



P.O. BOX 6343
FARGO ND 58125-6343



000000850 01 SP 106481400657129 P
MOUNTAIN VIEW WHISMAN SD
ATTN JOHN ZEPEZAUER
1400 MONTECITO AVENUE
MOUNTAIN VIEW CA 94043-4590

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 06-23-2025
AMOUNT DUE \$5,517.90
NEW BALANCE \$5,517.90
PAYMENT DUE ON RECEIPT

AMOUNT ENCLOSED

\$

Please make check payable to*U.S. Bank*

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

4246044555755226 000551790 000551790

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

MOUNTAIN VIEW WHISMA [REDACTED]	Previous Balance	Purchases And Other + Charges	+ Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	= New Balance
Company Total	\$828.16	\$8,645.44	\$0.00	\$0.00	\$0.00	\$0.00	\$3,955.70	\$5,517.90

MARKETING MESSAGES

WE CERTIFY THAT ALL PURCHASES LISTED ON THIS STATEMENT HAVE BEEN RECEIVED, UNLESS ANNOTATED TO THE CONTRARY, ARE TRUE, CORRECT AND FOR OFFICIAL BUSINESS ONLY. PAYMENT IS AUTHORIZED.

Cardholder _____ Date _____ Approver _____ Date _____

CORPORATE ACCOUNT ACTIVITY

MOUNTAIN VIEW WHISMAN SD [REDACTED]					TOTAL CORPORATE ACTIVITY \$3,955.70 CR
Post Date	Tran Date	Reference Number	Transaction Description		Amount
05-23	05-22	74798265143000000000198	PAYMENT - THANK YOU 00000 C		3,955.70 PY

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

[REDACTED]

STATEMENT DATE

06/23/25

DISPUTED AMOUNT

.00

AMOUNT DUE

5,517.90

ACCOUNT SUMMARY

PREVIOUS BALANCE	828.16
PURCHASES & OTHER CHARGES	8,645.44
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	.00
PAYMENTS	3,955.70
ACCOUNT BALANCE	5,517.90

SEND BILLING INQUIRIES TO:

U.S. Bank National Association
C/O U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335



Company Name: MOUNTAIN VIEW WHISMAN SD
Corporate Account Number: [REDACTED]
Statement Date: 06-23-2025

NEW ACTIVITY

MOUNTAIN VIEW WHISMAN SD	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]	\$0.00	\$3,020.12	\$0.00	\$3,020.12

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-28	05-27	24231685148353478312239	SMART AND FINAL 432 MOUNTAIN VIEW CA	72.93
05-28	05-27	24231685148353478312247	SMART AND FINAL 432 MOUNTAIN VIEW CA	242.27
05-29	05-27	24231685148353679328240	SAFEWAY #0705 MOUNTAIN VIEW CA	160.93
05-29	05-28	24231685149354572117937	SMART AND FINAL 432 MOUNTAIN VIEW CA	148.34
06-04	06-03	24000775154100014402506	DRIP.COM WWW.DRIP.COM MN	39.00
06-04	06-03	24231685155361222231035	SMART AND FINAL 432 MOUNTAIN VIEW CA	106.07
06-05	06-04	24226385156010530535842	WAL-MART #2280 MOUNTAIN VIEW CA	52.34
06-05	06-04	24455015155142000727876	WAL-MART #2280 MOUNTAIN VIEW CA	69.60
06-05	06-04	24943005156220191799720	COSTCO WHSE #0143 MOUNTAIN VIEW CA	54.29
06-05	06-04	24943005156220191799738	COSTCO WHSE #0143 MOUNTAIN VIEW CA	54.29
06-06	06-05	24943005157220865827350	COSTCO WHSE #0143 MOUNTAIN VIEW CA	21.72
06-06	06-05	24943005157220865827368	COSTCO WHSE #0143 MOUNTAIN VIEW CA	43.43
06-06	06-05	24943005157220865827376	COSTCO WHSE #0143 MOUNTAIN VIEW CA	54.29
06-06	06-05	24943005157220865827384	COSTCO WHSE #0143 MOUNTAIN VIEW CA	65.15
06-09	06-06	24000775157100021104480	BACKBLAZE INC BACKBLAZE.COM CA	26.07
06-12	06-11	24493985163114574525471	SANTA CLARA COE 408-453-6500 CA	350.00
06-16	06-14	24431065165226219296088	FASTRAK VIOLATION CENT 415-486-8655 CA	31.90
06-20	06-18	24692165170100473641914	SOUTHWES 5262357399508 800-435-9792 TX FERNANDO/THIRANJANI 07-13-25 SJC WN E LAS WN J SJC	1,099.80
06-23	06-19	24801975171379518125609	PLAZA RESERVATIONS 7023862212 NV 16811347023862212 ARRIVAL: 07-13-25	65.54
06-23	06-19	24801975171379521098520	PLAZA RESERVATIONS 7023862212 NV 16811417023862212 ARRIVAL: 07-13-25	65.54
06-23	06-19	24801975171379521098538	PLAZA RESERVATIONS 7023862212 NV 16811457023862212 ARRIVAL: 07-13-25	65.54
06-23	06-19	24801975171379521098553	PLAZA RESERVATIONS 7023862212 NV 16811497023862212 ARRIVAL: 07-13-25	65.54
06-23	06-19	24801975171379521098561	PLAZA RESERVATIONS 7023862212 NV 16811517023862212 ARRIVAL: 07-13-25	65.54

MOUNTAIN VIEW WHISMAN 2	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]	\$0.00	\$5,625.32	\$0.00	\$5,625.32

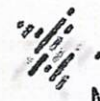
Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-06	06-05	24036295156714623571983	EB *AI WORKSHOPS AMP A 801-413-7200 CA	840.00
06-06	06-05	24559305156900015320543	FIRST FOR INSPIRATION & R 603-6663906 NH	410.32
06-11	06-10	24027625161067887278320	CSBA 916-669-3289 CA	4,375.00

Department: 00000 Total:	\$8,645.44
Division: 00000 Total:	\$8,645.44

MVWSD Credit Card Purchase

Name	Liz Llamas
Title	School Secretary
School Site or Department	Castro Elementary
Date	3/31/2025
Event Date (if applicable)	June 5, 2025

[For Office Use Only]	
Credit Card Check Out:	
Date	5/27/25
Time	9:51 Am
Credit Card Returned*:	
Date	5/27/25
Time	11:26 Am



Mountain View
Whisman
School District

* CREDIT CARD MUST BE RETURNED WITH ITEMIZED RECEIPTS & PARTICIPANT LIST *

Lost/missing receipts will result in revocation of credit card privileges

Reason for purchase(s): Castro Elementary End of year Staff meeting

reason for using credit card for this purchase: no PO or invoice available

SACS Code: 010-1100-0-4310-00-0000-2700-000000003-0100

Documentation of prior approval for restricted SACS accounts must be attached to this form.

SACS code will NOT be adjusted afterwards

	DESCRIPTION and Vendor	Amount Not to Exceed
1	Smart & Final Food & drinks	\$ 335.44
-If needed, attach additional items on separate page		
Tax		15.00
Shipping/Handling/Tip		0
ESTIMATED TOTAL - NOT TO EXCEED		350.44
TOTAL - CONFIRMED BY RECEIPT(S) ATTACHED		\$ 315.20

Employee Acknowledgement:

By signing below, I acknowledge that I have read the MVWSD credit card use policy as posted on the Intranet and agree to provide all required receipts and documentation immediately upon return of the credit card.

Employee Signature: [Signature] Date: 4/21/2025

Supervisor or Board President Approval:

By signing below, I confirm that the described purchase(s) and use of the MVWSD credit card are necessary and comply with District policy as posted on the Intranet.

Supervisor Signature: [Signature] Date: 4/2/2025

Supervisor Print Name & Title: Interim Principal

[For Business Office Use Only]

Processed by Name & Title: Hera Honglee, Acct Tech Signature: [Signature]

Castro Staff Attendance Sheet – June 5, 2025

Acantha Ellard
Alice Bowie
Amanda Clem
Ana Maria Alcazar
Beth Smith
Brittany Thornton
Caleb Wiegman
Carol Abrahamson
Carol Love
Cathy Patterson
Danielle Slaney
Elizabeth Llamas
Emily Champion
Emma Ellis
Erin Hurd
Helen Grace Dionisio
Javiera Orellana Navarrete
Jocey Vera
Judith Navarro
Justin Morales
Kaitlin Chernikoff
Kurt Boling
Lara Saati
Lauren Abbott
Lizzette Hernandez DeLa Torre
Luz Aragon
Luz Munoz Cruz
Makiko Lynn
Maria Flores
Mayra Lopez
Miguel Meza
Miriam Lopez-Ramirez
Monique Wooten
Neera Punj

Nicole Data
Omar Hernandez Leon
Penelope Cifuentes
Rafael Zavala
Rita Alejandra Villanueva
Ronald Vargas
Sandra Salas
Sandrita Esparza Campos
Sanjuanita Garza-Espinoza
Sara Moran
Sonia Rivas-Clemot
Vanessa Schulz
Vinita Alwyn
Elizabeth mesa
Gloria Flores de Carbajal
Lidia (Valeria) Craven
Marisa Avila
Coach K

85

Smart & Final
Warehouse & Market. Friend & Neighbor.

Store 432
141 E. EL CAMINO REAL
MOUNTAIN VIEW, CA 94040
Telephone (650) 962-1092

Bakery/Bread/Tortillas		
Chocolate Dipped Madele	6.99	F
Chocolate Dipped Madele	6.99	F
First Street Chocolate	6.99	F

Frozen Food		
North Star Variety Sund	20.99	F
ITS IT Ice Cream Mini V	9.49	F
ITS IT Ice Cream Mini V	9.49	F
Oreo Bars	11.99	F

SUBTOTAL	72.93
----------	-------

Total # Items Sold 7

72.93 @ 0.000% = 0.00

TOTAL	72.93
Visa	72.93

PURCHASE \$72.93
*****9488 Visa
CHIP CONTACTLESS
REF#: 093319 APPROVED
VISA CREDIT
ARQC - EBCB356CD32C3D5F
Mode: Issuer
IAD: 06011203A00000

Legend
F - food stamp eligible

0010432270525005000162
|||||

You were served by: Angela
Date Time Store Term Opr Tran
05/27/25 10:41 AM 432 5 40052 0162

Thank you for shopping with us!

Complete our survey and
enter for a chance to win a
\$500 SMART & FINAL GIFT CARD
Visit www.smartandfinal.com/survey
within 7 days of this shop

Now Hiring!
Visit www.smartandfinal.com/careers

One Trip & That's It

Smart & Final &

Warehouse & Market, Friend & Neighbor.

Store 432
141 E. EL CAMINO REAL
MOUNTAIN VIEW, CA 94040
Telephone (650) 962-1092

Fresh/Frozen Meat

Beyond Meat Burger Stac	16.99	F
First Street Beef Patti	39.99	F
Beyond Meat Hot Italian	9.99	F

Dairy/Deli/Cheese

First Street 120 ct Sli	12.89	F
Farmer John Meat Wiener	7.99	F
Farmer John Meat Wiener	7.99	F

Bakery/Bread/Tortillas

First Street Hot Dog Bu	8.98	F
2 @	4.49	
Regular Price \$5.99		
First Street Hamburger	8.98	F
2 @	4.49	
Regular Price \$5.99		

Frozen Food

Pantry Chef Buffalo Ten	17.99	F
Yummy NAE All Natural D	8.59	F
Checkers Rallys Famous	8.59	F

Grocery

Mt Olive Hamburger Dill	6.39	F
Mars Variety Pack Candy	23.99	F
Sour Punch Twists	10.99	F

Non-Foods

First Street Foil Cover	7.99	T
First Street Full Steam	6.57	T
3 @	2.19	
First Street Extra Heav	14.99	T

Beverage

Fresca	9.99	TF
CRV FOODSTAMP TAXABLE	0.60	TF
Coke Zero	6.99	IF
CRV 50CENTS	0.50	F

General

Basket Verify	0.00
SUBTOTAL	237.97

Total # Items Sold 24

130.84 @ 0.000% =	0.00
Tax 47.13 @ 9.125% =	4.30
TOTAL	242.27
Visa	242.27

PURCHASE \$242.27
*****9488 Visa
CHIP CONTACTLESS
REF#: 045630 APPROVED
VISA CREDIT
ARQC - 70D257C1A86C6AF4
Mode: Issuer
IAD: 06011203A00000

Total Saved	\$6.00
Item Savings	6.00

Coke Zero 6.99 IF
CRV 50CENTS 0.50* F

General
Basket Verify 0.00

SUBTOTAL 237.97

Total # Items Sold 24

130.84 @ 0.000% =	0.00
Tax 47.13 @ 9.125% =	4.30

TOTAL	242.27
Visa	242.27

PURCHASE \$242.27
*****9488 Visa
CHIP CONTACTLESS
REF#: 045630 APPROVED
VISA CREDIT
ARQC - 70D257C1A86C6AF4
Mode: Issuer
IAD: 06011203A00000

Total Saved	\$6.00
Item Savings	6.00

Legend

T - taxable
F - food stamp eligible
* - non-discountable

0010432270525005000155



You were served by: Angela

Date	Time	Store	Term	Opr	Iran
05/27/25	10:31 AM	432	5	40052	0155

Thank you for shopping with us!

Complete our survey and
enter for a chance to win a
\$500 SMART & FINAL GIFT CARD
Visit www.smartandfinal.com/survey
within 7 days of this shop

Now Hiring!
Visit www.smartandfinal.com/careers

One Trip & That's It

Name	Liz Llamas
Title	Secretary
School Site or Department	Castro Elementary
Date	May 27, 2025
Event Date (if applicable)	June 4, 2025

Time 11:55 AM

District Office T 650.526.3500 1400 Montecito Ave Mountain View, CA 94043 mvwsd.org



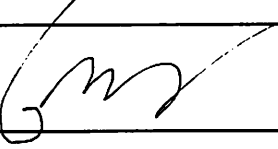
School Linked Services Family Engagement Pre-Approval Form

Coordinator Name	Miguel Meza
District	Mountain View School District
School	Mariano Castro Elementary- "Castro"

Please itemize all costs, and attach quotes for each item or service.

Item	Description	Quantity	Cost per Item	Subtotal
1	Smart & Final/Costco - Drinks(Water & Juice, etc.)	200	price will vary+ CRV	160.00
2	Starbucks Coffee Traveler Box	2	\$22.00 each	44.00
3	Decorations/Materials-AMAZON/Party City/Dollar Store	20+	\$5.00-\$40.00	500.00
4	Pan Dulce/Pastries/cupcakes	enough for 200	Price will vary	140.00
Total sub-total				\$830.00
Tax				EST \$76.00- \$80.00
Total				\$830.00- \$1,100.00

Event Date	TBD-Spring 2025
Start Time (if applicable)	TBD

SLS Coordinator Signature	 Date: 08/26/24
SLS Coordinator Print Name	Miguel Meza
SLS Coordinator Supervisor Signature	 Date: 9/10/24
SLS Coordinator Supervisor Print Name and Title	Geoff Chang - Director Federal State & Strategic Programs

☐ Approved ☐ Denied ☐ Pending (need more information)

Natalie Mckelvey	DS 	9/10/2024
------------------	--	-----------

SLS Program Manager III	Date: 9/10/2024	DocuSigned by:  A3147AB5764249F...
-------------------------	-----------------	---

SLS Pre-Approval Form
Last Revised 9/5/2023

School Linked Services Family Engagement Pre-Approval Form

Please include the following explanation:

- How are the items or services tied back to students and their families? Please include any prevention services being addressed.
- How will the SLS coordinator be involved in the event or items requested? • How will the event or program be evaluated? Please use the SLS Family Engagement Survey [here](#).
- Attach any associated flyers or marketing to the event (if applicable)

The 5th Grade Promotion event is a significant occasion celebrating students' academic achievements as they transition from elementary to middle school. This event not only honors the students but also aims to strengthen the connection between families and school staff, emphasizing the importance of parental involvement in their children's education.

At the event, we will recognize the student's academic successes and re-engage families with available district student services and support. Our goal is to encourage families to remain actively involved in their children's educational journey.

Community Resources and Support

During the 5th Grade Promotion, we will provide families with access to various community resources and services. This includes sharing information about the different School Linked Services (SLS) available at the students' feeder school, Graham Middle School. We will have resources from community partners that focus on prevention and intervention services, school support, health, and well-being.

Additionally, we will highlight available summer programs and resources that align with our SLS goal to "Improve school climate and school-family-community partnership." This initiative aims to ensure that families are well-informed and can take advantage of the support systems available to them and their children as they transition to the next stage of their education.

Overall, the 5th Grade Promotion is not just a celebration of academic milestones but also a vital opportunity to foster community engagement and support for our students and their families.

This event can be evaluated by a quick online and/or in-person survey given to families.



Hera Hong-Lee <hhonglee@mvwsd.org>

Fwd: Credit card for sls approval - 5th grade promotion

1 message

Leticia Corcoran <lcorcoran@mvwsd.org>
To: Hera Hong-Lee <hhonglee@mvwsd.org>

Tue, May 27, 2025 at 11:28 AM

Hi Hera, we are good with the credit card request for cupcakes, total not to exceed \$165.
Please let me know if you have any questions,
Thank you,
Leticia

----- Forwarded message -----

From: **Acantha Ellard** <aellard@mvwsd.org>
Date: Tue, May 27, 2025 at 11:16 AM
Subject: Re: Credit card for sls approval - 5th grade promotion
To: Leticia Corcoran <lcorcoran@mvwsd.org>
Cc: Elizabeth Llamas <ellamas@mvwsd.org>

ohh oops! Sorry. It should be 165.
Thanks,
Acantha Aragon Contreras
Interim Principal
Mariano Castro Elementary School
Mountain View Whisman School District
(650) 526-3590

Confidentiality Notice: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

On Tue, May 27, 2025 at 10:57 AM Leticia Corcoran <lcorcoran@mvwsd.org> wrote:

Hello,
The item cost itself is fine, I don't understand why the "Not to Exceed" amount is listed as \$190.

On Tue, May 27, 2025 at 10:47 AM Acantha Ellard <aellard@mvwsd.org> wrote:

Hi Leticia,
Can you take a look at these for us and let us know if it can be passed on to Hera?



86

Store 705 Dir Jeff Harms
Main:(650) 961-4868 Rx:(650) 961-4851
570 North Shoreline
MOUNTAIN VIEW CA 94040



00070502100022505271145

YOUR CASHIER TODAY WAS ERIKA

BAKED GOODS	Price	You Pay
22488700000 7@ CUPCAKE 24CT- 12	160.93	160.93 \$
TAX		0.00
**** BALANCE		160.93

Credit Purchase 05/27/25 11:45
CARD # *****9488
REF: 554556494880 AUTH: 00099840

PAYMENT AMOUNT 160.93

AL VISA CREDIT
AID A0000000031010
TVR 0000000000

Visa
CHANGE

160.93
0.00

Points expiring 05/31/25 441

YOUR POINTS

Points Earned Today 160
Points Available 991

TOTAL NUMBER OF ITEMS SOLD = 7
05/27/25 11:45 705 21 2 8471

Thank you for shopping Safeway!
For SAFEWAY FOR U questions call
877-276-9637 or Safeway.com/foru

**

**

**fresh
pass**

Free delivery.
Premium perks.

**SNAP users: 50%
off FreshPass®**

Just \$49/yr.* Enjoy free delivery on \$30+
orders & premium perks: like 5% off 0
Organics and Open Nature, 2X Points on
Exclusive Brands & so much more.

TRY FREE



*Restrictions apply. See details at

Name	Miguel Melza
Title	SCEF
School Site or Department	Castro elementary
Date	May 28, 2025
Event Date (if applicable)	June 7, 2025

Time 9:57 AM

Mountain View
Whisman
School District

****Lost/missing receipts will result in revocation of credit card privileges****

SACS Code: 010-9552-0-4311-00-1110-1000-000000-003-0302

SACS code will NOT be adjusted afterwards

SACS Code will NOT be adjusted afterwards

	DESCRIPTION and Vendor	Amount Not to Exceed
	water & juice, - Smart & Final	\$160.00
-If needed, attach additional items on separate page	Tax	15.00
	Shipping/Handling/Tip	
ESTIMATED TOTAL - NOT TO EXCEED		\$115.00
TOTAL - CONFIRMED BY RECEIPT(S) ATTACHED		\$ 148.34

-If needed, attach additional items on separate page

By signing below, I acknowledge that I have read the MVWSD credit card use policy as posted on the Intranet and agree to provide all required receipts and documentation immediately upon return of the credit card.

