billing@asapconnected.com), fax (408) 732-8206 or mail to our Sunnyvale office.

Thank you for using ASAP. We look forward to working with you in the coming school year.

Sincerely,

**Liz McLean**  
ASAP Relationship Consultant



7/30/19



Administrative Software  
Applications, Inc.  
1310 Hollenbeck Avenue, Ste. C  
Sunnyvale, CA 94087

Toll: 800.969.2727  
Ph: 408.732.8200  
Fax: 408.732.8206

[info@asapconnected.com](mailto:info@asapconnected.com)  
[www.asapconnected.com](http://www.asapconnected.com)



## San Mateo Union High School District *(July 2019)*

### Deliverables

- **Indigo Assessments** - provides the Indigo surveys to the **Therapeutic Class teachers, therapists and instructional specialists** of SMUHSD, as well as district leadership teams, each receiving an individualized Indigo report.
- **Indigo Team building and Training Workshop** – August 2019 with **Therapeutic Class teachers, therapists and instructional specialists** . *(2 hours)*

**Total: \$1,500**

*\*this includes travel expenses*

**Contact: Sueann Casey / [sueann.casey@indigoproject.org](mailto:sueann.casey@indigoproject.org) / 509.435.5903**

7/30/19

7960 Niwot Rd Ste B-9  
Niwot, CO 80503

877.665.3055  
info@indigoproject.org  
www.indigoproject.org



## **BOARD ITEM**

*(Up to \$25,000)*

**Date:** *July 31, 2019*

**To:** *Roberta Beeken / Kevin Skelly*

**From:** *Amber Vigil / Carolyn Schwartzbord*

---

**Site:** *District Office*

**Number of Quotes:** *1 - Allied Transportation Services*

**Funding Source:** *General Fund – Special Education*

**Reason for proposal:** *to provide transportation to/from NPS-Beacon  
School and home*

**Total Estimated Maximum Cost:** *\$24,030.00*

**SAN MATEO UNION HIGH SCHOOL DISTRICT**

650 N DELAWARE STREET

SAN MATEO, CA 94401

(650) 558-2299

This Transportation Service Agreement entered into by and between the San Mateo Union High School District and Allied Transportation Services, LLC, for the transport of:

**Student:** [REDACTED]

**Pick Up AM/Drop off PM**

**Address:** [REDACTED]

**Home Phone:** [REDACTED]

**Contacts:** [REDACTED]

**Drop Off AM/Pick Up PM:**

**Beacon School**

**Address:** 5670 Camden Avenue

San Jose, CA 95124

**Phone:** (408) 265-8611

**School Contact:** Tracy Blawski

**Start Date:** August 13, 2019 **End Date:** December 20<sup>th</sup>, 2019 (end of 2<sup>nd</sup> qtr. 89 school days)

**School Hours:**

Mon, Tues, Thurs, Fri - 8:10 am - 2:20 pm

Wednesday - 8:10 am - 12:35 pm

**Price:** \$135 each way; \$270 RT – Estimated Total of \$24,030

The Transportation service is for and during the 2019 - 1<sup>st</sup> and 2<sup>nd</sup> qtr. of Beacon School and is subject to change or cancellation by either party.

The District will pay for completed trips on days that "Fatima" is in attendance at Beacon School.

Parents are to call Allied Transportation Services, LLC, (650) 571-0606 directly for cancelled trips two (2) hours minimum before agreed pick up times.

By: Carolyn Schwartzbord  
Carolyn Schwartzbord, Director

By: Deepak Prashar  
Deepak Prashar

Date: 7/31/19

Date: 07/30/2019

By: Kevin Skelly  
Kevin Skelly, Ph.D. Superintendent

Allied Transportation Services, LLC

~~(650) 822-3222~~

(650) 839-1000

Date: 7/31/19

**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin

Date: July 29, 2019

From: Debbie Arobio/Linda Carlton

---

Site: Aragon High School

Number of Quotes: 1 (Sole Source)

Funding Source: General Fund - Maintenance

Reason for proposal: To troubleshoot (2) Trane Panel MP581. One serving the CTE and the other serving the Boiler Room.

Total Contract: \$3,535.00

Certificate of Insurance (on file): Y6308465L994TIL19

Emergency PO: AHSER07232019

Please approve the attached estimate from Pacific Coast Trane Service.

