Mountain View Whisman School District

Summer 2025 Contracts and Payments

August 21, 2025

Mountain View Whisman School District

Strategic Plan 2021

Goal 5 Resource Stewardship

Goal 5: Students, staff and community members will have access to various resources, such as technology, facilities, furniture, equipment, etc., in a fiscally responsible manner, to fulfill the mission of MVWSD.

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Delegated Authority

Delegated Authority Resolution 04-050825

- The Board temporarily delegated authority to the Superintendent to approve contracts between June 13, 2025, and August 21, 2025, to ensure essential operations continue during the summer recess.
- This authority was limited to contracts necessary for operational, instructional, facility, student service, or mandated compliance needs, and excludes non-essential employee perks or discretionary benefits.
- Contracts approved under this delegation are brought to the Board for ratification

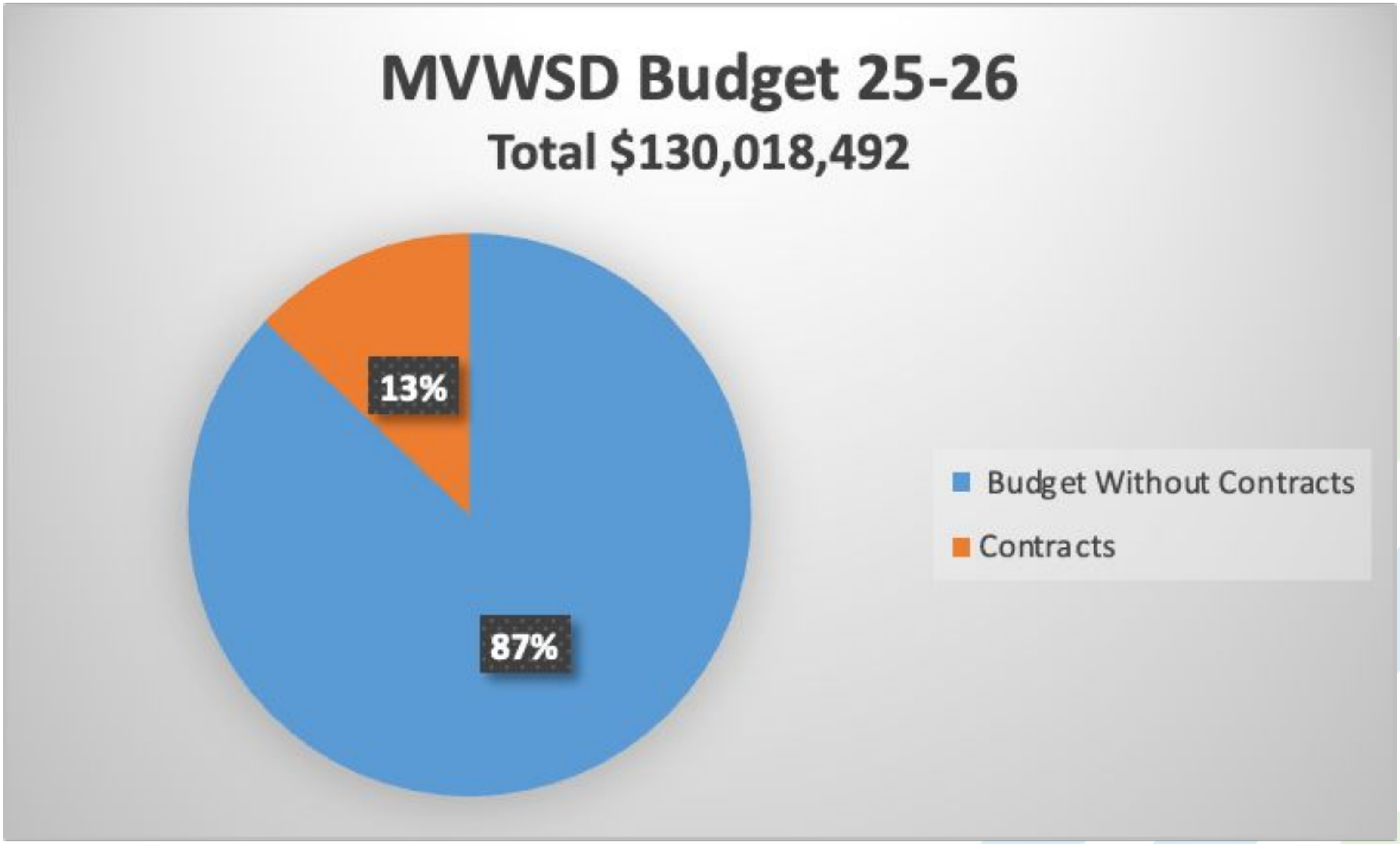
Why?