Employee Signature: _____ Date: 5-27-25

By signing below, I confirm that the described purchase(s) and use of the MVWSD credit card are necessary and comply with District policy as posted on the Intranet.

Supervisor Signature: _____ Date: May 27 2025

Supervisor Print Name & Title: Interim Principal Acantha Aragon Contreras

Processed by Name & Title: Hern Hong Lee, Acct Tech Signature: [Signature]



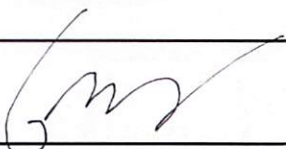
School Linked Services Family Engagement Pre-Approval Form

Coordinator Name	Miguel Meza
District	Mountain View School District
School	Mariano Castro Elementary- "Castro"

Please itemize all costs, and attach quotes for each item or service.

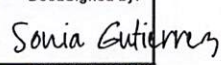
Item	Description	Quantity	Cost per Item	Subtotal
1	Smart & Final/Costco - Drinks(Water & Juice, etc.)	200	price will vary+ CRV	160.00
2	Starbucks Coffee Traveler Box	2	\$22.00 each	44.00
3	Decorations/Materials-AMAZON/Party City/Dollar Store	20+	\$5.00-\$40.00	500.00
4	Pan Dulce/Pastries/cupcakes	enough for 200	Price will vary	140.00
Total sub-total				\$830.00
Tax				EST \$76.00-\$80.00
Total				\$830.00-\$1,100.00

Event Date	TBD-Spring 2025
Start Time (if applicable)	TBD

SLS Coordinator Signature	 Date: 08/26/24
SLS Coordinator Print Name	Miguel Meza
SLS Coordinator Supervisor Signature	 Date: 9/10/24
SLS Coordinator Supervisor Print Name and Title	Geoff Chang - Director Federal State & Strategic Programs

☐ Approved ☐ Denied ☐ Pending (need more information)

Natalie Mckelvey	 9/10/2024
------------------	--

SLS Program Manager III	Date: 9/10/2024	DocuSigned by:  A3147AB5764249F...
-------------------------	-----------------	---

SLS Pre-Approval Form

Last Revised 9/5/2023

School Linked Services Family Engagement Pre-Approval Form

Please include the following explanation:

- How are the items or services tied back to students and their families? Please include any prevention services being addressed.
- How will the SLS coordinator be involved in the event or items requested? • How will the event or program be evaluated? Please use the SLS Family Engagement Survey [here](#).
- Attach any associated flyers or marketing to the event (if applicable)

The 5th Grade Promotion event is a significant occasion celebrating students' academic achievements as they transition from elementary to middle school. This event not only honors the students but also aims to strengthen the connection between families and school staff, emphasizing the importance of parental involvement in their children's education.

At the event, we will recognize the student's academic successes and re-engage families with available district student services and support. Our goal is to encourage families to remain actively involved in their children's educational journey.

Community Resources and Support

During the 5th Grade Promotion, we will provide families with access to various community resources and services. This includes sharing information about the different School Linked Services (SLS) available at the students' feeder school, Graham Middle School. We will have resources from community partners that focus on prevention and intervention services, school support, health, and well-being.

Additionally, we will highlight available summer programs and resources that align with our SLS goal to "Improve school climate and school-family-community partnership." This initiative aims to ensure that families are well-informed and can take advantage of the support systems available to them and their children as they transition to the next stage of their education.

Overall, the 5th Grade Promotion is not just a celebration of academic milestones but also a vital opportunity to foster community engagement and support for our students and their families.

This event can be evaluated by a quick online and/or in-person survey given to families.



Hera Hong-Lee <hhonglee@mvwsd.org>

Castro - Credit Card Form

3 messages

Elizabeth Llamas <ellamas@mvwsd.org>

Tue, May 27, 2025 at 2:59 PM

To: Leticia Corcoran <lcorcoran@mvwsd.org>, Hera Hong-Lee <hhonglee@mvwsd.org>, Kevin Quaresma <kquaresma@mvwsd.org>

Cc: Acantha Ellard <acontreras@mvwsd.org>, Miguel Meza <mmeza@mvwsd.org>

Hi Leticia and Hera,

Attached is a credit card form and pre-approval for SLS.
Can Miguel please pick up the credit card tomorrow at 9am?

Thank you,
Liz

--

Elizabeth Llamas
School Secretary
Mariano Castro Elementary
Mountain View Whisman School District
(650) 526-3590 Ext: 1803

2 attachments**Castro (11).pdf**
42K**Approved SLS Castro 5th Promotion May 2025 (1) (1) (1).pdf**
213K**Leticia Corcoran** <lcorcoran@mvwsd.org>

Wed, May 28, 2025 at 8:18 AM

To: Elizabeth Llamas <ellamas@mvwsd.org>

Cc: Hera Hong-Lee <hhonglee@mvwsd.org>, Kevin Quaresma <kquaresma@mvwsd.org>, Acantha Ellard <acontreras@mvwsd.org>, Miguel Meza <mmeza@mvwsd.org>

Thank you, Liz.

It looks good on our end per item number 1 of SLS's pre-approval form.

Best,
Leticia

[Quoted text hidden]

--

Leticia Corcoran
Federal, State, & Strategic Programs Secretary
Educational Services
Mountain View Whisman School District
P: 650-526-3500 ext. 1121
www.mvwsd.org

CONFIDENTIALITY NOTICE: This communication, including its contents and all attachments, may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unless you are the addressee (or authorized to receive messages for the addressee), you may not use, copy, disclose, or distribute this message (or any information contained in or attached to it) to anyone. Unauthorized interception, review, use, or disclosure is

Smart & Final
Warehouse & Market. Friend & Neighbor.

Store 432
141 E. EL CAMINO REAL
MOUNTAIN VIEW, CA 94040
Telephone (650) 962-1092

7 Up Diet 7.99 TF
CRV FOODSTAMP TAXABLE 0.60*TF
Honest Kids Organic 13.99 F
Honest Kids Organic 13.99 F
Honest Kids Organic 13.99 F
Jarritos Mineragua 12.79 TF
CRV FOODSTAMP TAXABLE 0.60*TF

General
Basket Verify 0.00
SUBTOTAL 140.84

Total # Items Sold 17

58.73 @ 0.000% = 0.00
Tax 82.11 @ 9.125% = 7.50

TOTAL 148.34
Visa 148.34

PURCHASE \$148.34
*****9488 Visa
CHIP READ
REF#: 038637 APPROVED
VISA CREDIT
Mode: Issuer
IAD: 06011203219000

Total Saved \$16.40
Item Savings 16.40

Legend

T - taxable
F - food stamp eligible
* - non-discountable

0010432280525005000129



You were served by: Frozan

Date Time Store Term Opr Tran
05/28/25 09:40 AM 432 5 40037 0129

Thank you for shopping with us!

Complete our survey and
enter for a chance to win a
\$500 SMART & FINAL GIFT CARD
Visit www.smartandfinal.com/survey
within 7 days of this shop

Now Hiring!
Visit www.smartandfinal.com/careers

One Trip & That's It

Beverage
First Street Water 2.99 F
Regular Price \$4.09
CRV FOODSTAMP NONTAXAB 1.20* F
First Street Water 2.99 F
Regular Price \$4.09
CRV FOODSTAMP NONTAXAB 1.20* F
First Street Water 2.99 F
Regular Price \$4.09
CRV FOODSTAMP NONTAXAB 1.20* F
Fresca Peach 7.99 TF
Regular Price \$9.99

CRV FOODSTAMP TAXABLE 0.60*TF
Fresca Peach 7.99 TF
Regular Price \$9.99

CRV FOODSTAMP TAXABLE 0.60*TF
Fresca Peach 7.99 TF
Regular Price \$9.99

CRV FOODSTAMP TAXABLE 0.60*TF
Coca Cola Zero 7.99 TF
Regular Price \$9.99

CRV FOODSTAMP TAXABLE 0.60*TF
Coca Cola Zero 7.99 TF
Regular Price \$9.99

CRV FOODSTAMP TAXABLE 0.60*TF
Coca Cola Zero 7.99 TF
Regular Price \$9.99

CRV FOODSTAMP TAXABLE 0.60*TF
7 Up Diet 7.99 TF
CRV FOODSTAMP TAXABLE 0.60*TF

7 Up Diet 7.99 TF
CRV FOODSTAMP TAXABLE 0.60*TF
Honest Kids Organic 13.99 F

Honest Kids Organic 13.99 F
Honest Kids Organic 13.99 F
Jarritos Mineragua 12.79 TF
CRV FOODSTAMP TAXABLE 0.60*TF

General
Basket Verify 0.00
SUBTOTAL 140.84

Total # Items Sold 17

58.73 @ 0.000% = 0.00
Tax 82.11 @ 9.125% = 7.50

TOTAL 148.34
Visa 148.34

PURCHASE \$148.34
*****9488 Visa
CHIP READ
REF#: 038637 APPROVED
VISA CREDIT
Mode: Issuer
IAD: 06011203219000

Drip-Monthly
charge!

Drip is a monthly subscription. I contacted the company on 12/9/2024 asking if they accepted purchase orders or checks for payments and whether we could pay up front with a check. I was told that they only accept credit cards or debit cards for payment and that annual plans were reserved for larger accounts.

Ruxanda L. (Drip)

5p 10 / 2024 10:11:25 (UTC)

Hi Jon,

Ruxanda here with Drip Support. Thank you for reaching out. I hope this finds you well!

I'm afraid we can only offer the option of payment outside of credit card on a case-by-case basis and for annual plans only. The other payment options would be wire transfer or ACH.

I hope this is helpful, Jon! Let me know if I can help you with anything else. 😊

Best regards,

Ruxanda L.

Technical Support Specialist at Drip™ Europe

Visit the [Drip Help Center](#)

The Technology uses Drip to send out the monthly Technology newsletters, the weekly tech tips, and the Health & Wellness department uses it to send out their newsletters.



Drip Global, Inc.
323 Washington Ave N. Suite 200
Minneapolis, MN 55401

Bill to:
Mountain View Whisman School District
1400 MONTECITO AVE
MOUNTAIN VIEW CA 94043-4590

Invoice

Invoice: 830628139
Date: June 3, 2025

Services

1 month Drip Service	\$39.00
June 3, 2025 to July 3, 2025	

Subtotal	\$39.00
-----------------	----------------

Total New Charges (USD)	\$39.00
--------------------------------	----------------

Payment Summary

Date	June 3, 2025
Payment #	640269850
Method	Credit card ending in 9488
Amount Charged	\$39.00
Amount Due	\$0.00

Plan Usage

Your email plan for the upcoming month includes a maximum of **2,500** active people and **unlimited** email sends.

	Actual usage through June 2	Limit from May 3 bill
Active people for Email	392	2,500
Emails sent	979	unlimited

Have questions about your plan?
We have all the details in the Help Center.

[Go to Help Center](#)

MVWSD Credit Card Purchase

Name (person who is taking the card)	Erika Mueller
Title	teacher
School Site or Department	Graham middle school
Date	6-3-2025
Event Date (if applicable)	6-4-2025

[For Office Use Only]	
Credit Card Check Out:	
Date	6/3/25
Time	11:53 AM
Credit Card Returned*:	
Date	6/3/25
Time	12:35 pm



* CREDIT CARD MUST BE RETURNED WITH ITEMIZED RECEIPTS & PARTICIPANT LIST *

Lost/missing receipts will result in revocation of credit card privileges

Reason for purchase(s): 7th Grade BBQ - Food for students

reason for using credit card for this purchase vendor does not take P.O.'s

SACS Code: 010 - 9120 - 0 - 4310 - 00 - 1110 - 1000 - 000000 - 014 - 0120

Documentation of prior approval for restricted SACS accounts must be attached to this form.

SACS code will NOT be adjusted afterwards

DESCRIPTION and Vendor	Amount Not to Exceed	
Smart & final Hot dogs / hot dog buns	250.00	
	Tax	
	Shipping/Handling/Tip	
ESTIMATED TOTAL - NOT TO EXCEED		250.00
TOTAL - CONFIRMED BY RECEIPT(S) ATTACHED		\$ 106.07

-If needed, attach additional items on separate page

Employee Acknowledgement:

By signing below, I acknowledge that I have read the MVWSD credit card use policy as posted on the Intranet and agree to provide all required receipts and documentation immediately upon return of the credit card.

Employee Signature (who is taking the card): Erika Mueller Date: 6/3/2025

Supervisor or Board President Approval:

By signing below, I confirm that the described purchase(s) and use of the MVWSD credit card are necessary and comply with District policy as posted on the Intranet.

Supervisor Signature: J. Keirns Date: 6/3/2025

Supervisor Print Name & Title: Jacqueline Keirns Assistant Principal

[For Business Office Use Only]

Processed by Name & Title: Hana Hong Lee, Acct Tech Signature: [Signature]

Smart&Final. &
Warehouse & Market. Friend & Neighbor.

Store 432
141 E. EL CAMINO REAL
MOUNTAIN VIEW, CA 94040
Telephone (650) 962-1092

Dairy/Deli/Cheese

Bar S Jumbo Meat Franks	25.00	F
20 @ 1.25		
Regular Price \$1.79		
Bar S Jumbo Meat Franks	1.25	F
Regular Price \$1.79		
Bar S Bun Length Franks	21.25	F
17 @ 1.25		
Regular Price \$1.79		

Bakery/Bread/Tortillas

First Street Hot Dog Bu	58.37	F
13 @ 4.49		
Regular Price \$5.99		

General

Basket Verify	0.00
SFI Bag 4 Checkstand Re	0.20
2 @ 0.10	

SUBTOTAL 106.07

Total # Items Sold 54

106.07 @ 0.000% = 0.00

TOTAL	106.07
Visa	106.07

PURCHASE \$106.07
*****9488 Visa
CHIP CONTACTLESS
REF#: 032197 APPROVED
VISA CREDIT
ARQC - FA0E7B409B27A862
Mode: Issuer
IAD: 06011203A00000

Total Saved	\$40.02
Item Savings	40.02

Legend

F - food stamp eligible

0010432030625005000131



You were served by: Frozan
Date Time Store Term Opr Tran
06/03/25 12:16 PM 432 5 40037 0131

Thank you for shopping with us!

Complete our survey and
enter for a chance to win a
\$500 SMART & FINAL GIFT CARD
Visit www.smartandfinal.com/survey
within 7 days of this shop

Now Hiring!
Visit www.smartandfinal.com/careers

One Trip & That's It

Name	Erika Navarro
Title	BTB Supervisor
School Site or Department	FSSP/Ed. Services
Date	6/2/2025
Event Date (if applicable)	6/2/2025-6/6/2025

[For Office Use Only]

Credit Card Check Out:

Date 6/4/25Time 12:05 pm

Credit Card Returned*:

Date 6/4/25Time 3:40 pm

Mountain View
Whisman
School District

*** CREDIT CARD MUST BE RETURNED WITH ALL RECEIPTS OF ITEMS LISTED ***

Reason for purchase(s), Include reason for using credit card for this purchase: Purchasing of supplies for water day, crafts and pizza for the last day. vendor does not accept DO's

SACS Code:

- 010 - 6010 - 0 - 4310 - 00 - 1110 - 1000 - 000000 - 003 - 0234
- 010 - 6010 - 0 - 4310 - 00 - 1110 - 1000 - 000000 - 005 - 0234
- 010 - 6010 - 0 - 4310 - 00 - 1110 - 1000 - 000000 - 006 - 0234
- 010 - 6010 - 0 - 4310 - 00 - 1110 - 1000 - 000000 - 008 - 0234
- 010 - 6010 - 0 - 4310 - 00 - 1110 - 1000 - 000000 - 011 - 0234
- 010 - 2600 - 0 - 4311 - 00 - 1110 - 1000 - 000000 - 009 - 0234
- 010 - 2600 - 0 - 4310 - 00 - 1110 - 1000 - 000000 - 009 - 0234

Documentation of prior approval for restricted SACS accounts must be attached to this form. SACS code will NOT be adjusted afterwards.

ITEM NO.	DESCRIPTION (Item & Vendor)	QTY	ESTIMATED PRICE	EST SUBTOTAL
1	Costco Pizzas for ELOP (if extras are needed)	31	\$10.99	\$340.69
2	Michaels/Walmart/Dollar Tree- Tie Dye Shirts 5 Pack, End of year Activity		\$112.24	\$112.24
3	Costco - Water Balloons for water day 2 pack	2	\$56.99	\$113.98
4				
5				
ESTIMATED SUBTOTAL NOT TO EXCEED				\$566.91
Tax				20.00
Shipping/Handling				
UPDATED TOTAL CONFIRMED BY RECEIPT(S) ATTACHED				\$230.52

MVWSD Credit Card Purchase

Costco 108.58
Walmart 121.94

Employee Acknowledgement:

By signing below, I acknowledge that I have read the MVWSD credit card use policy as posted on the Intranet and agree to provide all required receipts and documentation immediately upon return of the credit card. I also understand that unauthorized or unapproved purchases may result in personal liability and/or disciplinary action.

Employee Signature: [Signature] Date: 6/2/25

Supervisor or Board President Approval:

By signing below, I confirm that the described purchase(s) and use of the MVWSD credit card are necessary and comply with District policy as posted on the Intranet.

Supervisor Signature: [Signature] Date: 6/2/25

Supervisor Print Name & Title: Geoff Chang Director of FSSP

[For Business Office Use Only]

Processed by Name & Title: Han Honglee, Acct tech Signature: [Signature]

Give us feedback @ survey.walmart.com
Thank you! ID #:7VPMZ3SPCFG



WM Supercenter
650-917-0796 Mgr. JEREMIEL
600 SHOWERS DR
MOUNTAIN VIEW CA 94040
ST# 02280 OP# 009006 TE# 06 TR# 01103

ITEMS SOLD 12
TC# 8427 7549 9955 4512 2737



LFS HR CDY	022000280970 F	11.92 N
MINTS	019000003050 F	2.74 N
MINTS	019000003050 F	2.74 N
EXTRA BUB 3P	022000113910 F	4.48 N
EXTRA BUB 3P	022000113910 F	4.48 N
EXTRA BUB 3P	022000113910 F	4.48 N
EXTRA BUB 3P	022000113910 F	4.48 N
REESES	034000995150 F	4.98 N
EXTRA BUB 3P	022000113910 F	4.48 N
REESES	034000995150 F	4.98 N
20Z OREO MI	044000052960 F	9.86 0
18CT FIERY	028400737560 F	9.98 0

SUBTOTAL	69.60
TOTAL	69.60
VISA TEND	69.60
CHANGE DUE	0.00

VISA CREDIT- 9488 I 1 APPR#032641
69.60 TOTAL PURCHASE
REF # 515599044108
TRANS ID - 585155751266855
VALIDATION - 6DQZ
PAYMENT SERVICE - E
AID A0000000031010
TERMINAL # 26142203
*No Signature Required
06/04/25 13:52:05



Get free delivery
from this store
with Walmart+

Scan for 30-day free trial.

Low prices You Can Trust. Every Day.
06/04/25 13:52:12

Give us feedback @ survey.walmart.com
Thank you! ID #:7VPMZ4SPGDZ



WM Supercenter
650-917-0796 Mgr. JEREMIEL
600 SHOWERS DR
MOUNTAIN VIEW CA 94040
ST# 02280 OP# 009007 TE# 07 TR# 03971

ITEMS SOLD 2
TC# 6110 4517 6288 1092 5444



MENS CREW	738994938890	23.98 X
MENS CREW	738994938900	23.98 X

SUBTOTAL	47.96
TAX1 9.1250 %	4.38
TOTAL	52.34
VISA TEND	52.34
CHANGE DUE	0.00

VISA CREDIT- 9488 I 1 APPR#054483
52.34 TOTAL PURCHASE
REF # 515565049768
TRANS ID - 305155758586915
VALIDATION - L8NC
PAYMENT SERVICE - E
AID A0000000031010
TERMINAL # 26142042
*No Signature Required
06/04/25 14:04:18



Get free delivery
from this store
with Walmart+

Scan for 30-day free trial.

Low prices You Can Trust. Every Day.
06/04/25 14:04:23

Total \$121.94



Mountain View #143
1000 N Rengstorff
Mountain View, CA 94043
(650) 988-1841

Order Number:
605

4 @ 9.95
1184862 WHOLE PEP 39.80 A
1184887 WHOLE CHEESE 9.95 A
TAX 4.54
*** TOTAL **54.29**

XXXXXXXXXXXX9488 CHIP Read
AID: A0000000031010
Seq# 236293 APP#: 048634
Visa Resp: APPROVED
Tran ID#: 515500236293....