Thank you,



**TRANE**

## Pacific Coast Trane Service

Trane Authorized  
Warranty Service310 Soquel Way  
Sunnyvale, CA 94085-4101  
408 481 3700 24 Hours  
408 481 3666 Fax

July 18, 2019

Mr. Steve Weigant  
Mechanical Maintenance Foreperson  
SAN MATEO UNION HIGH SCHOOL DISTRICT  
Dept. M/O & F  
839 Hinckley Road, Burlingame Ca 94010

AHSER07232019

Subject: **AHS CTE AHU-1 MP581 LOST PROGRAMMING – E#31846**  
**AHS BOILER ROOM SCHEDULE ISSUES**  
**Aragon High School, 900 Alameda De Las Pulgas, San Mateo Ca 94402**

Dear Steve,

Per your request, **PACIFIC COAST TRANE SERVICE (PCTS)** is pleased to submit this proposal to perform the AHS programming services in accordance to the request of SMUHSD (c/o Steve Weigant) as described below:

From: **Steven Weigant** <[Sweigant@smuhd.org](mailto:Sweigant@smuhd.org)>  
Subject: BAS issues @ AHS and BHS

Hi Rene... I would like to get a quote for service call, 1 for AHS CTE AHU-1 MP581 has lost it's programming and the Boiler Room MP581 schedule issues ... we cannot locate the control points for the boilers as well as the boiler primary pumps.

In summary, our scope shall be as follows:

1. Troubleshoot the vintage Trane Panel MP581 serving AHS CTE to determine & identify the cause of programming lost issue. If possible, we will attempt to restore or recover the MP581 programming within the allocated service period and if no new hardwire or parts will be required.
2. Troubleshoot the vintage Trane Panel MP581 serving AHS Boiler Room to determine & identify the cause of schedule issue. If possible, we will attempt to restore or recover the MP581 programming including the re-establishing the control points for the boilers and the pumps within the allocated service period and if no new hardwire or parts will be required.
3. However, if the problems on the above two MP581s cannot be fixed during the troubleshooting period, new proposal(s) shall be submitted to perform the recommender repair work that we shall identify during the troubleshooting service.

**THE TOTAL COST OF OUR SERVICE WOULD BE ..... \$3,535.00****NOTES:**

- The above price is based on two working days of programming service at regular time.
- In case we complete the job in less than two working days, our final bill will be as follows:
  - Within the first working day = \$1,780.00
  - Within the first one and half working day = \$2,695.00
- in case we exceed the allocated days of service in this proposal and additional time will be needed to complete the work, our rate for additional services shall be as follows :
  - For additional succeeding half day = \$940.00
  - For additional succeeding one day = \$1,780.00



**TRANE**

Mr. Steve Weigant – Mechanical Maintenance Foreperson – San Mateo Union High School District  
Page 2 of 3 / Aragon High School CTE & Boiler Room MP581 Programming Services – E#31846

The above quoted price excludes all costs not specifically mentioned. All labor shall be performed during regular business hours (Monday through Friday 7:00AM to 4:30PM). Additional charges for the increase in the scope of services or any recommended repairs and the associated costs shall be brought to your attention prior to any work being performed and will be quoted separately. Any modification to the above referenced tasks or materials required to perform the tasks shall be considered as add to the proposal. The quoted price will be held firm for a period of thirty days from the date of this proposal.

If you have any questions or require additional information, please contact me Rene Reyes, Account Executive at 408.481.3695 (office), 408.655.3470 (cellular) or at [RReyes@trane.com](mailto:RReyes@trane.com). My fax number is 408.481.3666. Thank you for the opportunity to be of service.

Sincerely,

**PACIFIC COAST TRANE SERVICE**

Renato (Rene) Reyes  
Account Manager Direct Sale

Accepted By:

Title: \_\_\_\_\_

Date: 7/31/19

PO Number: \_\_\_\_\_

PO Amount: \_\_\_\_\_

*By signing above, customer agrees and is bound to the terms and conditions of this agreement.*

RR: / E#31846





## PACIFIC COAST TRANE SERVICE TERMS & CONDITIONS

For Services performed in the United States, "PCTS" shall mean Pacific Coast Sales & Service, Inc. dba Pacific Coast Trane Service (herein "Trane").

Trane's Services are furnished pursuant to and subject to the following terms and conditions, except for any Services that are the subject of a pre-existing valid written agreement currently in effect between Trane and Customer, in which case such written agreement shall apply.

**1. Acceptance.** A proposal made upon these terms is subject to acceptance within thirty days from date and the prices are subject to change without notice prior to acceptance by Customer. If your order is an acceptance of a written proposal, on a form provided by Trane, without the addition of any other terms and conditions of sale or any other modification, this document shall be treated solely as an acknowledgment of such order, subject to credit approval. If your order is not such an acceptance, then this document is Trane's offer, subject to credit approval, to provide the Services solely in accordance with the following terms and conditions of sale. If we do not hear from you within two weeks from the date hereof, Trane shall rely upon your silence as an acceptance of these terms and conditions and performance will be made in accordance herewith. Customer's acceptance of Services by Trane on this order will in any event constitute an acceptance by Customer of these terms and conditions.