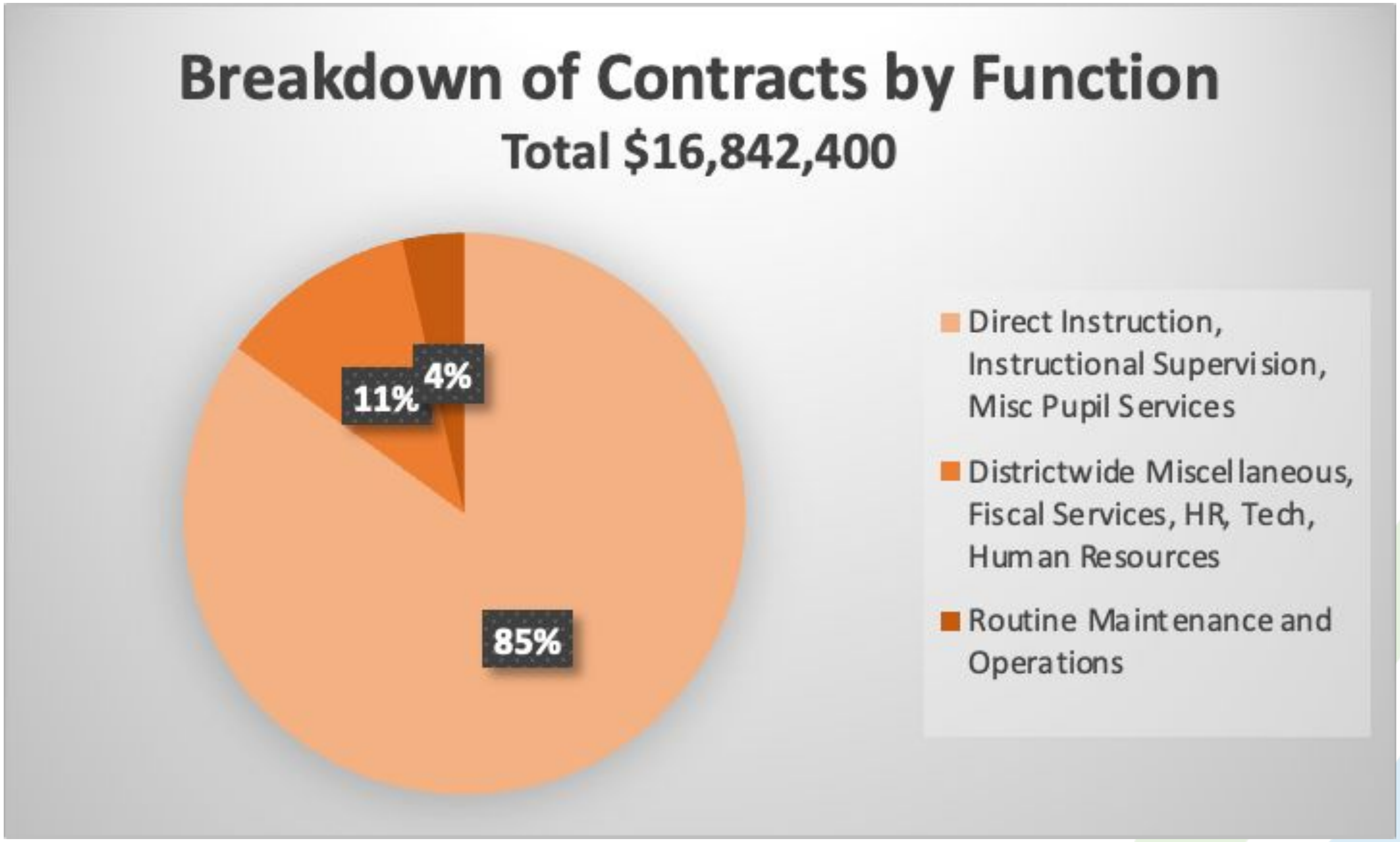
Summer delegated authority is necessary for District operations and is a standard practice.