APPROVED - Purchase
AMOUNT: \$54.29
06/04/2025 14:45 143 236 143 736

Visa **54.29**
CHANGE 0.00

A 9.125% TAX 4.54
TOTAL TAX 4.54
TOTAL NUMBER OF ITEMS SOLD = 5
~~06/04/2025~~ 14:45 143 236 143 736
OP#: 736 Name: Kiosk User 736

Total \$108.58



Mountain View #143
1000 N Rengstorff
Mountain View, CA 94043
(650) 988-1841

Order Number:
604

4 @ 9.95
1184862 WHOLE PEP 39.80 A
1184887 WHOLE CHEESE 9.95 A
TAX 4.54
*** TOTAL **54.29**

XXXXXXXXXXXX9488 CHIP Read
AID: A0000000031010
Seq# 236292 APP#: 064591
Visa Resp: APPROVED
Tran ID#: 515500236292....

APPROVED - Purchase
AMOUNT: \$54.29
06/04/2025 14:44 143 236 142 736

Visa **54.29**
CHANGE 0.00

A 9.125% TAX 4.54
TOTAL TAX 4.54
TOTAL NUMBER OF ITEMS SOLD = 5
~~06/04/2025~~ 14:45 143 236 142 736
OP#: 736 Name: Kiosk User 736

90

Name	Erika Navarro
Title	BTB Supervisor
School Site or Department	FSSP/Ed. Services
Date	6/2/2025
Event Date (if applicable)	6/2/2025-6/6/2025

[For Office Use Only]	
Credit Card Check Out:	
Date	6/5/25
Time	12:15 pm
Credit Card Returned*:	
Date	6/5/25
Time	3:00 pm



Mountain View
Whisman
School District

*** CREDIT CARD MUST BE RETURNED WITH ALL RECEIPTS OF ITEMS LISTED ***

Reason for purchase(s), Include reason for using credit card for this purchase: Purchasing of supplies for water day, crafts and pizza for the last day. vendor does not accept DO's

SACS Code:

- 010 - 6010 - 0 - 4310 - 00 - 1110 - 1000 - 000000 - 003 - 0234
- 010 - 6010 - 0 - 4310 - 00 - 1110 - 1000 - 000000 - 005 - 0234
- 010 - 6010 - 0 - 4310 - 00 - 1110 - 1000 - 000000 - 006 - 0234
- 010 - 6010 - 0 - 4310 - 00 - 1110 - 1000 - 000000 - 008 - 0234
- 010 - 6010 - 0 - 4310 - 00 - 1110 - 1000 - 000000 - 011 - 0234
- 010 - 2600 - 0 - 4311 - 00 - 1110 - 1000 - 000000 - 009 - 0234
- 010 - 2600 - 0 - 4310 - 00 - 1110 - 1000 - 000000 - 009 - 0234

Documentation of prior approval for restricted SACS accounts must be attached to this form. SACS code will NOT be adjusted afterwards.

ITEM NO.	DESCRIPTION (Item & Vendor)	QTY	ESTIMATED PRICE	EST SUBTOTAL
1	Costco Pizzas for ELOP (if extras are needed)	31	\$10.99	\$340.69 ✓
2	Michaels/Walmart/Dollar Tree- Tie Dye Shirts 5 Pack, End of year Activity		\$112.24	\$112.24
3	Costco - Water Balloons for water day 2 pack	2	\$56.99	\$113.98
4				
5				
ESTIMATED SUBTOTAL NOT TO EXCEED				\$566.91
Tax				20.00
Shipping/Handling				
UPDATED TOTAL CONFIRMED BY RECEIPT(S) ATTACHED				\$184.59

MVWSD Credit Card Purchase

4 Costco Receipts ✓

Employee Acknowledgement:

By signing below, I acknowledge that I have read the MVWSD credit card use policy as posted on the Intranet and agree to provide all required receipts and documentation immediately upon return of the credit card. I also understand that unauthorized or unapproved purchases may result in personal liability and/or disciplinary action.

Employee Signature: [Signature] Date: 6/2/25

Supervisor or Board President Approval:

By signing below, I confirm that the described purchase(s) and use of the MVWSD credit card are necessary and comply with District policy as posted on the Intranet.

Supervisor Signature: [Signature] Date: 6/2/25

Supervisor Print Name & Title: Geoff Chang Director of FSSP

[For Business Office Use Only]
Processed by Name & Title: Hera Hong Lee Acct Tech Signature: [Signature]

6/5

CA - BTB
End of Year

Mountain View #143
1000 N Rengstorff
Mountain View, CA 94043
(650) 988-1841

Order Number:
312

3 @ 9.95
1184862 WHOLE PEP 29.85 A
3 @ 9.95
1184887 WHOLE CHEESE 29.85 A
TAX 5.45
*** TOTAL **65.15**

XXXXXXXXXXXX9488 CHIP Read
AID: A0000000031010
Seq# 235958 App#: 084823
Visa Resp: APPROVED
Tran ID#: 515600235958....

APPROVED - Purchase
AMOUNT: \$65.15
06/05/2025 12:35 143 235 59 735

Visa 65.15
CHANGE 0.00

A 9.125% TAX 5.45
TOTAL TAX 5.45
TOTAL NUMBER OF ITEMS SOLD = 6
06/05/2025 12:35 143 235 59 735
OP#: 735 Name: Kiosk User 735

90

6/5

GR - BTB
End of Year

Mountain View #143
1000 N Rengstorff
Mountain View, CA 94043
(650) 988-1841

Order Number:
317

1184862 WHOLE PEP 9.95 A
1184887 WHOLE CHEESE 9.95 A
TAX 1.82
*** TOTAL **21.72**

XXXXXXXXXXXX9488 CHIP Read
AID: A0000000031010
Seq# 235961 App#: 054158
Visa Resp: APPROVED
Tran ID#: 515600235961....

APPROVED - Purchase
AMOUNT: \$21.72
06/05/2025 12:36 143 235 62 735

Visa 21.72
CHANGE 0.00

A 9.125% TAX 1.82
TOTAL TAX 1.82
TOTAL NUMBER OF ITEMS SOLD = 2
06/05/2025 12:36 143 235 62 735
OP#: 735 Name: Kiosk User 735

6/5

LN-BTB
End of Year



Mountain View #143
1000 N Rengstorff
Mountain View, CA 94043
(650) 988-1841

Order Number:
315

2 @ 9.95
1184862 WHOLE PEP 19.90 A
2 @ 9.95
1184887 WHOLE CHEESE 19.90 A
TAX 3.63
**** TOTAL **43.43**

XXXXXXXXXXXX9488 CHIP Read
AID: A0000000031010
Seq# 235960 App#: 066127
Visa Resp: APPROVED
Tran ID#: 515600235960....

APPROVED - Purchase
AMOUNT: \$43.43
06/05/2025 12:36 143 235 61 735

Visa 43.43
CHANGE 0.00

A 9.125% TAX 3.63
TOTAL TAX 3.63
TOTAL NUMBER OF ITEMS SOLD = 4
06/05/2025 12:36 143 235 61 735
OP#: 735 Name: Kiosk User 735

6/5

ML-BTB
End of Year



Mountain View #143
1000 N Rengstorff
Mountain View, CA 94043
(650) 988-1841

Order Number:
314

3 @ 9.95
1184862 WHOLE PEP 29.85 A
2 @ 9.95
1184887 WHOLE CHEESE 19.90 A
TAX 4.54
**** TOTAL **54.29**

XXXXXXXXXXXX9488 CHIP Read
AID: A0000000031010
Seq# 235959 App#: 095494
Visa Resp: APPROVED
Tran ID#: 515600235959....

APPROVED - Purchase
AMOUNT: \$54.29
06/05/2025 12:36 143 235 60 735

Visa 54.29
CHANGE 0.00

A 9.125% TAX 4.54
TOTAL TAX 4.54
TOTAL NUMBER OF ITEMS SOLD = 5
06/05/2025 12:35 143 235 60 735
OP#: 735 Name: Kiosk User 735

Backblaze -
monthly
charge

Backblaze has both annual and monthly subscriptions. I contacted the company on 12/10/2024 asking if they accepted purchase orders or checks for payments and whether we could pay up front with a check. I was told that they only accept credit cards or debit cards for payment.



Rae (Backblaze Help)

Dec 10, 2024, 11:01 PST

Hello,

Thank you for reaching out!

Unfortunately, we only accept credit or debit cards at this time.

I apologize for any inconvenience.

Rae

Support Agent

The Backblaze Team

This ticket will close automatically 36 hours after our agent responds.

You can reply to this ticket after it closes to re-open it or create a follow-up ticket.

We use Backblaze for two services. The annual service is the Backblaze backup software that we use to back up data on the Windows laptops for Business, HR, Superintendent, and Technology departments. The second is a monthly service that we use to store an offsite backup for all of our servers.



Payment Date 2025-06-06 UTC

Email jaker@mwwsd.org

Payment Credit Card ending in 9488

Group Technology Department (#67957)

Other

Backblaze
201 Baldwin Ave.
San Mateo CA 94401

Payment #: 2e61c115623c-
GR-20250606140503

Transactions

Date	Item	Amount
06/06/2025	B2 Cloud Storage	(\$26.07)
	Tax	(\$0.00)
		Total: (\$26.07)

MVWSD Credit Card Purchase

Name (person who is taking the card)	Linda Gold <i>Marilyn Baran</i>
Title	Intervention Teacher <i>Secretary</i>
School Site or Department	Amy Imai Elementary School
Date	June 11, 2025
Event Date (if applicable)	July 21-24, 2025

[For Office Use Only]

Credit Card Check Out:

Date 6/11/25

Time 11:39 am

Credit Card Returned*:

Date 6/11/25

Time 11:45 am



Mountain View
Whisman
School District

*** CREDIT CARD MUST BE RETURNED WITH ITEMIZED RECEIPTS & PARTICIPANT LIST ***

****Lost/missing receipts will result in revocation of credit card privileges****

Reason for purchase(s): Orton - Gillingham Training July 21-24, 2025 @8:30am - 4pm for teacher

reason for using credit card for this purchase: Past the deadline for submitting a PO_____

SACS Code: 010-9130-0-4310-00-1110-1000-000000-004-0130

Documentation of prior approval for restricted SACS accounts must be attached to this form.

SACS code will NOT be adjusted afterwards

DESCRIPTION and Vendor		Amount Not to Exceed
July 2025: Orton-Gillingham Training		\$350
-If needed, attach additional items on separate page		Tax
		Shipping/Handling/ Tip
ESTIMATED TOTAL - NOT TO EXCEED		\$350
TOTAL - CONFIRMED BY RECEIPT(S) ATTACHED		\$350

Employee Acknowledgement:

By signing below, I acknowledge that I have read the MVWSD credit card use policy as posted on the Intranet and agree to provide all required receipts and documentation immediately upon return of the credit card.

Employee Signature (who is taking the card): Melt Date: 06/11/2025

Supervisor or Board President Approval:

By signing below, I confirm that the described purchase(s) and use of the MVWSD credit card are necessary and comply with District policy as posted on the Intranet.

Supervisor Signature: AL Date: 6/10/25

Supervisor Print Name & Title: Arline Siam Principal

[For Business Office Use Only]

Processed by Name & Title: Hera Hong Lee, Asst Tech Signature [Signature]

California Collaborative for Learning Acceleration
ORTON-GILLINGHAM TRAINING

June 23-27, 2025 (5 days) *or* **July 21-24, 2025** (4 days & independent work)

Contact: Rebecca Davidson | 408.453.4295 | rdavidson@sccoe.org

Attendee Information

Reference Number 89929504

Email Address lgold@mvwsd.org

First Name Linda

Last Name Gold

Job Title Intervention Teacher

School Site Amy Imai Elementary School

County Santa Clara

Mobile Phone [REDACTED]

Address Line 1 253 Martens Avenue

City Mountain View

US State California

Zip (Postal Code) 94040

Dietary Accommodations

Attendee Selection
Selection

Attendee Category Attendee

JULY 2025: Orton-Gillingham Training
July 21-24, 2025 @ 8:30 am - 4:00 pm

Cost
\$ 350.00

Total \$ 350.00

		Transaction details	
Date	Transaction Amount	Transaction Type	Amount
Monday 05/26/2025			\$ 350.00
Balance			\$ 350.00

Close

California Collaborative for Learning Acceleration

ORTON-GILLINGHAM TRAINING

June 23-27, 2025 (5 days) or July 21-24, 2025 (4 days & independent work)

Contact: Rebecca Davidson | 408.453.4295 | rdavidson@sccoe.org

Attendee Information

Reference Number 90164229

Email Address lgold@mvwsd.org

First Name Linda

Last Name Gold

Job Title Intervention Teacher

School Site Amy Imai Elementary School

County Santa Clara

Mobile Phone 650-526-3490

Address Line 1 253 Martens Avenue

City Mountain View

US State California

Zip (Postal Code) 94040

Dietary Accommodations N/A

Attendee Category	Attendee	Selection	Cost
		JULY 2025: Orton-Gillingham Training July 21-24, 2025 @ 8:30 am - 4:00 pm	\$ 350.00
Total			\$ 350.00

Date	Transaction Type	Amount
Wednesday 06/11/2025	Transaction Amount	\$ 350.00
Wednesday 06/11/2025	Online Credit Card Payment(xxxxxxxxxxxx9488)	\$ -350.00
Balance		\$ 0.00

Close

Name (person who is taking the card)	Melanie Agront
Title	Department Secretary
School Site or Department	MOT
Date	June 13, 2025
Event Date (if applicable)	

Time 1:25pm



****Lost/missing receipts will result in revocation of credit card privileges****

SACS code will NOT be adjusted afterwards

-If needed, attach additional items on separate page

District Office T 650.526.3500 1400 Montecito Ave Mountain View, CA 94043 mvwsd.org

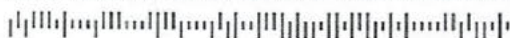


FASTRAK
Keeps You Moving

NOTICE OF TOLL EVASION

VIOLATION NUMBER	LICENSE PLATE	NOTICE DATE	TOLL AMOUNT	TOLL EVASION PENALTY	TOTAL AMOUNT DUE	DUE DATE
		04/15/25	\$1.90	\$10.00	\$11.90	05/15/25

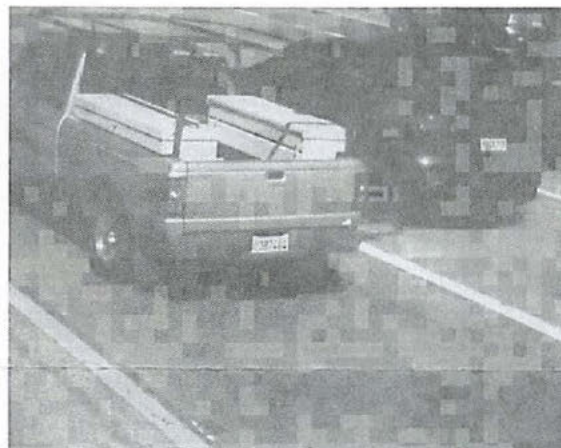
You are receiving this notice for the toll transaction listed on the following page.



0000132-0000314-P0003107 0106 001 ---1- 768753 TEVV2A 1



WHISMAN SCHL DIST
750A SAN PIERRE WAY
MOUNTAIN VIEW CA 94043-3133



RECEIVED

MAY 28 2025

ACCOUNTS PAYABLE

FAST AND EASY WAYS TO PAY

WITH IMMEDIATE PAYMENT CONFIRMATION

PAY ONLINE

www.bayareafastrak.org

PAY BY PHONE

(877) 229-8655
Option 1 at the Main Menu

Not your vehicle?

Already have a FasTrak or License Plate account?

See details on the back!

Or view or dispute the violation online at www.bayareafastrak.org.

Is this your first violation? Sign up for a FasTrak account and we'll waive the penalty fees.

Were you carpooling? Sign up for FasTrak and get a Flex tag to use Express Lanes toll free.

Our records indicate that on the date, time and location shown on this notice, the vehicle listed did not pay the proper toll and a valid FasTrak toll tag or License Plate Account was not detected. California Vehicle Code (Sections 23302, 23302.5, and 40250 et seq.) require that tolls be paid and that penalties or fees may be charged if the proper toll is not paid. The tolls and penalties shown above are now due. To avoid additional penalties or fines, please pay the amount shown by the required due date.

Failure to respond to this notice may result in additional penalties and fees and referral of the amount due to a collections agency and/or withholding of your vehicle registration (CVC 4770 and 40267).

Can't pay online or by phone? Please pay by mail, return this portion with your payment



FASTRAK NOTICE OF TOLL EVASION

PAYMENT COUPON

SAVE TIME - PAY ONLINE: WWW.BAYAREAFASRAK.ORG

WHISMAN SCHL DIST
750A SAN PIERRE WAY
MOUNTAIN VIEW CA 94043-3133



License Plate: XXXXXXXXXX Amount Due: \$11.90

Violation Number: XXXXXXXXXX Due Date: 05/15/25

Amount Enclosed: \$

Violation Processing Department
P.O. Box 26925
San Francisco, CA 94126



Make checks payable to FasTrak Violation Processing Department. Please include your violation number on your check. DO NOT SEND CASH. A fee of \$25 will be assessed for any returned check. Failure to pay in full by the due date may result in additional penalties and fees and referral of the remaining amount due to a collections agency and/or withholding of your DMV vehicle registration.



04152025051520258225790945230011909 Page 1 of 2

BAT001-A

95

Violation Number	License Plate	Express Lane Trip Entry/Exit	Date	Time	Toll Amount	Penalties	Total
		V101 MBN to SBN	04/04/25	11:06:14	\$1.90	\$10.00	\$11.90

Legend: US 101 Moffett Blvd NB to US 101 N Shoreline Blvd NB

Returned Check Fee (if applicable): \$0.00
Total Amount Due: \$11.90

Contested Notice of Toll Evasion / Affidavit of Non-Liability / Existing Customer

Pursuant to California Vehicle Code (CVC) Sections 40250 and 40254, the registered owner of the vehicle is responsible for all toll evasion violations committed by that vehicle. If you do not agree that you owe the amount shown on the front of this notice, if you do not own or have not rented the vehicle listed, or if you are a Bay Area FasTrak or License Plate account holder, you have twenty-one (21) days from the notice date to complete and return this form to the FasTrak Customer Service Center return address below or scan and submit online at www.bayareafastrak.org.
Complete Only One of the following Sections A, B or C.

Section A: CONTESTED NOTICE OF TOLL EVASION

☐ Check here if you are disputing this violation because the license plate information in the table does not match the vehicle in the picture. I do not believe I owe the amount shown on the reverse side of this notice. I am requesting an investigation of the items which constitute my defense against liability of the violation. I have attached a written explanation of the reasons I am contesting the violation.

Print Name: _____ Phone: (____) _____ Email: _____

Signature: _____ Date: _____

You will be notified of the investigation results by mail. If you are not satisfied with the results, you may request an administrative review within 15 days from the mailing date of the results, after depositing the amount due pursuant to procedures set forth in California Vehicle Code Section 40255. Following the administrative review, if you are not satisfied with the decision, you may file an appeal to the superior court in accordance with the procedures set out in California Vehicle Code Section 40256.

Section B: AFFIDAVIT OF NON-LIABILITY

The undersigned declares that the vehicle bearing the license plate on the Notice of Toll Evasion was not owned by me/was rented to another party on the date of the violation. The vehicle was (check one only):

☐ SOLD or TRANSFERRED ☐ LEASED or RENTED ☐ REPORTED STOLEN ☐ TRAILER or CONTAINER

Name and Address of Responsible party is:

Name: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Date of sale, theft or execution of rental/lease agreement: _____

I declare under penalty of perjury that the foregoing is true and correct:

Signature: _____ Date: _____ Phone: (____) _____ Email: _____

One of the following must accompany this Affidavit as acceptable proof of non-liability: (1) declaration of non-ownership, (2) a copy of the bill of sale or release of liability filed with the DMV, (3) a copy of the lease or rental agreement providing the rentee/lessee information and term of agreement, (4) a police report citing the date of theft. Failure to provide or accurately complete the above information, as well as lack of verification of such by DMV, will result in this Affidavit being disregarded.