**2. Payment and Taxes.** Payment is due upon receipt of Trane's invoice. A service charge of 1½% on unpaid balances may be charged by Trane. In addition to the stated Service Fee, Customer shall pay all taxes not legally required to be paid by Trane or, alternatively, shall provide Trane with acceptable tax exemption certificates. Customer shall pay all costs (including attorneys' fees) incurred by Trane in attempting to collect amounts due. Any after-hours services shall be billed according to then prevailing overtime or emergency rates.

**3. Warranties.** (a) material manufactured by Trane and supplied hereunder is warranted be free from defect in material and manufacture for a period of twelve months from date of start-up or replacement and Trane's obligation under this warranty is limited to repairing or replacing the defective part at its option; (b) labor is warranted (to have been properly performed) for a period of 90 days from completion and Trane's obligation under this warranty is limited to correcting any improperly performed labor; and (c) equipment and/or parts not manufactured by Trane are not warranted by Trane and shall have such warranties as are extended to Trane by the respective manufacturer. **THE WARRANTY AND LIABILITY SET FORTH IN THIS SECTION ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL TRANE BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL (INCLUDING WITHOUT LIMITATION LOST REVENUE OR PROFITS), OR PUNITIVE DAMAGES. NO REPRESENTATION OR WARRANTY OF MERCHANTABILITY OR FITNESS OF PURPOSE IS MADE REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF, OF MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR ANY OTHER CONTAMINATES. TRANE SPECIFICALLY DISCLAIMS ANY LIABILITY IF THE SCOPE OF SERVICES OR ANY COMPONENT THEREOF IS USED TO PREVENT OR INHIBIT THE GROWTH OF SUCH MATERIALS.**

**4. Indemnity and Liability.** Trane shall indemnify, defend and hold Customer harmless from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of Trane, and/or its employees or agents. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination. Trane is not liable for any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the Commencement

Date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving Pre-Existing building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold and/or fungi. Trane also is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Trane. **NOTWITHSTANDING ANY CONTRARY PROVISION, TRANE SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE (INCLUDING WITHOUT LIMITATION LOST REVENUE OR PROFITS), WHETHER CLAIMED UNDER CONTRACT, WARRANTY, NEGLIGENCE, STRICT LIABILITY OR ANY OTHER LEGAL THEORY OR FACTS. IN NO EVENT SHALL TRANE BE LIABLE FOR ANY DAMAGES RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS.**

**5. Asbestos and Hazardous Materials.** Trane's services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Trane become aware of or suspect the presence of Hazardous Materials, Trane may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Trane. Trane shall be required to resume performance of the services only when the affected area has been rendered harmless.

**6. Insurance.** Trane maintains insurance in the following minimum amounts during the Term: Commercial General Liability -- \$1,000,000 per occurrence; Automobile Liability -- \$1,000,000 CSL; Workers Compensation -- Statutory Limits. If Customer has requested to be named as an additional insured under Trane's insurance policy, Trane will do so but only to the extent of Trane's indemnity assumed under the indemnity provision contained herein. Trane does not waive any rights of subrogation.

**7. Performance.** Services will be performed during normal working hours with any overtime or emergency labor billed separately, unless otherwise agreed to in writing. Duty to perform under this agreement and the price hereof are subject to the approval of Trane's credit department and is also contingent upon strikes, accidents, fires, the inability to procure materials from the usual sources of supply, or upon any event beyond the control of Trane. Upon disapproval of the credit department or upon the occurrence of any such event as aforesaid, Trane may delay performance or, at its option, renegotiate prices, terms and conditions with the Customer. If Trane and Customer are unable to agree on such revisions, this agreement shall be canceled without any liability, other than Customer's obligation to pay for services rendered by Trane to the date of cancellation.

**8. General.** This agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the subject matter hereof. If any part of this agreement is deemed to be unlawful, invalid, void or otherwise unenforceable, the rights and obligations of the parties shall be reduced only to the extent required to remove the invalidity or unenforceability. Customer may not assign, transfer, or convey this agreement, or any part hereof, without the written consent of Trane. Subject to the foregoing, this agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. No modifications, additions or changes may be made to this agreement except in a writing signed by Trane.