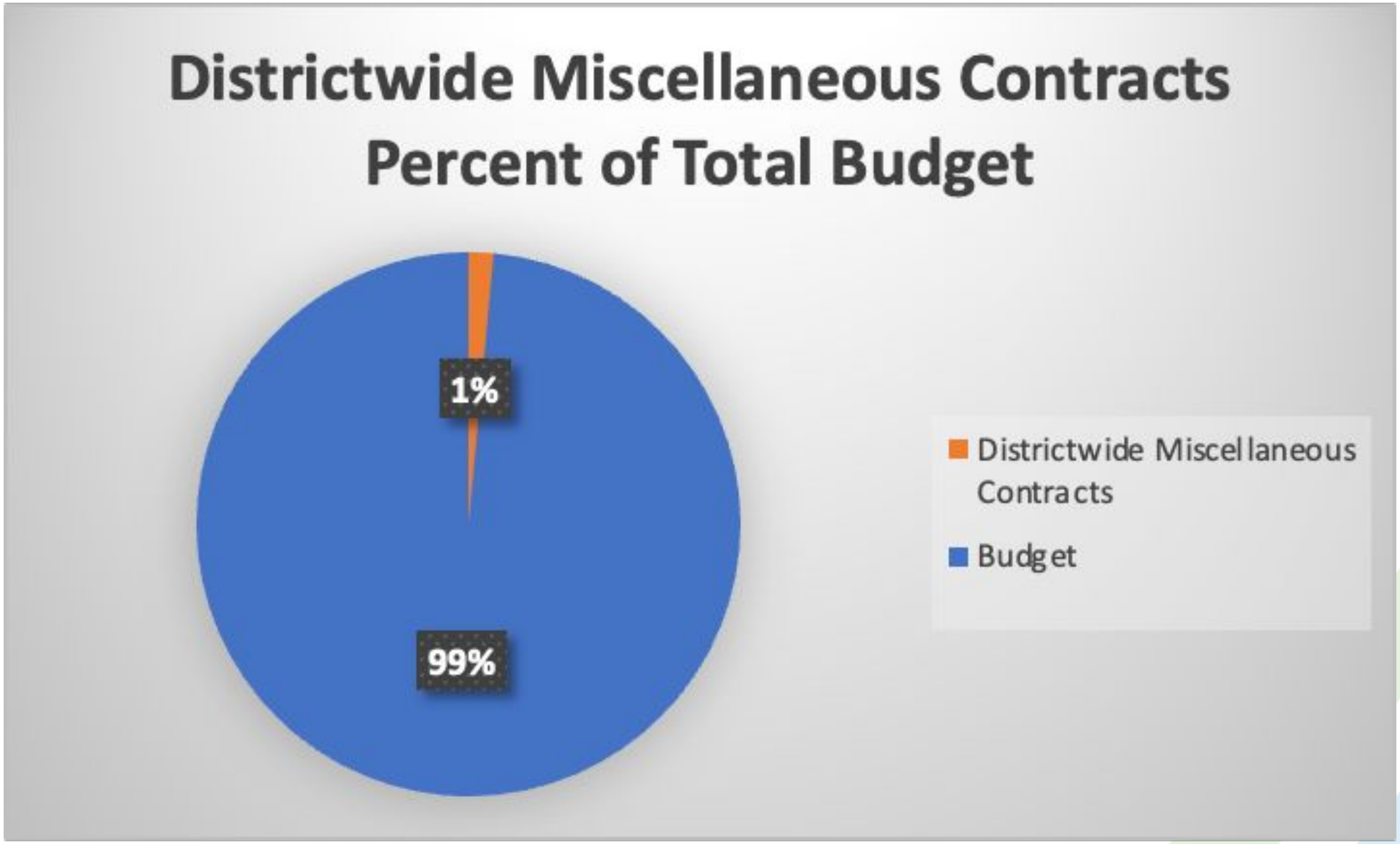
- Many contracts and purchases are time sensitive for summer operations (PG&E, Elevator permits, electrical)
- Prevents service delays (bus maintenance, curriculum)

Mountain View Whisman School District

Contracts


MVWSD Budget 25-26
Total $130,018,492
13%
87%
Budget Without Contracts
Contracts


Breakdown of Contracts by Function
Total $16,842,400
11%
4%
85%
Direct Instruction, Instructional Supervision, Misc Pupil Services
Districtwide Miscellaneous, Fiscal Services, HR, Tech, Human Resources
Routine Maintenance and Operations



What this includes: Legal, crossing guards, advertising, fingerprinting, consultants for specialized tasks, licensing agreements

Contract List Format

Department	Vendor	Description	Cost	Misc.	Summer Delegated Approval

- This lists the department responsible for the contract, vendor, description and cost.
- This list comes to the board every month and is based on the business of the district
- This month there is an added column that shows if contract is being ratified based on summer delegation or is being brought to the Board as part of our regular process.