Section C: FASTRAK OR LICENSE PLATE ACCOUNT CUSTOMER

If you hold an existing FasTrak or License Plate Account, you most likely received this notice because the license plate number shown has not been added to your account yet. Go to www.bayareafastrak.org, log into your account, and add your vehicle with a start date of your toll crossing, or fill out the section below. You may have also received this notice because your account had insufficient funds on the date of the transaction(s). In such case, you may need to add additional funds to your account. Go to www.bayareafastrak.org and add funds to your account.

FasTrak Account: I am a Bay Area FasTrak account holder in good standing and had a valid transponder in the vehicle at the time of the violation shown on this notice. Please charge my account for the toll amount only. I understand I am liable for the full amount due shown on this notice if my account does not have a sufficient balance and/or the transponder was not in a valid status at the time of the violation. Failure to completely and accurately provide the information below will result in this declaration being rejected.

☐ To prevent violation(s), I authorize the FasTrak Customer Service Center to add to my account the following license plate: CA 387464

License Plate Account: I am a License Plate account holder in good standing at the time of the violation shown on this notice. Please charge my account for the toll amount only. I understand I am liable for the full amount due shown on this notice if my account does not have a valid credit card on file or a sufficient balance at the time of the violation. Failure to completely and accurately provide the information below will result in this declaration being rejected.

☐ To prevent violation(s), I authorize the FasTrak Customer Service Center to add to my account the following license plate: CA 387464

I have been responsible for this vehicle since _____ Account Number: _____

Account Holder Name: _____ Signature: _____ Transponder Number (if FasTrak): _____

If you are a FasTrak account holder from a different toll agency, you may do ONE of the following:

- Update your vehicle information with your local FasTrak Customer Service Center within 30 days of this notice. This violation will continue to escalate until resolved. OR
- Dispute the violation using Section B above. OR
- Pay this violation online at www.bayareafastrak.org

Questions about your Notice of Toll Evasion?

Please call (877) BAY-TOLL (1-877-229-8655), Monday through Friday from 8:00 am to 6:00 pm. Fax: (415) 771-5555
FasTrak Violation Processing Department, PO Box 26925, San Francisco, CA



To make a payment, go to:
www.bayareaastrak.org

RESPOND PROMPTLY TO AVOID DMV ACTION



BATM0028

[Get FasTrak](#)[Ways to Pay](#)[Toll Locations](#)[Help](#)[Make A Payment](#)[Home](#) / [PAY AN INVOICE OR VIOLATION](#)

Violation Detail

Resolve a Violation -# T822579094523

Notice Mail Date: 05/23/2025

License Plate 387464

Status	OPEN
Toll	\$1.90
NSF Fee	\$0.00
Penalty	\$10.00
Delinquent Penalty	\$20.00
DMV Fee	\$0.00
Total Amount	\$31.90

[View Details](#)[File Dispute](#)

First Time Toll Violators - Save \$5.00

If you are first time toll violator, and are not currently a FasTrak account holder, you can have your violation penalty dismissed by opening a new FasTrak account.

[Sign Up for a FasTrak Account](#)

Recent Violations

Scroll through the below list to view other outstanding violations associated with the same license plate. Click on the violation number to view more details. To add another violation to the total amount to be paid, select the box and click update total.

Violation#	Status	Total Due
[REDACTED]	CLOSED	\$0.00
[REDACTED]	CLOSED	\$0.00
Update Total		



[Home](#) / [PAY AN INVOICE OR VIOLATION](#)

Violation Details

Violation Detail

[Back to Violation List](#)

Vehicle Owner Information

The following vehicle owner information was returned by the Department of Motor Vehicles:



WHISMAN SCHL DIST WHISMAN SCHL DIST
750A SAN PIERRE WAY MOUNTAIN VIEW CA 94043

NSF Fee:

\$0.00

Total Due:

\$0.00

To view a photo of the license plate, click on the violation number from the link below.

Violation Information # [REDACTED]

Date & Time	Plaza	Lane	Status	Toll	Penalty	Delinquent Penalty	DMV Fee	Amount Due
04/04/2025 11:06:14	SBN	02	PAIDFULL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Share your feedback: [**Take a Quick Survey**](#)



wd: Toll Violation Payment Confirmation

messages

Ielanie Agront <magront@mvwsd.org>
o: Kevin Quaresma <kquaresma@mvwsd.org>

Fri, Jun 13, 2025 at 1:22 PM

----- Forwarded message -----

From: **Bay Area FasTrak Customer Service** <no_reply@bayareafastrak.org>
Date: Fri, Jun 13, 2025 at 1:21 PM
Subject: Toll Violation Payment Confirmation
To: <magront@mvwsd.org>



Dear Bay Area Motorist:

Your Toll violation payment in the amount of \$31.90 was processed and your violation is now paid in full.

You have paid the following Violations:



Sincerely,

Bay Area FasTrak Customer Service Center Team

Please do not reply to this message. This is an automatically generated notification.

--

Thank you,

Melanie Agront

Department Secretary
Maintenance, Operations, and Transportation
Mountain View Whisman School District
Direct: (650)526-3587
Transportation: (650)903-6955
www.mvwsd.org

Ielanie Agront <magront@mvwsd.org>
o: Kevin Quaresma <kquaresma@mvwsd.org>

Fri, Jun 13, 2025 at 1:24 PM

[Quoted text hidden]



FasTrak® - Receipt.pdf
147K

MVWSD Credit Card Purchase

Name (person who is taking the card)	Veronica Del Rio
Title	Department Secretary - Technology
School Site or Department	Technology
Date	6/16/2025
Event Date (if applicable)	July 13 - 17, 2025

[For Office Use Only]	
Credit Card Check Out:	
Date	6/18/25
Time	2:10pm
Credit Card Returned*:	
Date	6/18/25
Time	3:40pm

Mountain View
Whisman
School District

*** CREDIT CARD MUST BE RETURNED WITH ITEMIZED RECEIPTS & PARTICIPANT LIST ***

****Lost/missing receipts will result in revocation of credit card privileges****

Reason for purchase(s): PSUG Conference July 13 - 17, 2025

reason for using credit card for this purchase need to purchase air flights and book hotel stays, PO is not accepted.

010-9590-0-5200-00-0000-770000000-009-0570 = Technology

SACS Code: 010-0000-0-5200-00-0000-7400-000000-009-0400 = Student Services/Admin Services - - - - -

Documentation of prior approval for restricted SACS accounts must be attached to this form.

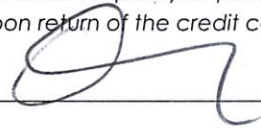
SACS code will NOT be adjusted afterwards

DESCRIPTION and Vendor	Amount Not to Exceed
Air Flights- booking most cost effective flights for all 5 staff members attending PSUG conference	\$200.00(roundtrip estimated) per person Total = \$1,000
booking hotel stay for all 5 staff members attending PSUG	\$300(total stay estimated) per person Total = \$1,500.00
	Tax
	Shipping/Handling/Tip
ESTIMATED TOTAL - NOT TO EXCEED	
\$2,500.00	
TOTAL - CONFIRMED BY RECEIPT(S) ATTACHED	
\$2,467.10	

-If needed, attach additional items on separate page

Employee Acknowledgement:

By signing below, I acknowledge that I have read the MVWSD credit card use policy as posted on the Intranet and agree to provide all required receipts and documentation immediately upon return of the credit card.

Employee Signature (who is taking the card): Veronica Del Rio  Date: June 16, 2025

Supervisor or Board President Approval:

By signing below, I confirm that the described purchase(s) and use of the MVWSD credit card are necessary and comply with District policy as posted on the Intranet.

Supervisor Signature:  Date: June 17, 2025

Supervisor Print Name & Title: TARA VIKJORD, CHIEF HR OFFICER

[For Business Office Use Only]

Processed by Name & Title: Kevin Quaresma Account Tech III Signature:  6/18/25

PSUG 2025 Attendees

- Information Services Team
(010-9590-0-5200-00-0000-7700-000000-009-0570)
 - Alejandra Garcia
 - Thiranjani Fernando
 - Joanne Doria
- Student Services Team
(010-0000-0-5200-00-0000-7400-000000-009-0400)
 - Nubia Avina
 - Evelyn Lopez

Mountain View Whisman School District

Agenda Item for Board Meeting of 6/12/2025

Agenda Category: CONSENT AGENDA

Agenda Item Title: National Power School University Group Conference

Estimated Time:

Person Responsible:

Tara Vikjord, Chief Human Relations Officer

Jon Aker, Director of Technology

Background:

2025 National Power School University Group: Learning new systems and techniques with the PowerSchool system to make effective systems for enrollment, attendance accounting, incident, and more. Incidents, with and more. Staff will present new information to the team and implement new practices.

Strategic Plan Goal 4b: Adopt an approach to differentiated professional development aligned with student success for all employees

Strategic Plan Goal 4c: Build Leadership skills to support future district needs.

Attendees: Alejandra Garcia, Thiranjani Fernando, Joanne Doria, Nubia Avina, Evelyn Lopez

Date(s): July 13-17, 2025

Location: Las Vegas, Nevada

Fiscal Implication:

Estimated Expense: \$1,489 each

Recommended Action:

It is recommended that the Board of Trustees approve staff attendance at the 2025 National Power School University Group conference, as presented

ATTACHMENTS:

Description	Type	Upload Date
Course Offerings	Backup Material	6/6/2025
Out of Town Conference Forms	Backup Material	6/9/2025

Mountain View Whisman School District

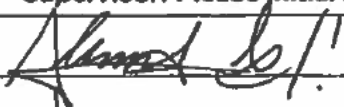
Out-of-Town Conference/Workshop Request Form

Business Reviewed:

Employee Name: Alejandra Garcia	Department/Site: Student Services / Administrative Services
SACS Code: <u>010 - 9590 - 05200 - 00 - 0000 - 7700 - 000000 - 009 - 0570</u>	
Conference/Workshop Title: 2025 PSUG Conference	Conference Date(s): July 13, 2025 – July 17, 2025
City: Las Vegas	State: Nevada
Departure Date: July 13, 2025	Return Date: July 17, 2025
Purpose of Conference (site LCAP or Strategic plan): Learning new systems and techniques with the PowerSchool system to make effective and efficient systems for enrollment, attendance accounting, Incidents, and more. Staff will present new information to the team and implement new practices. Strategic Plan Goal 4b: Adopt and approach to differentiated professional development aligned with student success for all employees. Strategic Plan Goal 4c: Build leadership skills to support future district needs.	

Estimated Expenses - PLEASE DO NOT MAKE PURCHASES UNTIL THE REQUEST HAS BEEN APPROVED
**Please read Board Policy 3350 and Administrative Regulation 3350 on district website for detailed information.*

Cost/Fees	Checkmark = Information Attached	Estimate	Actual
Substitute(s) if needed	☐ # half day subs or # full day subs, and relevant info		
Conference Registration	☒ Brochure/Registration/Event Forms	\$699.00	
Vehicle Miles	☐ Travel map for distance; # miles x \$ /mile*= <i>(*mileage rate changes yearly based on Federal law)</i>		
Air Travel	☒ Flight cost calculation estimate (ie. Google flight page)	\$200.00(roundtrip)	
Flight from airport: <u>San Jose Minoto</u>	Flight to airport: <u>Harry Reid International</u>		
Lodging/Hotel Over 75 miles away ☒ yes ☐ no	☒ Cost calculation estimate (ie. Hotel webpage with current rates)	\$300.00	
Transfers to/from Airport	☒ Mode of transportation and details (bus, taxi, train, etc.)	\$50.00	
Transfers to/from Lodging	☐ Mode of transportation and details (bus, taxi, train, etc.)		
Transportation during trip	☐ Rental car info, parking fee, taxi, train, etc.		
Meals	☒ Calculation & explanation <i>(Please find per diem rates at Per Diem Rates for California on the GSA website)</i>	\$237.00	
Other Costs	☐ Incidentals (bridge tolls, wifi, etc.) Attach list with documentation of cost		
TOTAL COST:		\$1,489.00	
Supervisor: Please Initial Actual Total Cost Post Travel:			

Employee Signature:  Date: May 9, 2025
 Print Name: Alejandra Garcia Title: Information Services Supervisor
 Supervisor Signature:  Date: May 9, 2025
 Print Name: Jon Akar Title: Director of Technology

Superintendent or Board President Signature: _____



Date: 15 May 25

Print Name: Jeffrey Baier

Title: Superintendent

Participant: Attach all relevant documentation and receipts with this form and submit to your Supervisor immediately upon completion of your travel.

Directions:

1. Complete form entirely (SACS code for restricted accounts must have prior authorization from restricted account supervisor or Board President).
2. Signatures from Employee, Supervisor and Superintendent or Board President are required.
3. If advance check payment is necessary, please submit this completed form and all documentation to the Business office with the request via email, at least 3 weeks prior to travel.
4. Upon return, employee must complete the "Actual" cost fields on this form, obtain Supervisor's Initials.
5. If pre-payment was not made, submit reimbursement form with all relevant receipts and/or documentation.
6. Superintendent or Board President will review forms and documentation post travel.
7. Supervisor directs dept/site staff responsible for QCC entry to submit reimbursements through QCC. Include this form with relevant documentation and receipts as an attachment to the requisition. **Requisition must be submitted within 30 days upon completion of travel or by July 7th, whichever is earlier.**
8. Direct any questions to the Business office as needed.

Mountain View Whisman School District

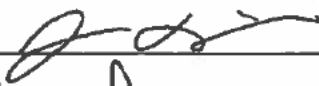
Out-of-Town Conference/Workshop Request Form

Business Reviewed:

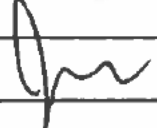
Employee Name: Joanne Doria	Department/Site: Student Services / Administrative Services
SACS Code: <u>010 - 9590 - 0-5200-00-0000-7700-000000-009-0570</u>	
Conference/Workshop Title: 2025 PSUG Conference	Conference Date(s): July 13, 2025 – July 17, 2025
City: Las Vegas	State: Nevada
Departure Date: July 13, 2025	Return Date: July 17, 2025
Purpose of Conference (site LCAP or Strategic plan): Learning new systems and techniques with the PowerSchool system to make effective and efficient systems for enrollment, attendance accounting, incidents, and more. Staff will present new information to the team and implement new practices. Strategic Plan Goal 4b: Adopt and approach to differentiated professional development aligned with student success for all employees. Strategic Plan Goal 4c: Build leadership skills to support future district needs.	

Estimated Expenses - PLEASE DO NOT MAKE PURCHASES UNTIL THE REQUEST HAS BEEN APPROVED
**Please read Board Policy 3350 and Administrative Regulation 3350 on district website for detailed information.*

Cost/Fees	Checkmark = Information Attached	Estimate	Actual
Substitute(s) if needed	☐ # half day subs or # full day subs, and relevant info		
Conference Registration	☒ Brochure/Registration/Event Forms	\$699.00	
Vehicle Miles	☐ Travel map for distance; # miles x \$ /mile*= <i>(*mileage rate changes yearly based on Federal law)</i>		
Air Travel	☒ Flight cost calculation estimate (ie. Google flight page)	\$200.00(roundtrip)	
Flight from airport: <u>San Jose Minato</u>	Flight to airport: <u>Harry Reid International</u>		
Lodging/Hotel Over 75 miles away ☒ yes ☐ no	☒ Cost calculation estimate (ie. Hotel webpage with current rates)	\$300.00	
Transfers to/from Airport	☒ Mode of transportation and details (bus, taxi, train, etc.)	\$50.00	
Transfers to/from Lodging	☐ Mode of transportation and details (bus, taxi, train, etc.)		
Transportation during trip	☐ Rental car info, parking fee, taxi, train, etc.		
Meals	☒ Calculation & explanation <i>(Please find per diem rates at Per Diem Rates for California on the GSA website)</i>	\$237.00	
Other Costs	☐ Incidentals (bridge tolls, wifi, etc.) Attach list with documentation of cost		
TOTAL COST:		\$1,489.00	
Supervisor: Please Initial Actual Total Cost Post Travel:			

Employee Signature:  Date: May 9, 2025

Print Name: Joanne Doria Title: Information Services Technician

Supervisor Signature:  Date: May 9, 2025

Print Name: Jon Aler Title: Director of Technology

Superintendent or Board President Signature: _____

Date: 15 May 25

Print Name: Jeffrey Baier

Title: Superintendent

Participant: Attach all relevant documentation and receipts with this form and submit to your Supervisor immediately upon completion of your travel.

Directions:

1. Complete form entirely (SACS code for restricted accounts must have prior authorization from restricted account supervisor or Board President).
2. Signatures from Employee, Supervisor and Superintendent or Board President are required.
3. If advance check payment is necessary, please submit this completed form and all documentation to the Business office with the request via email, at least 3 weeks prior to travel.
4. Upon return, employee must complete the "Actual" cost fields on this form, obtain Supervisor's initials.
5. If pre-payment was not made, submit reimbursement form with all relevant receipts and/or documentation.
6. Superintendent or Board President will review forms and documentation post travel.
7. Supervisor directs dept/site staff responsible for QCC entry to submit reimbursements through QCC. Include this form with relevant documentation and receipts as an attachment to the requisition. **Requisition must be submitted within 30 days upon completion of travel or by July 7th, whichever is earlier.**
8. Direct any questions to the Business office as needed.

Mountain View Whisman School District

Out-of-Town Conference/Workshop Request Form

Business Reviewed:

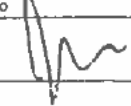
Employee Name: Thiranjani Fernando	Department/Site: Student Services / Administrative Services
SACS Code: <u>010 - 9590 - 0.5200 - 00 - 0000 - 7700 - 000000 - 009 - 0570</u>	
Conference/Workshop Title: 2025 PSUG Conference	Conference Date(s): July 13, 2025 – July 17, 2025
City: Las Vegas	State: Nevada
Departure Date: July 13, 2025	Return Date: July 17, 2025
Purpose of Conference (site LCAP or Strategic plan): Learning new systems and techniques with the PowerSchool system to make effective and efficient systems for enrollment, attendance accounting, Incidents, and more. Staff will present new information to the team and implement new practices. Strategic Plan Goal 4b: Adopt and approach to differentiated professional development aligned with student success for all employees. Strategic Plan Goal 4c: Build leadership skills to support future district needs.	

Estimated Expenses - PLEASE DO NOT MAKE PURCHASES UNTIL THE REQUEST HAS BEEN APPROVED**Please read Board Policy 3350 and Administrative Regulation 3350 on district website for detailed information.*

Cost/Fees	Checkmark = Information Attached	Estimate	Actual
Substitute(s) if needed	☐ # half day subs or # full day subs, and relevant info		
Conference Registration	☒ Brochure/Registration/Event Forms	\$699.00	
Vehicle Miles	☐ Travel map for distance; # miles x \$ _____ /mile* = <i>(*mileage rate changes yearly based on Federal law)</i>		
Air Travel	☒ Flight cost calculation estimate (ie. Google flight page)	\$200.00(roundtrip)	
Flight from airport: <u>San Jose Mineta</u>	Flight to airport: <u>Harry Reid International</u>		
Lodging/Hotel Over 75 miles away ☒ yes ☐ no	☒ Cost calculation estimate (ie. Hotel webpage with current rates)	\$300.00	
Transfers to/from Airport	☒ Mode of transportation and details (bus, taxi, train, etc.)	\$50.00	
Transfers to/from Lodging	☐ Mode of transportation and details (bus, taxi, train, etc.)		
Transportation during trip	☐ Rental car info, parking fee, taxi, train, etc.		
Meals	☒ Calculation & explanation <i>(Please find per diem rates at <u>Per Diem Rates for California</u> on the GSA website)</i>	\$237.00	
Other Costs	☐ Incidentals (bridge tolls, wifi, etc.) Attach list with documentation of cost		
TOTAL COST:		\$1,489.00	
Supervisor: Please Initial Actual Total Cost Post Travel:			

Employee Signature:  Date: May 9, 2025

Print Name: Thiranjani Fernando Title: Information Services Technician

Supervisor Signature:  Date: May 9, 2025

Print Name: Jon Aker Title: Director of Technology

Superintendent or Board President Signature: _____



Date: 15 MAY 25

Print Name: Jeffrey Baier

Title: Superintendent

Participant: Attach all relevant documentation and receipts with this form and submit to your Supervisor immediately upon completion of your travel.

Directions:

1. Complete form entirely (SACS code for restricted accounts must have prior authorization from restricted account supervisor or Board President).
2. Signatures from Employee, Supervisor and Superintendent or Board President are required.
3. If advance check payment is necessary, please submit this completed form and all documentation to the Business office with the request via email, at least 3 weeks prior to travel.
4. Upon return, employee must complete the "Actual" cost fields on this form, obtain Supervisor's initials.
5. If pre-payment was not made, submit reimbursement form with all relevant receipts and/or documentation.
6. Superintendent or Board President will review forms and documentation post travel.
7. Supervisor directs dept/site staff responsible for QCC entry to submit reimbursements through QCC. Include this form with relevant documentation and receipts as an attachment to the requisition.
Requisition must be submitted within 30 days upon completion of travel or by July 7th, whichever is earlier.
8. Direct any questions to the Business office as needed.