### Applicable only in the United States:

**9. Equal Employment Opportunity/Affirmative Action Clause.** Trane is a federal contractor which complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F. R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250.

**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin

Date: July 26, 2019

From: Debbie Arobio/Linda Carlton

---

Site: Peninsula High School

Number of Quotes: 1 (sole source)

Funding Source: General Fund - Security

Reason for proposal: To replace and upgrade Siemens Fire alarm XLS PMI control panel.

Total Contract: \$4,655.30

Certificate of Insurance (on file): 1492816366

Please approve the attached estimate from RFI Communications.

Thank you,





## RFI - San Jose

## Quote

Contractor's License Numbers

Dept. of Consumer Affairs

California

534534, 544432

AC0753

Nevada

0021814A Limit 10,000,000

Washington

RFICOS\*990MC

Created: 07/17/2019

Quote ID: 112149

Created By: Nick Hernandez

Customer: San Mateo Union High School District

Phone: (650) 558-2413

Fax: (650) 872-2638

Service Location: Peninsula High School - Piedmont Ave Address: 300 Piedmont Ave. San Bruno, California 94066

Quote Contact: Phone:

Original Service Order ID:

## Quote Notes:

Provide and replace PMI, upgrade firmware, and test devices for functionality. - Contact: Carl Vernale 650.280.7720

ID	Service Object	Make	Model	Serial Number
Item				
Quantity	Description	Price US \$	Total	
1	PMI-3 HIGH RESOLUTION USER INTERFACE	\$1,999.30	\$1,999.30	
Sub Total			\$1,999.30	
Labor				
Quantity	Description	Price US \$	Total	
16 hrs	Labor	\$166.00	\$2,656.00	
Sub Total			\$2,656.00	
Grand Total			\$4,655.30	

## TERMS &amp; CONDITIONS

Quote valid for 30 days.

Payment is due upon receipt.

By Signing this document, you are authorizing RFI to proceed with the scope of work mentioned above.

RFI assumes no responsibility for any items supplied by others.

## WARRANTY

RFI guarantees to repair or replace any or all of our materials that are determined to be defective for the period of one (1) year and our labor for a period of ninety (90) days from the customer acceptance or first beneficial use, whichever occurs first, without any expense to the customer, ordinary wear and tear and unusual abuse or neglect expected.

This Quote does not include any Sales Tax that may be applicable at the time of invoicing. This is a good faith estimate of repairs. Any concealed damage or additional work found necessary will be estimated separately

Authorized Signature:

Date:

7/31/19

Your PO#:

Please Print Name:

**CONTRACT APPROVAL**  
**(Under 25K)**

To: Kevin

Date: July 29, 2019

From: Debbie Arobio/Linda Carlton

---

Site: San Mateo High School

Number of Quotes: 1

Funding Source: General Fund - Maintenance

Reason for proposal: To provide labor and materials to replace the stadium press box window.

Total Contract: \$2,254.00

Certificate of Insurance (on file): 54121576

Please approve the attached proposal from Progress Glass Co., Inc.

Thank you,





Lic. # 261170

# ***Progress Glass Co., Inc.***

**Habenicht & Howlett**

**COMPLETE GLASS & GLAZING CONTRACTOR**

*We are an equal opportunity employer*

## **PROPOSAL**

July 29, 2019

Attn: Billy Dekom @ San Mateo High School

Subject: Stadium Booth

Total: \$2,254.00

Summary: To furnish labor and material to replace the 2 piece of insulated glass with the most condensation in the stadium booth. The new glass will be Low-E over clear tempered glass.

Qualifications:

1. All work is figured as installed on Monday-Friday (7am- 3:30pm).
2. Acceptance of this contract is based upon a mutually agreeable terms.
3. All work covered by a (1) year warranty on material and workmanship.

Exclusions:

1. Final cleaning, protection of installed materials, and replacement of breakage or damage by other than our crew.
2. Permits, Calculations and Shop Drawings

Thank you for the opportunity to quote your project. Please do not hesitate to contact me with any questions.

Sincerely,

David House  
Service Manager

Accepted By  
Date

*[Signature]*  
11/31/19

**\*ALL QUOTES ARE GUARANTEED UP TO 60 DAYS FROM THE PROPOSAL DATE\***  
**\*TAXES ARE INCLUDED\***

25 Patterson St.  
San Francisco, CA 94124  
Office: (415) 824-7040  
Fax: (415) 824-3290

**24 HOUR EMERGENCY SERVICE**

[www.progressglass.com](http://www.progressglass.com)

1015 E. Cotati Ave.  
Cotati, CA 94931  
Office: (707) 792-1562  
Fax: (707) 792-2476