Example and Format for Contract Ratification

Department	Vendor	Description	Cost	Summer Delegated Approval
Business- Child Nutrition	AF Produce	Will provide a contract extension for the 2025-2026 school year for the purchase of produce.	$75,000	☑
Business- Child Nutrition	AG Link	Will provide organic locally grown produce, district-wide.	NTE $25,000	☑
Business- MOT	Bailey Fence Company, Inc.	Will provide commercial fencing and gate services including maintenance, repair, and emergency response, services include the maintenance and repair of various fencing types such as: chain link, aluminum, ornamental iron and wire fences; as well as gates and access control systems.	NTE $25,000.00	☑
Business	Bailey Fence Company, Inc.	Will provide a First Amendment to the Contract that was board approved on April 24, 2025. Bailey Fence will provide additional repair of the existing damaged chain link fence at Monta Loma.	$1,047.00	☑
HR	Bay Area Solutions	Will provide fingerprinting services at Imai, Castro and Crittenden Middle on various dates and times.	Applicant will be paying the fees. No cost to the District.	☑

What is a Purchase Order (PO) Report?

A PO Report is a record of all PO/contracts the district has issued within a specific time period and is a formal authorization to buy goods or services which specifies what is being purchased.

The PO report shows:

- Who the district is buying from
- A description of what is purchased
- How much the **total** amount of the PO is
- When it was issued

Many of the purchases are routine and fall under previously approved budgets

The Board reviews and approves the PO Report to formally ratify the district's purchasing activity.

This report is provided at least once a month during the school year

Example of PO Report

029 MOUNTAIN VIEW WHISMAN SD Board Purchase Order Report J79810 POBORDSC L.00.00 08/12/25 PAGE 1

Board PO report 06/06/2025 - 06/30/2025

PO Num	Order Date	Vendor Name / Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr	Order Description		Encumbered	
PO520579	06/06/2025	IMAGINEERZ LEARNING LLC	ELOP Summer		20,000.00	Board Approved 5/8/2025
		010-2600-0-9330-00-1110-1000-000000-009-0217		20,000.00		
PO520580	06/16/2025	ICE SYSTEMS LLC	Proxmox VE subscription		902.31	
		010-9590-0-5846-00-0000-7700-000000-009-0580		902.31		
PO520581	06/16/2025	PURPLE COMMUNICATION INC.	ASL Interpreter for Promotion		500.00	Board Approved 5/8/2025
		010-1100-0-5830-00-0000-2700-000000-004-0100		500.00		
BD530052	06/16/2025	US BANK TRUST N.A.	BANK FEES FOR COP REPAY ESCROW		850.00	
		212-9703-0-5822-00-0000-9100-000000-009-0700		850.00		
BD530053	06/18/2025	GUERRA CONSTRUCTION GRP	CONSTRUCTION OUTDOOR LEARN VA		847,427.00	Board Approved 2/13/25 - Bond
		212-9703-0-6130-00-0000-8500-000000-007-0734		847,427.00		
		Total of Purchase Orders Issued	869,679.31			

Board PO report 05/28/2025 - 08/12/2025

PO Num	Order Date	Vendor Name Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr	Order Description	Encumbered	
PO620097	07/02/2025	79WARE LLC 010-1100-0-5300-00-1110-1000-000000-014-0100	iVolunteer subscription 25-26 585.00	585.00	
BL610083	07/02/2025	ACER SERVICE CORPORATION 010-9590-0-4310-00-1110-1000-000000-009-0570	Open PO for Chromebook parts 20,000.00	20,000.00	
BL610098	07/08/2025	ACHIEVE KIDS NPS 010-6500-0-5830-00-5760-1180-000000-009-0381	25/26 NPS Placements 232,347.00	232,347.00	Board Approved 6/12/25
PO620165	08/05/2025	ACKNOWLEDGE ALLIANCE 010-0000-0-5830-00-0000-7400-000000-009-0400	CONTRACTED SERVICES 232,000.00	232,000.00	Board Approved 6/12/25
BL610090	07/02/2025	AF PRODUCE 130-5310-0-4710-00-0000-3700-000000-009-0540	FARM TO TABLE PRODUCE 75,000.00	75,000.00	●
BL610091	07/02/2025	AG LINK INC 130-5310-0-4710-00-0000-3700-000000-009-0540	PRODUCE FOR ALL SITES 25,000.00	25,000.00	●
BL610178	08/06/2025	AIR PRODUCTS GROUP INC 010-8150-0-4380-00-0000-8110-000000-009-0550	Air Filters for HVACs 50,000.00	50,000.00	
BL610095	07/02/2025	ALDER-TEK MANUFACTURING 130-5310-0-4390-00-0000-3700-000000-009-0540	WOODEN SILVERWARE FOR ALL SITE 15,000.00	15,000.00	
BL610016	06/16/2025	AMAZON CAPITAL SERVICES 010-9512-0-4310-00-1110-4200-000000-014-0237	Amazon 237 for Athletics 1,500.00	1,500.00	
BL610020	06/16/2025	AMAZON CAPITAL SERVICES 010-0000-0-4310-00-0000-7400-000000-009-0400	ADMIN SERVICES SUPPLIES 4,000.00	4,000.00	