Feb-2025

Mountain View Whisman School District

Out-of-Town Conference/Workshop Request Form

Business Reviewed:

Employee Name: Evelyn Lopez	Department/Site: Student Services / Administrative Services
SACS Code: <u>010-0000-05200-00-0000-7400-000000-0019-0400</u>	
Conference/Workshop Title: 2025 PSUG Conference	Conference Date(s): July 13, 2025 – July 17, 2025
City: Las Vegas	State: Nevada
Departure Date: July 13, 2025	Return Date: July 17, 2025
Purpose of Conference (site LCAP or Strategic plan): Learning new systems and techniques with the PowerSchool system to make effective and efficient systems for enrollment, attendance accounting, incidents, and more. Staff will present new information to the team and implement new practices. Strategic Plan Goal 4b: Adopt and approach to differentiated professional development aligned with student success for all employees. Strategic Plan Goal 4c: Build leadership skills to support future district needs.	

Estimated Expenses - PLEASE DO NOT MAKE PURCHASES UNTIL THE REQUEST HAS BEEN APPROVED**Please read Board Policy 3350 and Administrative Regulation 3350 on district website for detailed information.*

Cost/Fees	Checkmark = Information Attached	Estimate	Actual
Substitute(s) if needed	☐ # half day subs or # full day subs, and relevant info		
Conference Registration	☒ Brochure/Registration/Event Forms	\$699.00	
Vehicle Miles	☐ Travel map for distance; # miles x \$ /mile*= (*mileage rate changes yearly based on Federal law)		
Air Travel	☒ Flight cost calculation estimate (ie. Google flight page)	\$200.00(roundtrip)	
Flight from airport: _____	Flight to airport: _____		
Lodging/Hotel Over 75 miles away ☒ yes ☐ no	☒ Cost calculation estimate (ie. Hotel webpage with current rates)	\$300.00	
Transfers to/from Airport	☒ Mode of transportation and details (bus, taxi, train, etc.)	\$50.00	
Transfers to/from Lodging	☐ Mode of transportation and details (bus, taxi, train, etc.)		
Transportation during trip	☐ Rental car info, parking fee, taxi, train, etc.		
Meals	☒ Calculation & explanation (Please find per diem rates at Per Diem Rates for California on the GSA website)	\$237.00	
Other Costs	☐ Incidentals (bridge tolls, wifi, etc.) Attach list with documentation of cost		
TOTAL COST:		\$1,489.00	
Supervisor: Please Initial Actual Total Cost Post Travel:			

Employee Signature: Evelyn LopezDate: 5/20/25Print Name: Evelyn LopezTitle: Student Services CoordinatorSupervisor Signature: Tara VikjorDate: 5/20/25Print Name: Tara VikjorTitle: Chief Human Relations Officer

Superintendent or Board President Signature: _____



Date: 17 JUN 25

Print Name: JEFFREY BANTZ Title: _____

Participant: Attach all relevant documentation and receipts with this form and submit to your Supervisor immediately upon completion of your travel.

Directions:

1. Complete form entirely (SACS code for restricted accounts must have prior authorization from restricted account supervisor or Board President).
2. Signatures from Employee, Supervisor and Superintendent or Board President are required.
3. If advance check payment is necessary, please submit this completed form and all documentation to the Business office with the request via email, at least 3 weeks prior to travel.
4. Upon return, employee must complete the "Actual" cost fields on this form, obtain Supervisor's initials.
5. If pre-payment was not made, submit reimbursement form with all relevant receipts and/or documentation.
6. Superintendent or Board President will review forms and documentation post travel.
7. Supervisor directs dept/site staff responsible for QCC entry to submit reimbursements through QCC. Include this form with relevant documentation and receipts as an attachment to the requisition. **Requisition must be submitted within 30 days upon completion of travel or by July 7th, whichever is earlier.**
8. Direct any questions to the Business office as needed.

Mountain View Whisman School District

Out-of-Town Conference/Workshop Request Form

Business Reviewed:

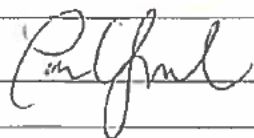
Employee Name: Nubia Avina	Department/Site: Student Services / Administrative Services
SACS Code: <u>010-0000-05200-00-0900-7400-000000-009-0400</u>	
Conference/Workshop Title: 2025 PSUG Conference	Conference Date(s): July 13, 2025 – July 17, 2025
City: Las Vegas	State: Nevada
Departure Date: July 13, 2025	Return Date: July 17, 2025
Purpose of Conference (site LCAP or Strategic plan): Learning new systems and techniques with the PowerSchool system to make effective and efficient systems for enrollment, attendance accounting, incidents, and more. Staff will present new information to the team and implement new practices. Strategic Plan Goal 4b: Adopt and approach to differentiated professional development aligned with student success for all employees. Strategic Plan Goal 4c: Build leadership skills to support future district needs.	

Estimated Expenses - PLEASE DO NOT MAKE PURCHASES UNTIL THE REQUEST HAS BEEN APPROVED**Please read Board Policy 3350 and Administrative Regulation 3350 on district website for detailed information.*

Cost/Fees	Checkmark = Information Attached	Estimate	Actual
Substitute(s) if needed	☐ # half day subs or # full day subs, and relevant info		
Conference Registration	☒ Brochure/Registration/Event Forms	\$699.00	
Vehicle Miles	☐ Travel map for distance; # miles x \$ /mile*= (*mileage rate changes yearly based on Federal law)		
Air Travel	☒ Flight cost calculation estimate (ie. Google flight page)	\$200.00(roundtrip)	
Flight from airport: _____	Flight to airport: _____		
Lodging/Hotel Over 75 miles away ☒ yes ☐ no	☒ Cost calculation estimate (ie. Hotel webpage with current rates)	\$300.00	
Transfers to/from Airport	☒ Mode of transportation and details (bus, taxi, train, etc.)	\$50.00	
Transfers to/from Lodging	☐ Mode of transportation and details (bus, taxi, train, etc.)		
Transportation during trip	☐ Rental car info, parking fee, taxi, train, etc.		
Meals	☒ Calculation & explanation (Please find per diem rates at Per Diem Rates for California on the GSA website)	\$237.00	
Other Costs	☐ Incidentals (bridge tolls, wifi, etc.) Attach list with documentation of cost		
TOTAL COST:		\$1,489.00	
Supervisor: Please Initial Actual Total Cost Post Travel:			

Employee Signature:  Date: 5/20/25

Print Name: Nubia Avina Title: Student Services Manager

Supervisor Signature:  Date: 5/20/25

Print Name: Tara Vikjord Title: Chief Human Relations Officer

Superintendent or Board President Signature: _____



Date: 17 JUN 25

Print Name: JEFFREY BAVEL

Title: SUP

Participant: Attach all relevant documentation and receipts with this form and submit to your Supervisor immediately upon completion of your travel.

Directions:

1. Complete form entirely (SACS code for restricted accounts must have prior authorization from restricted account supervisor or Board President).
2. Signatures from Employee, Supervisor and Superintendent or Board President are required.
3. If advance check payment is necessary, please submit this completed form and all documentation to the Business office with the request via email, at least 3 weeks prior to travel.
4. Upon return, employee must complete the "Actual" cost fields on this form, obtain Supervisor's initials.
5. If pre-payment was not made, submit reimbursement form with all relevant receipts and/or documentation.
6. Superintendent or Board President will review forms and documentation post travel.
7. Supervisor directs dept/site staff responsible for QCC entry to submit reimbursements through QCC. Include this form with relevant documentation and receipts as an attachment to the requisition. **Requisition must be submitted within 30 days upon completion of travel or by July 7th, whichever is earlier.**
8. Direct any questions to the Business office as needed.

[PSUG Events \(/\)](#) / [2025 National PSUG Event \(/e/2025-national-psug-event\)](#) / Courses Offered

Courses Offered

Course	Description
4 Ways to Export Data from PowerSchool	Learn how to export data from PowerSchool using Quick Export, List Students, DDE, and DEM.
AngularJS - Beginner	Learn the basics of AngularJS Attendees will learn how the AngularJS JavaScript framework can be integrated into web pages to simplify the process of displaying information in a page based on the results of values stored in the PowerSchool database. The following concepts will be covered: - Integrating AngularJS code into PS pages - Basic AngularJS terminology - Data-Binding: tying JS values to information displayed in HTML
AngularJS - Intermediate	Take the next step in understanding and utilizing AngularJS in PowerSchool custom pages. Attendees will learn to utilize the AngularJS JavaScript framework to make the most of their custom pages in PowerSchool. Topics covered include: - AJAX with AngularJS - Custom directives - Built-in and custom filters - Built-in and custom services
Attendance Setup for Success-Double Session	In this double session for PowerSchool system administrators on Attendance Setup, we will look in depth at the many parts of attendance configuration - from codes and conversions through decisions about recording attendance - and discuss how to align it with your school schedules, student enrollment patterns, and State and District requirements. You'll learn exactly how the system calculates the students' "Daily Attendance Value" that is central to ADA/ADM and State compliance reports so you can fine-tune your PowerSchool system for maximum attendance accuracy.

Course	Description
Building a Plug-in: Start to Finish	*By now we've all used plugins to add functionality to PowerSchool but have you ever wondered how that plugin is made? In this class we will go over how to create a plugin including what each piece of a plugin means. We'll delve into the plugin.xml file to see what it can tell us beyond the plugin name and publisher. We'll quickly go over how custom pages are added which is what most of us think of when we think of plugins. But we won't stop there. We'll look at adding database extensions, PowerQueries, links into the Enhanced UI and more. By the end you will be able to take all your project pieces and put them together to make your own plugin and you'll be able to unzip a plugin and understand what all the pieces are doing.
Customization - Advanced	In this session we will use the skills learned in the beginning and advanced customization classes as well as the jQuery class to develop a custom PowerSchool report. The project will emphasize the use of tlist sql, PowerSchool tags, and jQuery to develop a practical PowerSchool customization.
Customization - Beginning	This session will mostly benefit users that have access to their PowerSchool server's file system or the Custom Page Management tool. Users will learn how to begin customizing PowerSchool web pages. We will be covering some of the special tags that can be used in PowerSchool pages.
Customization - Intermediate	This session will cover many special tags that can be used in custom html pages in PowerSchool. Complex PowerSchool tags, SQL, and javascript techniques will be covered.
Customization Bootcamp (2 days)	Learn: HTML CSS Custom Page Management PowerSchool HTML (PSHTML) Page Fragments Building a plugin
Customizing PowerTeacher Pro - Advanced	
Customizing PowerTeacher Pro - Beginner	*PowerTeacher Pro is the first customizable gradebook we've had. In this first course we will look at the different parts to a PowerTeacher Pro custom page and copying a working page from PowerTeacher into PowerTeacher Pro
Customizing PowerTeacher Pro - Intermediate	*The immediate follow up to the Beginner session we will look at doing more than copying an existing page and pasting it into PTP. In this session we'll go over making pages where teachers can edit information, pages where some users can see them and others can't based on a security setting you control, and some of the differences to be aware of between a regular PowerSchool page and how PTP may react differently. If time permits we will even create a new PTP page from your suggestions so come with ideas.
Customizing the Enhanced UI	Course showing how you can Customize the new Enhanced UI

Course	Description
Customizing with AI - Roundtable	* Roundtable discussion of how AI tools have helped with PS customization development.
Data Access Tags & Codes - Common and Not So Common	Ever wanted to know some of those undocumented PowerSchool data access tags and codes or where you can use codes you may already know? Join us for this session to dive into PS DATs and codes and learn how you can extract and format data in a way you might not have even know possible.
Data Day - 1 Day Workshop	Data Day is a scenario based class that explores various aspects of data in PowerSchool including table structure and relationships, using DDE/DDA, importing and exporting data using Quick Import/Export and Data Import/Export Manager. We also spend time manipulating and analyzing data in Excel. If you are interested in getting data into and out of your PowerSchool database and want to learn what you can do with it in Excel, then this class is for you.
Data Export Manager: When a Simple Search is not Enough	Export Manager is a great tool to use for: Exporting core table, table extensions, editing database extension records, and scheduling an export template to run automatically. This is a session for users with excel experience. User can be a beginner.
DDE - Making your Data Work for You -	In this session we'll cover the basics of exporting data from PowerSchool for use in other applications. We will approach PowerSchool from the inside out learning about the relational database and how to export information from multiple tables at the same time (without having to have an ODBC connection set up to pull the data.) We will walk through several "real life" scenarios to gain understanding of the relationships between the most commonly used tables. NOTE: If you are taking the Data Day workshop this course would be a stripped down version of that course. You DO NOT need to take both.
Enterprise Reporting - Built in Reports - Beginning	*Learn how to use and manipulate the Built in Reports in Enterprise Reporting. Session will review how to setup user accounts, work with built in reports using the Actions menu, save/publish reports and export/download returned data. *Please verify that you have access to Enterprise Reports before attending this session.
Excel - Beginning	*In this session you will learn the basics of using Excel including: What is a spreadsheet; Basics of a spreadsheet; columns, rows, cells, page set up and views, workbooks and worksheets. A look at the types of Data; text, numbers, labels, constants, variables. Using Formulas; basics, cell referenced, absolute referencing. Filtering and sorting data; Find and Replace; Formatting text, numbers and cells; inserting an image, inserting columns and rows; inserting charts and graphs; Opening PS exports and saving in a variety of different file formats.

Course	Description
Excel - Charts & Graphs	*In this session, we will discuss different types of graphs and charts. We will describe various parts of graphs and how to decide what options to deploy. We will look at various types of data from PowerSchool and how to accurately portray it in Excel.
Excel - Cool Tips & Tricks	*Are you ready for some fast-paced Excel training? We will cover a number of tips and tricks in this session. Nearly all are related to PowerSchool. We will cover absolute addressing, copy formats, format painter, special formats, text wrapping, custom lists & more. Handouts will be provided.
Excel - Functions & Formulas	*In this session you will learn about Excel Formulas and Functions including: IF, COUNTIF, AND, VLOOKUP, LEFT, RIGHT, UPPER, RANDOM. Copying formulas and functions using fill down, fill right, auto fill and absolute positioning.
Excel - Pivot Tables	In this session you will learn how to take data pulled from your own server and create meaningful pivot tables and charts. To be successful in this course, you must have an understanding of DDE/DDA, exporting data from PowerSchool and basic Excel. The focus will be on using Excel and NOT exporting data.
Exporting Data	*This session will cover the basics of exporting information from PowerSchool-- where to find this process, how to do a successful export and other useful tips . You will learn to export using a Quick Export, setup and use export templates and see how to export from the DDE. Requirements: Must have access to DDE and Quick Export
FERPA - What it means for you	FERPA affect you -- your smartphone, your computer, your computer files, your grading, your gradebook, your conversations with your colleagues, and maybe even your reputation! FERPA protects our students' educational records. We will talk about what is protected and how to protect yourself. (Not a lawyer - just a security freak.)
Finding and Using Popular Customizations/Plugins	One of the best things about PowerSchool SIS is that it can be enhanced with customization, and lucky for all of us, generous and talented members of the community have created dozens of free add-ons that are available to all. Come to this session to learn about the gold mine of incredibly useful plugins, custom pages, and reports that can be installed on your system with just a few clicks. NOTE: This course cover similiar content to the Here's the Plugin, Where's the Outlet course. To install these you must have access to District> System> Plugin management.
Functions - What do they do?	In this session we will review in detail the various items in the Functions Menu. We will discuss Absentee Report, Daily Bulletin, Enrollment Summary, etc. We will also review the Special Functions menu including Group Functions such as Exporting; Mass Enroll; Re-Enroll in School; Searching by GPA, Grades and Attendance; Student Field Value, etc.
General Session	

Course	Description
Graduation Planner - Lab	This session provides you with time to work through your graduation plan setup with the assistance of our presenters.
Help Desk	Help Desk - Open time to answer attendees general PowerSchool Questions
How to Change Pages without Using Customization	A look at some built-in features that will help you "customize" parts of PS, such as how to add messages and images to login pages, how to disable access for parents and students, how to change text on pages, and how to use data validation on pages.
HTML/CSS 1	*PowerSchool is a website, and websites are laid out using HyperText Markup Language (HTML) and styled with Cascading Style Sheets (CSS). This session will teach you the basic of both, including the usual HTML tags, their default display behavior, and how to alter their appearance with CSS. We will also cover CSS selectors, IDs, and classes, as well as HTML forms. This is the first course to start learning about PowerSchool customization.
HTML/CSS 2	*This course will discuss more advanced features of HTML and CSS, including pseudo-classes, complex element selectors, troubleshooting design issues, and making customizations fit within the overall PowerSchool design structure.
I'm a Counselor - Where's my training?	*This session will provide training on screens that counselors use on a daily or occasional basis. Included will be searches on various fields in PowerSchool, exports of data (rank, GPA, cumulative credits), stored searches, walk-in scheduling, transcript entry, PDF creation of transcripts, class counts, and more.
Importing Data	*Tips for getting data in safely and painlessly. PowerSchool's import function can be a powerful way to load data from other systems and even to clean the data you already have. But along with that power comes some potential "gotchas" and the ability to do some damage. This session will share tips on how to import data while avoiding pain, disaster, and unnecessary work.
It's All New - 1 Day Workshop	Brand new to PowerSchool? Just hired now what? Training was: "Here is your desk-Go"? This is the day for you! We will start off with the smallest basics- what is PowerSchool- where do I log in- where do I go for ...well everything? Throughout the day we will build on your knowledge base. This class will over, PS 101, Searches, Functions, and resources... may overlap a few other classes just so you are aware. Having a computer- your Powerschool url and a username and password is VERY beneficial for this class.

Course	Description
JavaScript - Beginning	This course explores introductory concepts of the JavaScript language and how it can be used to make webpages interactive. Attendees will learn about : - integrating JavaScript into web pages - commenting code - creating and assigning values to variables - basic data types - displaying information on a web page with JavaScript - conditional logic
JavaScript - Intermediate	For users familiar with the basics of JavaScript, we will take the next steps into understanding the following topics: - functions - variable scope - complex data types - looping - event-listeners (responding to user interaction)
jQuery - Beginning	Ever wonder how you can make a page respond to your user's actions? jQuery is a version of javascript that we can utilize in PowerSchool to do this. In this class we will go over the basics of jQuery for those who haven't used it before. It will help if you know CSS or have taken the beginning CSS class, but is not required
jQuery - Intermediate	Do you have a basic understanding of jQuery but would like to be able to do more with it? Would you like to understand how some PowerSchool pages interact with the user? In this class we will go through some more advanced jQuery operations and learn how pages you may already be using work. A basic understanding of jQuery or the beginning jQuery class is highly recommended.
jQuery Lab	Drop in and get help with jQuery.
Must Have Customizations	A look popular customizations and where to find them. All the customizations shown are free. Requirement: To install plug-ins you must have access to System>System Settings>Plugin Management Configuration
Object Reports - Advanced Tips and Tricks	*Learn how to open and edit reports in a text editor and how to use advanced codes with your Object Reports. We will build and work on a report together and, if time allows, you can work on a report that you want to create.
Object Reports - Drop in Lab	*Open lab section where you can work on your own object reports with the assistance of an object reports expert

Course	Description
Object Reports - Intro - Part 1	In this session we will learn about the basic functions of Object Reports. Learn how to create labels, class lists, report cards and more. Find out about creating, sharing and naming Object Reports. You will leave this session with reports you will use.
Object Reports - Intro - Part 2	In this session we will learn about the basic functions of Object Reports. Learn how to create labels, class lists, report cards and more. Find out about creating, sharing and naming Object Reports. You will leave this session with reports you will use.
Page Fragments - What's holding you back?	Page fragments have been around for a while now - but for some - they can still be intimidating. This course provides a simplified perspective to navigate jQuery - without necessarily needing to learn jQuery - in order to take advantage of Page Fragments and Insertion Points.
Page Fragments and Insertion Points	*Customizations can be great but customizing a PowerSchool page has some serious downsides including not receiving updates when PowerSchool makes changes. That's where page fragments come in. In this class we'll learn how to make the same changes to existing PowerSchool pages but using page fragments to ensure you keep getting updates instead of getting locked in time.
PowerQueries and Data Export Manager	*This session shows the usefulness of creating PowerQueries. PowerQueries are great for accessing your data from external applications, in the Data Export Manager, and in your own custom pages. Starting with "What is a PowerQuery?" we will learn how to create PowerQueries.
PowerScheduler - Build & Load Workshop - (6 Sessions)	*Please note - this is a limited space offering that takes up 1 1/2 days or 6 sessions, selecting this session doesn't allow participants to take any other offerings during these 6 sessions. Learn PowerScheduler®, we will walk through the steps from Course Setup to Commit. Explore the differences in 'Build and Load' and 'Load only' to find what works best for your situation. Walk through Constraints, Relationships and Teams, as well as Section Links and Automated Study Hall. The course is designed to walk you through the steps and get an understanding of how it all works. You can work on your schedule during this workshop but it is designed as an instructional 1.5 day session.
PowerScheduler - Load ONLY Workshop (4 Sessions)	*Please note - this is a limited space offering that takes up a full day or 4 sessions, selecting this session doesn't allow participants to take any other offerings during these 4 sessions. We will explore the PowerScheduler® Load process. The Load is a function that puts students into the appropriate classes. This process is done AFTER you have a completed 'Master Schedule'. Common in Elementary and Middle Schools where you might reuse your 'Master Schedule' (when your classes meet). We will cover Student Requests, Load Constraints and teams, as well using the Scheduling Engine to perform the Load. You can work on your schedule during this workshop but it is designed as a full instructional day session.

Course	Description
PowerSchool 101	*This session is designed for those who are recently new to PowerSchool. Users are strongly encouraged to bring a laptop if they want some hands on experience and to follow along. This will cover the overall structure of PowerSchool, using the interface, understanding how powerful the searches are and beginning to look at student information.
PowerSchool Resources	*In this session you will be introduced to existing PowerSchool resources and help sites. You will learn how to setup accounts, post questions and search for helpful information to assist in supporting and using PowerSchool. The PowerSchool users community is a powerful resource and continually growing. This session will help you learn how to navigate through some of the most commonly used sites.
PS HTML Codes	*This session will go over the PowerSchool embedded HTML codes needed to create custom pages and to understand how some pages work. These are codes specific to PowerSchool only and can be beneficial to create custom pages. A basic understanding of HTML code is required.
Putting it all together - Customization Lab	*Throughout the conference you've had the opportunity to learn many different skills needed to customize PowerSchool and make it exactly what you want. In this class, we will be putting all of those pieces together to build new customizations and install them to a server. You've learned all of the skills; now put them to work and develop novel projects that will make your teachers, parents, and admins happy. We will leverage HTML, CSS, jQuery, SQL, PowerSchool tags, and possibly DB Extensions to build a new customization. Come with ideas of what to create!
Reports - Student Reports & Built In	*This session will focus on the Built-in PowerSchool Reports. We will cover Attendance, Discipline, Grades, Membership, and Student Listing reports. We will discuss the information provided on the report and how to run it.
ReportWorks - Basics	*Come and join the fun of learning how to use PowerSchool's reporting tool that provides users with a drag and drop interface for creating custom reports. During this session we will work on mailing labels and time permitting, work on creating form letters, cross tab reports and other custom reports that users in your district will appreciate the crisp new looks of these great reports. *Please verify that you have access to ReportWorks before attending this session.
Role Based Security	*For years we've used group security to lock down pages and make our data secure. Now we can enhance that security using roles. In this class we'll go over Co-Teacher roles and admin roles and how they can be used to give your users exactly what they need. Ever have a staff member who needs more access in one building than in another? We'll go over how to make that happen as well as how to help teachers with gradebook questions without ever needing to log in as them and how to give a member of a security group more access without duplicating a group just for them. Groups treats everyone the same, with Roles you can make people individuals.

Course	Description
Scheduling Lab	*Whether you attended one of the workshops or not, you are welcome into the Lab. There is no instruction planned in the Lab. It is a time and place for you to get your scheduling questions answered or take some time to work on your schedule, with support.
School Administrator Toolbox	*Designed for school administrators, this session will provide information on best practices for managing your schools' operations using PowerSchool. You'll learn how to: communicate effectively, solve issues that happen in all districts, find parent records based on name or phone number, prepare class rosters for yourself, watch over teachers' grade setup, teachers use of PowerTeacher Gradebook, and many more tips for managing your building. These tools can also be valuable for teacher evaluations.
Security Roles / Database Extension Lab	
Self-Hosted Server System Admin – Server and System Management	*This Session covers specifically the setup of the database server, app servers, and load balancing the app servers. IT will cover things that you need to know to administer these servers locally and what the best practices are for security, disaster recovery, updates and much more.
Setting Up a Test Server (from start to finish)	This session is for anyone wanting a PowerSchool test server environment. You do not have to have experience, only a willingness to learn and some patience. Beginning with the minimum system requirements, we will progress to bare-metal versus virtual machine, installing MS2012 trial version, installing the PowerSchool application, importing the AppleGrove data, importing your own data, and finally ending with tips and tricks for getting the most out of your test server.
SQL & sqlReports - Lab	Drop in and get help with SQL and sqlReports reports.
SQL - Advanced	*This session will cover more advanced SQL functions including aggregate functions: avg, count, min, max, and sum. Conditional logic (case statements), subqueries, the WITH clause, and pivots will also be discussed.
SQL - Beginning	*Learn the basics of Structured Query Language (SQL). This session will cover the process of selecting, filtering, and sorting data from the PowerSchool database. Additional topics will include relational database architecture, and Oracle datatypes.
SQL - Intermediate	*This session will start with a brief review of the material covered in the Beginning SQL session. Additional topics will include selection of distinct results, result concatenation, and aliasing. The primary focus will be querying related tables using SQL joins.

Course	Description
sqlReports - Creating Reports	This session is for those who have installed sqlReports and want to learn more about creating a report from scratch. The different tabs on the edit page will be covered in depth.
sqlReports - Intro	*sqlReports is a free customization that allows you to create sql-based reports and/or charts in the admin portal. As a reporting tool you can create reports that do not exist in PS and make them interactive by asking admins for input. As an export tool you can build simple or complex reports and users can save the information in comma or tab format. No need to use DDE, quick export, or report templates - admins can run reports you create and export the results on the screen or filter the results before exporting. You can also build student based reports that have a 'Make Current Selection' button to easily use the results of the report as the current selection. How to install it and how to use it will be covered in this session.
State Roundtable - MT	Roundtable discussion of state issues
State Roundtable - VA	Roundtable discussion of state issues
Tables - Where's the data?	In this session we discuss screens that hold data and the tables the information can be found in. We also review the information in the data dictionary and discuss searching/exporting/importing tips. This is not a hands on class like DDE and Data Day classes but is a compliment to them.

PSUG WEST 2025 WESTERN PSUG EVENT

2025 National PSUG Event



Already Ordered?



Event Name

Contact

Register

Buyers

FAQ's

FREE Live Music

Freight Street Experience

Hotel Info

PLAZA DINING

2025 National PSUG Event-WEST

July 13-17, 2025

Las Vegas, NV

HOTEL RESERVATION LINK IS NOW ON THE HOTEL INFO PAGE!

We are excited to bring you the 13th Annual National PSUG Event this summer. One of two National PSUG Events this year.

OVER 150 TRAINING SESSIONS TO CHOOSE FROM!



Many NEW & Advanced sessions in 2025!

A PowerSchool User Conference put on by PowerSchool for users from districts all over the United States is what you will be a part of when you attend the 2025 National PSUG Event & vendor expo. Attend sessions put on by local PowerSchool users that will give you a real world view of how others are using PowerSchool in their districts. Please note: While PowerSchool Group, LLC supports our events and will be in attendance at our conference, this is NOT one of their events. These conferences are put on by "BET" PowerSchool users. "BET" PowerSchool users.



Registration info:

PLEASE MAKE PAYMENT AT THE TIME OF REGISTRATION.

NO REFUNDS ALLOWED FOR THIS EVENT! Support/buyers are required to attend at least one of the events. If you cannot attend, please notify us at least 30 days in advance of the event.

Welcome to our 13th ANNUAL NATIONAL PSUG EVENT! We will have about 150 unique PowerSchool related sessions at this event plus dozens of vendors that have products or services that work with PowerSchool.

Registration includes:

- 4 days of great PSUG instruction sessions
- Breakfast & lunch each day plus lunch on the 17th
- Admission to the vendor expo (dozens of PowerSchool related vendor exhibitions)
- Admission to the welcome reception for you & your adult guest
- Admission to the vendor reception for you & your adult guest
- Abundant networking opportunities with PS users from all over the world
- This registration fee does NOT cover your hotel stay!



96
Quote

[Share](#)

San Jose ↔ Las Vegas

\$137

Round trip · Economy · 1 passenger

Lowest total price

Selected flights



Departing flight · Sun, Jul 13



8:00 AM → 9:30 AM



SJC LAS

Nonstop · 1 hr 30 min · Southwest

92 kg CO₂e

Avg emissions



Returning flight · Thu, Jul 17



7:25 PM → 8:55 PM



LAS SJC

Nonstop · 1 hr 30 min · Southwest

104 kg CO₂e

+22% emissions



1 free carry-on



2 free checked bags

Baggage conditions apply to your entire trip. [Southwest bag policy](#). For non-refundable fare options, taxes may be refundable.

Booking options



Book with Southwest Airline

\$137

[Continue](#)

Prices include required taxes + fees for 1 adult. Optional charges and [bag fees](#) may apply.

\$137 is low for Economy — \$123 cheaper than usual

The least expensive flights for similar trips to Las Vegas usually cost between \$230–405. ⓘ

\$137 is low



\$230

\$405



2025 PSUG CONFERENCE
July 11, 2025 - July 17, 2025



Extend your stay

Use calendar to manage your stay dates

Show nightly rate with taxes and fees included ☒ Taxes and fees

Thu Jul 10	Fri Jul 11	Sat Jul 12	Sun Jul 13	Mon Jul 14	Tue Jul 15	Wed Jul 16
-	USD 138.00	USD 143.00	USD 58.00	USD 48.00	USD 48.00	USD 48.00
Thu Jul 17	Fri Jul 18	Sat Jul 19	Sun Jul 20	Mon Jul 21	Tue Jul 22	Wed Jul 23
USD 58.00	USD 120.00	USD 120.00	-	-	-	-
Available	Selected	Event	Unavailable	Waitlist		

Reservation Summary

Check-in	Sun, Jul 13, 2025
Checkout	Thu, Jul 17, 2025
Rooms	1
Guests per room	1
PLAZA HOTEL & CASINO	
40H 1 adult, 4 nights Change rooms	USD 202.00
Subtotal	USD 202.00
TAXES & FEES	
Clark County Hotel Room Tax 12.00 per night	USD 26.26
Resort Fee with 15% tax USD 11.50 per night	USD 45.20
Grand Total	USD 273.46
Edit reservation	Next



Thanks for flying with us!

Trip summary

Flight

CONFIRMATION #
B9I9UV

JUL 13 - 17
SJC LAS

FLIGHT TOTAL
\$1,099.80

7/13 - Las Vegas

JUL 13 - 17
San Jose, CA to Las Vegas, NV

Confirmation # B9I9UV

PASSENGERS	EST. POINTS	FLIGHT	EXTRAS	FARE
Nubia Edith Avina	+353 ^{PTS}	SJC LAS	—	<u>Basic</u>
		LAS SJC	—	<u>Basic</u>
Joanne Guadalupe Doria	+353 ^{PTS}	SJC LAS	—	<u>Basic</u>
		LAS SJC	—	<u>Basic</u>
Thiranjani Fernando	+353 ^{PTS}	SJC LAS	—	<u>Basic</u>
		LAS SJC	—	<u>Basic</u>

Alejandra Garcia	+353 PTS	SJC ✈ LAS	—	Basic
		LAS ✈ SJC	—	Basic

Evelyn Lopez	+353 PTS	SJC ✈ LAS	—	Basic
		LAS ✈ SJC	—	Basic

Departing 7/13/25 Sunday


DEPARTS

1:30 PM

SJC
San Jose, CA - SJC

FLIGHT
1006



SCHEDULED AIRCRAFT
Boeing 737-700
Subject to change

Nonstop


ARRIVES

3:00 PM

LAS
Las Vegas, NV - LAS

TRAVEL TIME
1hr 30min

Basic (Passenger x5)	\$526.40
SUBTOTAL	\$526.40

Returning 7/17/25 Thursday


DEPARTS

3:40 PM

LAS
Las Vegas, NV - LAS

FLIGHT
3895



SCHEDULED AIRCRAFT
Boeing 737 MAX8
Subject to change

Nonstop


ARRIVES

5:15 PM

SJC
San Jose, CA - SJC

TRAVEL TIME
1hr 35min

Basic (Passenger x5)	\$354.35
SUBTOTAL	\$354.35

Taxes & fees \$219.05

Flight total **\$1,099.80**

Icon legend

 WiFi available
 |
  Live TV available

Helpful Information:

- **No-show policy:** If you do not plan to travel on your flight, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more](#).
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- For more information regarding Cash + Points, visit [Southwest.com/rterms](#)
- **REAL ID Requirement:** Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit [www.tsa.gov](#) for a list of acceptable forms of ID and additional information regarding REAL ID requirement.

Bag fee summary*

FARE/TIER STATUS	CARRYON	1ST CHECKED BAG	2ND CHECKED BAG
Basic, Wanna Get Away Plus®, Anytime	Free	\$35	\$45
Business Select®	Free	Free	Free
A-List	Free	Free	\$35
Rapid Rewards® Credit Cardmembers	Free	Free	\$45
A-List Preferred	Free	Free	Free

*Weight and size limits apply. Southwest allows all ticketed Passengers to bring one standard/carryon and one personal item at no cost. Additional allowances, benefits, and/or exceptions may apply. [Learn more.](#)

Payment summary

PAYMENT INFORMATION			AMOUNT PAID
 Visa 9488 XXXXXXXXXXXX9488 Expiration: 11/28	CARD HOLDER Mountain View Whisman SD	BILLING ADDRESS 1400 Montecito Avenue Mountain View, CA US 94043	\$1,099.80

Total charged

SUBTOTAL	\$880.75
TAXES & FEES	\$219.05
TOTAL DOLLARS	\$1,099.80

[Show price breakdown](#)

Payment Information

 Price

 Passengers

 Payment

Flight details [Modify](#)

	Sun 7/13	# 1006 SJC 1:30 PM	→ LAS 3:00 PM	1 hr 30 min	Nonstop	Basic
	Thu 7/17	# 3895 LAS 3:40 PM	→ SJC 5:15 PM	1 hr 35 min	Nonstop	Basic

Base fare	5 Passenger(s)
Taxes and fees	
Flight total	\$1.

Who's flying?

Please make sure names match government-issued IDs.

PASSENGER	DATE OF BIRTH	GENDER	REDRESS #	KNOWN TRAVELER
Alejandra Garcia Rapid Rewards® Acct # N/A	Apr 24, 1977	Female	N/A	N/A
Nubia Edith Avina Rapid Rewards® Acct # N/A	Nov 30, 1980	Female	N/A	N/A
Evelyn Lopez Rapid Rewards® Acct # N/A	Sep 9, 1983	Female	N/A	N/A
Joanne Guadalupe Doria Rapid Rewards® Acct # N/A	Jul 12, 2002	Female	N/A	N/A
Thiranjani Fernando Rapid Rewards® Acct # N/A	Nov 6, 1971	Female	N/A	N/A

Edit

Add EarlyBird Check-In®

- ✓ Automatic check-in
- ✓ Earlier boarding position
- ✓ Earlier access to seats
- ✓ Earlier access to overhead bin space

\$22.00
Per Passenger. Per one-way.

☐ Add EarlyBird Check-In

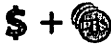
Payment method

Up to three forms of payment may be applied. 

Redeem

Apply funds one at a time. Starting 4/22/2024, if you use Cash + Points as a form of payment, your points will be applied first. Flight credits are applied after Cash + Points and ahead of Southwest LUV Vouchers®. Southwest® gift cards, Southwest LUV Vouchers®, and Southwest® flight credits can only be used on the flight portion of your trip. [Learn more.](#)

☐ Apply Cash + Points must be logged in



☐ Apply Flight Credits



☐ Apply Gift Cards



☐ Apply LUV Vouchers



Pay

☐ Pay Monthly from \$116.22 



☐ PayPal



☒ Credit/Debit



* Required

CARD TYPE *

Select



CREDIT/DEBIT CARD # *

EXPIRATION DATE *

MM/YY

CVV *



FIRST NAME ON CARD *

LAST NAME ON CARD *



Southwest uses a TLS connection to transmit sensitive and personal data.

Billing information

COUNTRY *

United States of America



STREET ADDRESS *

STREET ADDRESS 2

CITY/TOWN *

STATE *

Select



ZIP CODE *

COUNTRY CODE *

+1



PHONE NUMBER * Use numbers only

Send your receipt

Let us know where to send your confirmation receipt.

EMAIL ADDRESS *

CONFIRM EMAIL ADDRESS *

Note: Receipts contain confidential billing information.

- ☐ Keep me up to date using this email address with the latest news, fares, travel deals and new route openings. I understand I can unsubscribe at anytime.

Purpose of travel

- ☐ Personal ☐ Business ☐ Both ☐ Prefer not to say
- ☐ First time flying Southwest Airlines® ⓘ

Share your plans

We'll email your travel details to the addresses you enter below.

SUBTOTAL	\$88
TAXES & FEES	\$21
TRIP TOTAL	\$1,099

[Show price breakdown](#)

Transportation of hazardous materials

Federal law forbids the carriage of hazardous materials such as aerosols, lithium batteries, and flammable liquids aboard the aircraft in your checked or carryon baggage. E-cigarettes are not permitted in checked baggage and must be transported in carryon baggage. By clicking 'Purchase', you acknowledge that you understand the hazardous materials restrictions and [View more on hazardous materials](#).

All fares and fare ranges are subject to change without notice. Fares are per person for each way.

By clicking 'Purchase', I agree to and acknowledge receipt of the [Terms and Conditions](#), [Privacy Policy](#), [Fare Rules](#), [Contract of Carriage](#), and [Notice of Incorporation](#).

Purchase

Important fare and schedule information

- All non-refundable funds applied toward the purchase of a new reservation remain non-refundable.
- Be there with time to spare.** Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be canceled.
- No-show policy:** If you do not plan to travel on your flight, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more.](#)
- Flight credits and Transferable Flight Credits™:** Business Select®, Anytime, and Wanna Get Away Plus® Transferable Flight Credits created from reservations booked and ticketed and/or changed on or after May 28, 2025 expire twelve months from the date the fare was booked and ticketed. Basic fare flight credits expire six months from the date the fare was booked and ticketed.
- Prohibition of Multiple/Conflicting Reservations:** to promote seat availability for our Customers, Southwest® prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest® may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest® gift cards, funds from proactively canceled reservations by Southwest® are returned to the original form of payment. Reservations paid for with a Southwest® gift card will have the amount applied from the gift card as flight credit for use by the Customer on a future Southwest Airlines® flight.

Fare Benefits

96

Attendee AG



2025 PSUG CONFERENCE
July 11, 2025 - July 17, 2025

Review Your Reservation



Plaza Hotel & Casino
1 Main Street
Las Vegas, NV 89101, United States of America
Plaza.Sales@plazahotelcasino.com



ROH
1 adult, 4 nights

Change room
USD 202.00

CHECK-IN CHECKOUT
Sun, Jul 13, 2025 Thu, Jul 17, 2025

Edit stay dates

Personal Information

Edit guest information

REWARDS PROGRAM

None

GUEST 1

Alejandra Garcia
Information Services Supervisor
Mountain View Whisman SD
agarcia@mvwsd.org
6502797390
Jul 13, 2025 - Jul 17, 2025

PERSONAL ADDRESS

United States of America
1400 Montecito Avenue
Mountain View, CA, 94043

Reservation Summary

Check-in	Sun, Jul 13, 2025
Checkout	Thu, Jul 17, 2025
ROOM 1	
ROH	USD 202.00
1 adult, 4 nights	
Taxes & Fees	USD 71.46
Subtotal	USD 273.46

☒ I have read and accept the Reservation Policies

Confirm reservation

6/23 card charge
\$65.54

Payment Information

Edit payment information

GUEST 1

PAYMENT INFORMATION

Credit Card : VISA

*****9488

** / **

BILLING ADDRESS

Mountain View Whisman SD

1400 Montecito Avenue

Mountain View , CA, 94043

United States of America

6502797390

Requests

Edit requests

Accessible room: No

Reservation Policies

ROOM POLICY

Tax is not included

TAX POLICY

Room rates shown do not include 13% Room Tax or Resort fee (subject to change).

CANCELLATION POLICY

A deposit of the 1st night room and tax will be charged to your credit card immediately. Cancellations must be made 72-hours prior by 4pm hotel time to avoid a one night's room and tax penalty. Deposits are refundable upon notice of cancellation. Debit and Credit cards will be authorized at check-in for your stay, plus \$100 (per stay) to cover incidental charges. No cash will be accepted at check-in.

CHILD POLICY

Children below the age of 17 can stay free



2025 PSUG CONFERENCE
July 11, 2025 - July 17, 2025

Your reservation is complete!

Thank you for booking!



Plaza Hotel & Casino

1 Main Street
Las Vegas, NV 89101, United States of America
Plaza.Sales@plazahotelcasino.com

HOTEL REWARDS PROGRAM

PLAZA REWARDS Enjoy the many perks of being an insider by signing up for the Plaza Players Club.

> **ROH**

Acknowledgment number: ZFX5LIXN

Edit

Cancel

Add to calendar

CHECK-IN	CHECKOUT
Sun, Jul 13, 2025	Thu, Jul 17, 2025

Guests

Alejandra Garcia

96

Attendee TF



2025 PSUG CONFERENCE
July 11, 2025 - July 17, 2025

Review Your Reservation



Plaza Hotel & Casino
1 Main Street
Las Vegas, NV 89101, United States of America
Plaza.Sales@plazahotelcasino.com



ROH
1 adult, 4 nights

Change room
USD 202.00

CHECK-IN
Sun, Jul 13, 2025

CHECKOUT
Thu, Jul 17, 2025

Edit stay dates

Personal Information

Edit guest information

REWARDS PROGRAM
None

GUEST 1
Thiranjani Fernando
Information Services Technician
Mountain View Whisman SD
tfernando@mvwsd.org
6502797390
Jul 13, 2025 - Jul 17, 2025

PERSONAL ADDRESS
United States of America
1400 Montecito Avenue
Mountain View, CA, 94043

Reservation Summary

Check-in	Sun, Jul 13, 2025
Checkout	Thu, Jul 17, 2025
ROOM 1	
ROH	USD 202.00
1 adult, 4 nights	
Taxes & Fees	USD 71.46
Subtotal	USD 273.46

☒ * I have read and accept the Reservation Policies

Confirm reservation

6/23 card charged
\$65.54

Payment Information

[Edit payment information](#)

GUEST 1

PAYMENT INFORMATION

Credit Card : VISA
*****9488
** / **

BILLING ADDRESS

Thiranjani Fernando
1400 Montecito Avenue
Mountain View , CA, 94043
United States of America
6502797390

Requests

[Edit requests](#)

Accessible room: No

Reservation Policies

ROOM POLICY

Tax is not included

TAX POLICY

Room rates shown do not include 13% Room Tax or Resort fee (subject to change).

CANCELLATION POLICY

A deposit of the 1st night room and tax will be charged to your credit card immediately. Cancellations must be made 72-hours prior by 4pm hotel time to avoid a one night's room and tax penalty. Deposits are refundable upon notice of cancellation. Debit and Credit cards will be authorized at check-in for your stay, plus \$100 (per stay) to cover incidental charges. No cash will be accepted at check-in.

CHILD POLICY

Children below the age of 17 can stay free



2025 PSUG CONFERENCE
July 11, 2025 - July 17, 2025

Your reservation is complete!
Thank you for booking!



Plaza Hotel & Casino
1 Main Street
Las Vegas, NV 89101, United States of America
Plaza.Sales@plazahotelcasino.com

HOTEL REWARDS PROGRAM

PLAZA REWARDS Enjoy the many perks of being an insider by signing up for the Plaza Players Club.

> **ROH**

Acknowledgment number: 0WSU1S8L

Edit

Cancel

Add to calendar

CHECK-IN

CHECKOUT

Sun, Jul 13, 2025

Thu, Jul 17, 2025

Guests

Thiranjani Fernando

96

Attendee JD



2025 PSUG CONFERENCE

July 11, 2025 - July 17, 2025

Review Your Reservation



Plaza Hotel & Casino

1 Main Street
Las Vegas, NV 89101, United States of America
Plaza.Sales@plazahotelcasino.com



ROH

1 adult, 4 nights

Change room

USD 202.00

CHECK-IN
Sun, Jul 13, 2025

CHECKOUT
Thu, Jul 17, 2025

Edit stay dates

Personal Information

Edit guest information

REWARDS PROGRAM

None

GUEST 1

Joanne Doria
Information Services Technician
Mountain View Whisman SD
jdoria@mvwsd.org
6502797390
Jul 13, 2025 - Jul 17, 2025

PERSONAL ADDRESS

United States of America
1400 Montecito Avenue
Mountain View, CA, 94043

Reservation Summary

Check-in	Sun, Jul 13, 2025
Checkout	Thu, Jul 17, 2025
ROOM 1	
ROH	USD 202.00
1 adult, 4 nights	
Taxes & Fees	USD 71.46
Subtotal	USD 273.46

☐ * I have read and accept the Reservation Policies

Confirm reservation

6/23 Card charged
\$65.54

Payment Information

[Edit payment information](#)

GUEST 1

PAYMENT INFORMATION

Credit Card : VISA

*****9488

** / **

BILLING ADDRESS

Mountain View Whisman SD

1400 Montecito Avenue

Mountain View , CA, 94043

United States of America

6502797390

Requests

[Edit requests](#)

Accessible room: No

Reservation Policies

ROOM POLICY

Tax is not included

TAX POLICY

Room rates shown do not include 13% Room Tax or Resort fee (subject to change).

CANCELLATION POLICY

A deposit of the 1st night room and tax will be charged to your credit card immediately. Cancellations must be made 72-hours prior by 4pm hotel time to avoid a one night's room and tax penalty. Deposits are refundable upon notice of cancellation. Debit and Credit cards will be authorized at check-in for your stay, plus \$100 (per stay) to cover incidental charges. No cash will be accepted at check-in.

CHILD POLICY

Children below the age of 17 can stay free



2025 PSUG CONFERENCE
July 11, 2025 - July 17, 2025

Your reservation is complete!
Thank you for booking!



Plaza Hotel & Casino
1 Main Street
Las Vegas , NV 89101 , United States of America
Plaza.Sales@plazahotelcasino.com

HOTEL REWARDS PROGRAM

PLAZA REWARDS Enjoy the many perks of being an insider by signing up for the Plaza Players Club.

> ROH

Acknowledgment number: 00ENJ02G

Edit Cancel Add to calendar

CHECK-IN	CHECKOUT
Sun, Jul 13, 2025	Thu, Jul 17, 2025

Guests

Joanne Doria

96

Attendee NA



2025 PSUG CONFERENCE ☐
July 11, 2025 - July 17, 2025

Review Your Reservation



Plaza Hotel & Casino
1 Main Street
Las Vegas , NV 89101 , United States of America
Plaza.Sales@plazahotelcasino.com

Reservation Summary

Check-in	Sun, Jul 13, 2025
Checkout	Thu, Jul 17, 2025
ROOM 1	
ROH	USD 202.00
1 adult , 4 nights	
Taxes & Fees	USD 71.46
Subtotal	USD 273.46

☐ * I have read and accept the Reservation Policies

Confirm reservation

ROH
1 adult, 4 nights
Change room
☐ USD 202.00

CHECK-IN	CHECKOUT	Edit stay dates
Sun, Jul 13, 2025	Thu, Jul 17, 2025	

Personal Information [Edit guest information](#)

REWARDS PROGRAM
None

GUEST 1
Nubia Avina
Student Services Manager
Mountain View Whisman SD
navina@mvwsd.org
7076553440
Jul 13, 2025 - Jul 17, 2025

PERSONAL ADDRESS
United States of America
1400 Montecito Avenue
Mountain View, CA, 94043

6/23 Card charged
\$ 65.54

Payment Information

[Edit payment information](#)

GUEST 1

PAYMENT INFORMATION

Credit Card : VISA

*****9488

** / **

BILLING ADDRESS

Mountain View Whisman SD

1400 Montecito Avenue

Mountain View , CA, 94043

United States of America

7076553440

Requests

[Edit requests](#)

Accessible room: No

Reservation Policies

ROOM POLICY

Tax is not included

TAX POLICY

Room rates shown do not include 13% Room Tax or Resort fee (subject to change).

CANCELLATION POLICY

A deposit of the 1st night room and tax will be charged to your credit card immediately. Cancellations must be made 72-hours prior by 4pm hotel time to avoid a one night's room and tax penalty. Deposits are refundable upon notice of cancellation. Debit and Credit cards will be authorized at check-in for your stay, plus \$100 (per stay) to cover incidental charges. No cash will be accepted at check-in.

CHILD POLICY

Children below the age of 17 can stay free



2025 PSUG CONFERENCE
July 11, 2025 - July 17, 2025

Your reservation is complete!
Thank you for booking!



Plaza Hotel & Casino
1 Main Street
Las Vegas , NV 89101 , United States of America
Plaza.Sales@plazahotelcasino.com

HOTEL REWARDS PROGRAM

PLAZA REWARDS Enjoy the many perks of being an insider by signing up for the Plaza Players Club.

> ROH

Edit Cancel Add to calendar

Acknowledgment number: 0IS4IS7V

CHECK-IN	CHECKOUT
Sun, Jul 13, 2025	Thu, Jul 17, 2025

Guests

Nubia Avina

96

Attendee EL



2025 PSUG CONFERENCE ☐
July 11, 2025 - July 17, 2025

Review Your Reservation



Plaza Hotel & Casino
1 Main Street
Las Vegas , NV 89101 , United States of America
Plaza.Sales@plazahotelcasino.com

ROH
1 adult, 4 nights

Change room
☐ USD 202.00

CHECK-IN	CHECKOUT
Sun, Jul 13, 2025	Thu, Jul 17, 2025

Edit stay dates

Reservation Summary

Check-in	Sun, Jul 13, 2025
Checkout	Thu, Jul 17, 2025
ROOM 1	
ROH	USD 202.00
1 adult, 4 nights	
Taxes & Fees	USD 71.46
Subtotal	USD 273.46

☐ * I have read and accept the Reservation Policies

Confirm reservation

Personal Information

Edit guest information

REWARDS PROGRAM
None

GUEST 1
Evelyn Lopez
Student Services Manager
Mountain View Whisman SD
evlopez@mvwsd.org
9169690453
Jul 13, 2025 - Jul 17, 2025

PERSONAL ADDRESS
United States of America
1400 Montecito Avenue
Mountain View, CA, 94043

6/23 card charged
\$65.54

Payment Information

Edit payment information

GUEST 1

PAYMENT INFORMATION

Credit Card : VISA
*****9488
** / **

BILLING ADDRESS

Evelyn Lopez
1400 Montecito Avenue
Mountain View , CA, 94043
United States of America
9169690453

Requests

Edit requests

Accessible room: No

Reservation Policies

ROOM POLICY

Tax is not included

TAX POLICY

Room rates shown do not include 13% Room Tax or Resort fee (subject to change).

CANCELLATION POLICY

A deposit of the 1st night room and tax will be charged to your credit card immediately. Cancellations must be made 72-hours prior by 4pm hotel time to avoid a one night's room and tax penalty. Deposits are refundable upon notice of cancellation. Debit and Credit cards will be authorized at check-in for your stay, plus \$100 (per stay) to cover incidental charges. No cash will be accepted at check-in.

CHILD POLICY

Children below the age of 17 can stay free



2025 PSUG CONFERENCE
July 11, 2025 - July 17, 2025

Your reservation is complete!

Thank you for booking!



Plaza Hotel & Casino

1 Main Street
Las Vegas, NV 89101, United States of America
Plaza.Sales@plazahotelcasino.com

HOTEL REWARDS PROGRAM

PLAZA REWARDS Enjoy the many perks of being an insider by signing up for the Plaza Players Club.

> ROH

Acknowledgment number: W2Y7IV5R

Edit

Cancel

Add to calendar

CHECK-IN	CHECKOUT
Sun, Jul 13, 2025	Thu, Jul 17, 2025

Guests

Evelyn Lopez

MVWSD Credit Card Purchase

Name (person who is taking the card)	AGNES KAISER
Title	Teacher
School Site or Department	GRAHAM MS.
Date	6-4-25
Event Date (if applicable)	June 7-8, 2025

Card #2

[For Office Use Only]	
Credit Card Check Out:	
Date	6/5/2025
Time	1:45pm
Credit Card Returned*:	
Date	6/5/2025
Time	2:00pm



Mountain View
Whisman
School District

* CREDIT CARD MUST BE RETURNED WITH ITEMIZED RECEIPTS & PARTICIPANT LIST *

Lost/missing receipts will result in revocation of credit card privileges

Reason for purchase(s): AI Summit Registration

reason for using credit card for this purchase Can not use PO for purchase

SACS Code: 010-9120-0-4310-00-1110-1000-000000-014-0120

Documentation of prior approval for restricted SACS accounts must be attached to this form.

SACS code will NOT be adjusted afterwards

DESCRIPTION and Vendor	Amount Not to Exceed	
(7) AI Summit Registration (Silicon Valley Young Scholars AI Summit	\$ 840	
	Tax	—
	Shipping/Handling/Tip	—
ESTIMATED TOTAL - NOT TO EXCEED		\$ 840.00
TOTAL - CONFIRMED BY RECEIPT(S) ATTACHED		\$ 840 —

-If needed, attach additional items on separate page

Employee Acknowledgement:

By signing below, I acknowledge that I have read the MVWSD credit card use policy as posted on the Intranet and agree to provide all required receipts and documentation immediately upon return of the credit card.

Employee Signature (who is taking the card): Agnes Kaiser Date: 6-5-25

Supervisor or Board President Approval:

By signing below, I confirm that the described purchase(s) and use of the MVWSD credit card are necessary and comply with District policy as posted on the Intranet.

Supervisor Signature: [Signature] Date: 6/3/25

Supervisor Print Name & Title: SEBASTIAN BENAVIDEZ

[For Business Office Use Only]

Processed by Name & Title: Karin Quaresma Accounting Tech III Signature: [Signature]

91

AI Workshops & Award Winning Hackathon for Young Scholars

×

June 7 · 10am - June 8 · 6pm PDT

Promo Code

Enter code

Apply

Tickets

General Admission

7

\$120.00

Sales end on Jun 7, 2025

Early Bird Admission

Sales ended

\$100.00

 Sales end soon

✓ \$840.00

Check out

[View full agenda](#)

Order Confirmation for AI Workshops & Award Winning Hackathon for Young Scholars

message

Eventbrite <noreply@order.eventbrite.com>

Thu, Jun 5, 2025 at 1:48 PM

Reply-To: admin@svyoungscholars.org

From: kquaresma@mvwsd.org



Eventbrite

Your Tickets for AI Workshops & Award Winning Hackathon for Young Scholars



**Mountain View,
you've got tickets!**



View and save your tickets before the event

[Go to My Tickets](#)

Access your tickets in the [Eventbrite app](#) before your event, and add them to your phone's digital wallet for the fastest entry!

Or, to access via web, go to the **Tickets section** in your account on [Eventbrite.com](#) to view and download a Printable PDF of your tickets.

**AI Workshops & Award Winning Hackathon for Young
Scholars**



7 x Tickets

Order total: 840.00 USD



Saturday, June 7, 2025 at 10:00 AM - Sunday, June 8, 2025 at 6:00 PM (PT)

Add to [Google](#) · [Outlook](#) · [iCal](#) · [Yahoo](#)



Cupertino Community Hall

10350 Torre Avenue
Cupertino, CA 95014

[View on map](#)

Questions about this event?

[Contact the organizer](#)

[View event details](#)

Order Summary

Order #12604537233 - June 5, 2025

\$840.00 paid by Visa

Appears on your card statement as EB *AI Workshops Award

Whisman SD		
Mountain View Whisman SD	1 x General Admission	\$120.00
Mountain View Whisman SD	1 x General Admission	\$120.00
Mountain View Whisman SD	1 x General Admission	\$120.00
Mountain View Whisman SD	1 x General Admission	\$120.00
Mountain View Whisman SD	1 x General Admission	\$120.00
Mountain View Whisman SD	1 x General Admission	\$120.00

840.00 USD

[View and manage your order in your Eventbrite account.](#)
[Refund Policy: No Refunds. Learn More](#)
[Contact the organizer](#) for any questions related to this purchase.
This order is subject to Eventbrite [Terms of Service](#) and [Privacy Policy](#), and [Cookie Policy](#).

Ticket Information

- Ticket #1: General Admission - 120.00 USD
Mountain View Whisman SD
kquaresma@mvwsd.org
- Ticket #1: General Admission - 120.00 USD
Mountain View Whisman SD
kquaresma@mvwsd.org
- Ticket #1: General Admission - 120.00 USD
Mountain View Whisman SD
kquaresma@mvwsd.org
- Ticket #1: General Admission - 120.00 USD
Mountain View Whisman SD
kquaresma@mvwsd.org
- Ticket #1: General Admission - 120.00 USD

kquaresma@mvwsd.org

Ticket #1: General Admission - 120.00 USD

Mountain View Whisman SD

kquaresma@mvwsd.org

Ticket #1: General Admission - 120.00 USD

Mountain View Whisman SD

kquaresma@mvwsd.org

[View ticket information](#)



Get the Eventbrite app



Copyright © 2025 Eventbrite. All rights reserved. [Privacy Policy](#)

535 Mission Street, 8th Floor San Francisco, CA 94105



Hera Hong-Lee <hhonglee@mvwsd.org>

Question for Credit Card charge - 6/5/25

4 messages

Hera Hong-Lee <hhonglee@mvwsd.org>

Tue, Jun 17, 2025 at 9:37 AM

To: Agnes Kaiser <akaiser@mvwsd.org>

Cc: Elizabeth Robertson <erobertson@mvwsd.org>, Maria Lopez <mlopez@mvwsd.org>, Kevin Quaresma <kquaresma@mvwsd.org>

Good Morning Agnes,

On 6/5/25 you checked out the District credit card to purchase tickets for the AI Summit Registration on June 7-8th. Could you please provide the names of the attendees for that used the 7 tickets for that event?

I am cc'ing Liz and Maria just in case you are not available and maybe they can answer this question.

Thank you!

Hera

Hera Hong Lee

Account Technician III - Part Time

Department of Business Services

Mountain View Whisman School District

P: 650-526-3500 ext. 1086

www.mvwsd.org

Agnes Kaiser <akaiser@mvwsd.org>

Tue, Jun 17, 2025 at 9:48 AM

To: Hera Hong-Lee <hhonglee@mvwsd.org>

Cc: Elizabeth Robertson <erobertson@mvwsd.org>, Maria Lopez <mlopez@mvwsd.org>, Kevin Quaresma <kquaresma@mvwsd.org>

Hi Hera,

The participants are:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]

Thank you,

Agnes

Sent from A.Kaiser's iPhone

On Jun 17, 2025, at 9:38 AM, Hera Hong-Lee <hhonglee@mvwsd.org> wrote:

[Quoted text hidden]

Hera Hong-Lee <hhonglee@mvwsd.org>

Tue, Jun 17, 2025 at 9:59 AM

To: Agnes Kaiser <akaiser@mvwsd.org>

Cc: Elizabeth Robertson <erobertson@mvwsd.org>, Maria Lopez <mlopez@mvwsd.org>, Kevin Quaresma <kquaresma@mvwsd.org>

Thank you very much! Are all of these attendees students? (Other than yourself)

Hera Hong Lee

Account Technician III - part time

Department of Business Services

Mountain View Whisman School District

P: 650-526-3500 ext. 1086

www.mvwsd.org

[Quoted text hidden]

Agnes Kaiser <akaiser@mvwsd.org>

Tue, Jun 17, 2025 at 2:59 PM

To: Hera Hong-Lee <hhonglee@mvwsd.org>

Cc: Elizabeth Robertson <erobertson@mvwsd.org>, Maria Lopez <mlopez@mvwsd.org>, Kevin Quaresma <kquaresma@mvwsd.org>

Yes, they are all students from Graham.

Sent from A.Kaiser's iPhone

On Jun 17, 2025, at 10:00 AM, Hera Hong-Lee <hhonglee@mvwsd.org> wrote:

[Quoted text hidden]

MVWSD Credit Card Purchase

Revised 1-28-2015

Name (person who is taking the card)	AGNES KAISER
Title	TEACHER
School Site or Department	GRAHAM MS
Date	6-4-25
Event Date (if applicable)	FALL 2025 (must be processed now)

Card #2

92

[For Office Use Only]	
Credit Card Check Out:	
Date	6/5/2025
Time	1:45pm
Credit Card Returned*:	
Date	6/5/2025
Time	2:00pm



Mountain View
Whisman
School District

* CREDIT CARD MUST BE RETURNED WITH ITEMIZED RECEIPTS & PARTICIPANT LIST *

Lost/missing receipts will result in revocation of credit card privileges

Reason for purchase(s): Robotics League Registration for year

reason for using credit card for this purchase Principal wants immediate process to meet deadline

SACS Code: 010-9120-04310-00-1110-1000-000000-014-0120

Documentation of prior approval for restricted SACS accounts must be attached to this form.

SACS code will NOT be adjusted afterwards

DESCRIPTION and Vendor	Amount Not to Exceed	
LEAGUE TEAM REGISTRATION	\$ 275.00	
FLL CHALLENGE SET (1)	\$ 95.00	
-If needed, attach additional items on separate page	Tax	\$ 11.32
	Shipping/Handling/Tip	\$ 29.00
	ESTIMATED TOTAL - NOT TO EXCEED	\$ 410.32
TOTAL - CONFIRMED BY RECEIPT(S) ATTACHED		\$ 410.32 ✓

Employee Acknowledgement:

By signing below, I acknowledge that I have read the MVWSD credit card use policy as posted on the Intranet and agree to provide all required receipts and documentation immediately upon return of the credit card.

Employee Signature (who is taking the card): Agnes Kaiser Date: 6-5-25

Supervisor or Board President Approval:

By signing below, I confirm that the described purchase(s) and use of the MVWSD credit card are necessary and comply with District policy as posted on the Intranet.

Supervisor Signature: [Signature] Date: 6/3/25

Supervisor Print Name & Title: SEBASTIAN BENAVIDEZ

[For Business Office Use Only]

Processed by Name & Title: Kevin Quaresma Signature Accounting Tech III
6/10/25

92



Proforma Invoice

For Inspiration & Recognition of Science and Technology (*FIRST*)

200 Bedford Street

Manchester, NH 03101-1103

Dollar amounts are in \$USD

Date : 6/2/2025

Amount Being
Paid

Description

ProGRAHAMers #8560 FIRST® LEGO® League Challenge

2025-2026 FIRST® LEGO® League Challenge Team Registration (Does NOT include Challenge Set) (qty = 1)	\$275.00
--	----------

FIRST® LEGO® League Challenge Set (qty = 1)	\$95.00
---	---------

Shipping & Handling	\$29.00
---------------------	---------

Estimated Sales Tax	\$11.32
---------------------	---------

Subtotal:	\$410.32
------------------	-----------------

Balance Due:	\$410.32
---------------------	-----------------

Total Due:	\$410.32
-------------------	-----------------

You will need to complete checkout to finalize your order by selecting the "Place Your Order / Make Payment" button. Accepted payment methods:

- Uploading purchase order (this will not be accepted via mail or email)
- Paying with a credit card.
- Applying uploaded team/Class Pack credits (school sent payment directly to *FIRST*) or team/Class Pack grants.

Dollar amounts are in \$USD

Please remit payment to:

FIRST

92

PO Box 845446
Boston, MA 02284-5446

For overnight payments, please remit payment to:

FIRST

Attn: Lockbox Operations Box #845446
1 Cabot Road, Suite 202
Medford, MA 02155

* Please note: FRC teams amount to pay may not be total due.
Please review the Payment Terms on the *FIRST* website

FIRST Payment Terms

To save - select PRINT and print to a PDF or One Note.

Thank You - Payment Received

message

IRST Finance <finance@firstinspires.org>
Reply-To: customerservice@firstinspires.org
From: kquaresma@mvwsd.org

Thu, Jun 5, 2025 at 1:55 PM

Hello Mountain View Whisman SD,

Congratulations! Your Team or Class Pack Account ProGRAHAMers is registered for the 2025-2026 season, *FIRST*® AGE™ presented by Qualcomm.

Here is your Team or Class Pack account number: 8560. Please reference this number when contacting *FIRST*® so we can find your information quickly.

Your team or Class Pack registration is secure, and no further action is needed.

Here's your payment information for reference. This information can also be viewed within the [FIRST Dashboard](#).

Payment type: Credit Card

Paid by: Mountain View Whisman SD

Card Number: xxxx-xxxx-9496

Transaction ID: 650611458

Total amount: \$410.32

You can order additional products for your season by clicking on the "Order Product" button in your dashboard. You will then be directed to the appropriate page to order additional materials. If you need assistance, please contact customerservice@firstinspires.org.

...continue important updates and information from *FIRST* ... use the
@firstinspires domain as a safe or approved sender in your email account.
[View our resource for more details and next steps.](#)

Important Information for Individual Teams Coaches and Admins:

- Make sure you don't miss important *FIRST* updates and reminders for your team by subscribing to the [FIRST Team Blasts](#)
- Don't forget to complete your [Youth Protection Screening](#) if you haven't done so already - it's free!

If you have any questions or concerns, please contact [FIRST Support](#).

FIRST[®]

A 501(c)(3) nonprofit organization
200 Bedford Street Manchester, NH 03101

www.firstinspires.org

You received this email because you are listed as a contact for the team or Class Pack referenced above, have been nominated for a *FIRST* award, applied for a grant, or completed the youth, mentor, or volunteer registration process. We take your privacy very seriously. Please read more in our Privacy Policy. If you believe you have received this message in error, please contact

privacy@firstinspires.org.

[**View Our Privacy Policy**](#)

FIRST FOR INSPIRATION & RECOGNITION OF SCIENCE & T Transaction Receipt - Reference Number 650611458

message

FIRST FOR INSPIRATION & RECOGNITION OF SCIENCE & T <notifications@paytrace.com>

Thu, Jun 5, 2025 at 1:56 PM

Reply-To: ar@firstinspires.org

From: kquaresma@mvwsd.org



200 Bedford Street
Manchester, NH 03101
603-666-3906

FIRST FOR INSPIRATION & RECOGNITION OF SCIENCE & T

200 Bedford St
Manchester, NH 03101
<http://www.firstinspires.org>
ar@firstinspires.org

Your transaction was approved! Please retain this message as a receipt.

Order ID: P775040
Transaction ID: 650611458
Date/Time: 6/5/2025 4:55:34 PM

Payment Details:

Total: \$410.32
Card Brand: Visa
Card Number: xxxxxxxxxxxx9496

Billing Address:

Mountain View Whisman SD
1400 Montecito Ave
Mountain View
CA
94043
US

kquaresma@mvwsd.org

Additional Details:

I have read Terms & Conditions: YES

MVWSD Credit Card Purchase

Card #2

Name	Nancy Villalba
Title	Executive Assistant to the Superintendent
School Site or Department	District Office
Date	6/10/2025
Event Date (if applicable)	December 3-5, 2025

[For Office Use Only]	
Credit Card Check Out:	
Date	6/10/25
Time	9:05 AM
Credit Card Returned*:	
Date	6/10/25
Time	2:00 pm



Mountain View
Whisman
School District

*** CREDIT CARD MUST BE RETURNED WITH ITEMIZED RECEIPTS & PARTICIPANT LIST ***

****Lost/missing receipts will result in revocation of credit card privileges****

Reason for purchase(s): Registration - FOR SUPT & TRUSTEES (4)

reason for using credit card for this purchase: Purchase order are an option

SACS Code: 010-0000-0-5200-00-0000-7100-000000-009-0610 For Trustees & 0600 for Superintendent

Documentation of prior approval for restricted SACS accounts must be attached to this form.

SACS code will NOT be adjusted afterwards

	DESCRIPTION and Vendor	Amount Not to Exceed
6	CSBA Annual Conference and Tradeshow Registration	4650.00
1	Board President Workshop	500.00
5	Hotel * No charge yet ; holding reservation	1400
Tax		
Shipping/Handling/Tip		
ESTIMATED TOTAL - NOT TO EXCEED		6550.00
TOTAL - CONFIRMED BY RECEIPT(S) ATTACHED		\$4,375.00

-If needed, attach additional items on separate page

Employee Acknowledgement:

By signing below, I acknowledge that I have read the MVWSD credit card use policy as posted on the Intranet and agree to provide all required receipts and documentation immediately upon return of the credit card.

Employee Signature: Nancy Villalba Date: 6-10-25

Supervisor or Board President Approval:

By signing below, I confirm that the described purchase(s) and use of the MVWSD credit card are necessary and comply with District policy as posted on the Intranet.

Supervisor Signature: Jeffrey Bayer Date: 10 JUN 25

Supervisor Print Name & Title: JEFFREY BAYER, SUPT.

[For Business Office Use Only]
Processed by Name & Title: Helen Hong Lee, Asst Tech Signature: [Signature]



Nancy Villalba <nvillalba@mvwsd.org>

93

Group Flow Confirmation – 2025 Annual Education Conference and Trade Show {CSB251:2456}

2 messages

AEC 2025 Registration <email_confirm@exl.eventshq.com>

Tue, Jun 10, 2025 at 1:28 PM

To: nvillalba@mvwsd.org

Cc: nvillalba@mvwsd.org



*** Please do not reply to this e-mail. It was sent from an automated system. ***

PLEASE PRINT THIS CONFIRMATION FOR YOUR RECORDS

This email confirms your group's participation at CSBA's 2025 Annual Education Conference and Trade Show, scheduled for **Tuesday, Dec. 2 through Thursday, Dec. 4**, at the **SAFE Credit Union Convention Center in Sacramento, CA**. Entry located at 13th & K Street via the West Lobby.

Your group's registration details, confirmation IDs, and any associated hotel reservations (if applicable) are provided below.

If you have any questions or need further assistance, please contact us at aec@csba.org. For the latest conference updates, visit aec.csba.org. We look forward to your participation in this exciting event!

Profile

Confirmation ID: 2456

Nancy Villalba

Mountain View Whisman SD

1400 Montecito Ave

Mountain View, CA 94043

Registration Details

Nancy Villalba

Registration Type: GC - Group Contact, Early

Description	Item Total
Registration (Qty: 1)	\$0.00

Charles DiFazio**Registration Type:** FC - Full Conference, Early

Description	Item Total
Registration (Qty: 1)	\$775.00
Board Presidents Workshop (Qty: 1) DEC 2 2025 9:30AM	\$500.00

Lisa Henry**Registration Type:** FC - Full Conference, Early

Description	Item Total
Registration (Qty: 1)	\$775.00

William Lambert**Registration Type:** FC - Full Conference, Early

Description	Item Total
Registration (Qty: 1)	\$775.00

Ana Kristina Reed**Registration Type:** FC - Full Conference, Early

Description	Item Total
Registration (Qty: 1)	\$775.00

Pending Superintendent**Registration Type:** FC - Full Conference, Early

Description	Item Total
Registration (Qty: 1)	\$775.00

Total Registration Fees:	\$4,375.00
--------------------------	------------

Total Registration Paid:

(\$4,375.00)

Current Balance:

\$0.00

Housing Details

DOUBLETREE SACRAMENTO*

2001 Point West Way
Sacramento, CA 95815

Phone: 916-929-8855

Fax:

Status	Category	Occupancy
CONFIRM	STANDARD ROOM	Adults: 1
Arrival	Departure	Guests in Room
2 December 2025	5 December 2025	Charles DiFazio
Daily Rate	Room Tax	Deposit
\$209.00	16.18%	Credit Card Guarantee Mountain View Whisman *****9496
Resort Fee	Occupancy Tax	
	\$0.00	Note: Taxes and fees are subject to change without notice
Estimated Reservation Charges		
\$728.42		
Hotel Cancellation Policy		
All reservations must be guaranteed with a credit card. Rooms may be canceled from this site up until Tuesday, November 4, 2025, at 3:00 p.m. (PDT). A deposit of 1 night's room and tax may be charged by the hotel starting on November 10, 2025. Between Monday, Nov. 10, 2025, and Thursday, Nov. 13, 2025, we appreciate your understanding as we observe a blackout period for transferring information directly to the hotels within the CSBA negotiated room blocks. During this period, contacting the hotels directly may result in information not being readily available. Starting on Friday, Nov. 14, 2025, you may begin contacting the hotel to make changes. ***For the Sheraton Grand and Hyatt Regency please contact your hotel directly, on or after Wednesday, Nov. 19, 2025. Failure to arrive on your scheduled arrival date or canceling your reservation within 72 hours of arrival will result in the forfeiture of the deposit.		
Total Charges	Paid	Balance Due
\$0.00	\$0.00	\$0.00

DOUBLETREE SACRAMENTO*

93

2001 Point West Way
Sacramento, CA 95815

Phone: 916-929-8855

Fax:

Status	Category	Occupancy
CONFIRM	STANDARD ROOM	Adults: 1
Arrival	Departure	Guests in Room
2 December 2025	5 December 2025	Lisa Henry
Daily Rate	Room Tax	Deposit
\$209.00	16.18%	Credit Card Guarantee Mountain View Whisman *****9496
Resort Fee	Occupancy Tax	
	\$0.00	Note: Taxes and fees are subject to change without notice
Estimated Reservation Charges		
\$728.42		
Hotel Cancellation Policy		
All reservations must be guaranteed with a credit card. Rooms may be canceled from this site up until Tuesday, November 4, 2025, at 3:00 p.m. (PDT). A deposit of 1 night's room and tax may be charged by the hotel starting on November 10, 2025. Between Monday, Nov. 10, 2025, and Thursday, Nov. 13, 2025, we appreciate your understanding as we observe a blackout period for transferring information directly to the hotels within the CSBA negotiated room blocks. During this period, contacting the hotels directly may result in information not being readily available. Starting on Friday, Nov. 14, 2025, you may begin contacting the hotel to make changes. ***For the Sheraton Grand and Hyatt Regency please contact your hotel directly, on or after Wednesday, Nov. 19, 2025. Failure to arrive on your scheduled arrival date or canceling your reservation within 72 hours of arrival will result in the forfeiture of the deposit.		
Total Charges	Paid	Balance Due
\$0.00	\$0.00	\$0.00

DOUBLETREE SACRAMENTO*

2001 Point West Way
Sacramento, CA 95815

Phone: 916-929-8855

Fax:

93

Status	Category	Occupancy
CONFIRM	STANDARD ROOM	Adults: 1
Arrival	Departure	Guests in Room
2 December 2025	5 December 2025	William Lambert
Daily Rate	Room Tax	Deposit
\$209.00	16.18%	Credit Card Guarantee Mountain View Whisman *****9496
Resort Fee	Occupancy Tax	
	\$0.00	Note: Taxes and fees are subject to change without notice
Estimated Reservation Charges		
\$728.42		
Hotel Cancellation Policy		
All reservations must be guaranteed with a credit card. Rooms may be canceled from this site up until Tuesday, November 4, 2025, at 3:00 p.m. (PDT). A deposit of 1 night's room and tax may be charged by the hotel starting on November 10, 2025. Between Monday, Nov. 10, 2025, and Thursday, Nov. 13, 2025, we appreciate your understanding as we observe a blackout period for transferring information directly to the hotels within the CSBA negotiated room blocks. During this period, contacting the hotels directly may result in information not being readily available. Starting on Friday, Nov. 14, 2025, you may begin contacting the hotel to make changes. ***For the Sheraton Grand and Hyatt Regency please contact your hotel directly, on or after Wednesday, Nov. 19, 2025. Failure to arrive on your scheduled arrival date or canceling your reservation within 72 hours of arrival will result in the forfeiture of the deposit.		
Total Charges	Paid	Balance Due
\$0.00	\$0.00	\$0.00

DOUBLETREE SACRAMENTO*

2001 Point West Way
Sacramento, CA 95815

Phone: 916-929-8855
Fax:

Status	Category	Occupancy
CONFIRM	STANDARD ROOM	Adults: 1
Arrival	Departure	Guests in Room
2 December 2025	5 December 2025	Ana Kristina Reed



Status	Category	Occupancy
Daily Rate	Room Tax	Deposit
\$209.00	16.18%	Credit Card Guarantee Mountain View Whisman *****9496
Resort Fee	Occupancy Tax	
	\$0.00	Note: Taxes and fees are subject to change without notice
Estimated Reservation Charges		
\$728.42		
Hotel Cancellation Policy		
All reservations must be guaranteed with a credit card. Rooms may be canceled from this site up until Tuesday, November 4, 2025, at 3:00 p.m. (PDT). A deposit of 1 night's room and tax may be charged by the hotel starting on November 10, 2025. Between Monday, Nov. 10, 2025, and Thursday, Nov. 13, 2025, we appreciate your understanding as we observe a blackout period for transferring information directly to the hotels within the CSBA negotiated room blocks. During this period, contacting the hotels directly may result in information not being readily available. Starting on Friday, Nov. 14, 2025, you may begin contacting the hotel to make changes. ***For the Sheraton Grand and Hyatt Regency please contact your hotel directly, on or after Wednesday, Nov. 19, 2025. Failure to arrive on your scheduled arrival date or canceling your reservation within 72 hours of arrival will result in the forfeiture of the deposit.		
Total Charges	Paid	Balance Due
\$0.00	\$0.00	\$0.00

DOUBLETREE SACRAMENTO*

2001 Point West Way
Sacramento, CA 95815

Phone: 916-929-8855
Fax:

Status	Category	Occupancy
CONFIRM	STANDARD ROOM	Adults: 1
Arrival	Departure	Guests in Room
2 December 2025	5 December 2025	Pending Superintendent
Daily Rate	Room Tax	Deposit

(93)

Status	Category	Occupancy
\$209.00	16.18%	Credit Card Guarantee Mountain View Whisman *****9496
Resort Fee	Occupancy Tax	
	\$0.00	Note: Taxes and fees are subject to change without notice
Estimated Reservation Charges		
\$728.42		
Hotel Cancellation Policy		
All reservations must be guaranteed with a credit card. Rooms may be canceled from this site up until Tuesday, November 4, 2025, at 3:00 p.m. (PDT). A deposit of 1 night's room and tax may be charged by the hotel starting on November 10, 2025. Between Monday, Nov. 10, 2025, and Thursday, Nov. 13, 2025, we appreciate your understanding as we observe a blackout period for transferring information directly to the hotels within the CSBA negotiated room blocks. During this period, contacting the hotels directly may result in information not being readily available. Starting on Friday, Nov. 14, 2025, you may begin contacting the hotel to make changes. ***For the Sheraton Grand and Hyatt Regency please contact your hotel directly, on or after Wednesday, Nov. 19, 2025. Failure to arrive on your scheduled arrival date or canceling your reservation within 72 hours of arrival will result in the forfeiture of the deposit.		
Total Charges	Paid	Balance Due
\$0.00	\$0.00	\$0.00

Financial Summary

Total Housing Fees:	\$0.00
Total Amount Applied to Housing:	\$0.00
Housing Balance:	\$0.00
Total of All Fees:	\$4,375.00
Total Amount Applied to All Fees:	(\$4,375.00)
Total Balance Due:	\$0.00

Payment History

Payment #1

06/10/2025 — \$4,375.00 [Payment]
 Mountain View Whisman / Visa / *****9496

Payment Allocation

06/10/2025 — Applied: Charles DiFazio's Hotel Reservation	\$0.00
06/10/2025 — Applied: Lisa Henry's Hotel Reservation	\$0.00
06/10/2025 — Applied: William Lambert's Hotel Reservation	\$0.00
06/10/2025 — Applied: Ana Kristina Reed's Hotel Reservation	\$0.00
06/10/2025 — Applied: Pending Superintendent's Hotel Reservation	\$0.00
06/10/2025 — Applied: Charles DiFazio's Registration	\$1,275.00
06/10/2025 — Applied: Lisa Henry's Registration	\$775.00
06/10/2025 — Applied: William Lambert's Registration	\$775.00
06/10/2025 — Applied: Ana Kristina Reed's Registration	\$775.00
06/10/2025 — Applied: Pending Superintendent's Registration	\$775.00
Total Amount Applied:	\$4,375.00
Total Amount Not Used:	\$0.00
Payment Totals	
Total Payments:	\$4,375.00
Total Refunds:	\$0.00
Total Net Paid:	\$4,375.00

Policies

For details on the hotel cancellation policy, registration cancellation policy, CSBA's privacy policy, and the latest conference information, please visit aec.csba.org.

Questions?

If any of the registration information listed above is incorrect, please contact Maritz Customer Service at (864) 641-6838 or via [email](mailto:maritz@csba.org).