● = On current Board meeting agenda

X = Approved Vendor/Curriculum

What is a Warrant Report?

A Warrant Report is a public record of payments the district has made to vendors, employees, or other entities during a specific time period. A warrant is the district's check or electronic payment issued to settle an approved expense.

The Warrant Report shows:

- Who was paid
- How much was paid
- When it was paid

The Board reviews and approves the Warrant Report to formally ratify the payments.

Example of Warrant Report

029 MOUNTAIN VIEW WHISMAN SD | Board Warrant Approval List | J78114 WARBRDSC L.00.00 08/11/25 PAGE 4
AP Warrants June 2025 | 06/01/2025 - 06/30/2025

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr	Expenditure
29 29054101		06/04/2025	FAGEN FRIEDMAN & FULFROST LLP		
	PO510246		SPED Legal Consultants	010-6500-0-5845-00-5001-2700-000000-009-0350	264.00
				Sub total:	264.00
29 29054102		06/04/2025	INVO HEALTHCARE ASSOCIATES LLC		
	PO510126		Contracted Staff	010-6500-0-5830-00-5761-1110-000000-009-0350	14,355.00
				Sub total:	14,355.00
29 29054103		06/04/2025	O'MALLEY, KATE		
	PO510276		Coaching for TK teachers	010-0000-0-5885-00-1110-1000-000000-009-0204	2,450.00
				Sub total:	2,450.00
29 29054104		06/04/2025	PACIFIC AUTISM CENTER FOR		
	PO510169		NPS Student Placement	010-6500-0-5830-00-5760-1180-000000-009-0381	11,306.00
				Sub total:	11,306.00
29 29054105		06/04/2025	PARENT GUARDIAN 6687		
	PO510188		Settlement Agreement	010-6500-0-5803-00-5761-1110-000000-009-0350	7,927.50
				Sub total:	7,927.50
29 29054106		06/04/2025	PEARSON EDUCATION		
	PO510156		SPED Protocols	010-6500-0-4310-00-5761-1110-000000-009-0350	36.00
	PO510156		SPED Protocols	010-9301-0-4310-00-5761-1110-000000-009-0355	54.00
				Sub total:	90.00
29 29054107		06/04/2025	RO HEALTH INC		
	PO510159		SPED Contracted Staffing	010-6500-0-5830-00-5761-1110-000000-009-0350	50,669.71
	PO510159		SPED Contracted Staffing	010-6500-0-5830-00-5761-1110-000000-009-0350	50,760.84
				Sub total:	101,430.55

What is a Purchase Order Change Order (POCO)

A POCO Report shows a record of changes to purchasing commitments.

- This occurs when the cost increases due to services or other factors and includes the original PO and a reason for the change
- A PO helps match the invoice and delivery receipts so payment can be processed accurately. If the PO amount differs from the invoice amount (often due to tax or shipping costs), the PO needs to be adjusted.

Example of POCO Report

PO Change Orders Report -- Meeting of Board of Trustees August 21, 2025							
Vendor Name	**Purchase Order (PO) #**	**PO Previous Total**	**PO Change Amount**	**PO New Total**	**Reason for Change Order**	**Department Head Approval**	**Date Entered**
Central Computers Inc.	510079	$2,000.00	$1,000.00	$3,000.00	To cover invoices for May & June 2025	Jon Aker	6/16/2025
PG&E	510226	$1,341,700.00	$31,900.00	$1,373,600.00	To cover untilites at various sites for May & June 2025	Rebecca Westover	6/16/2025
City of Mountain View	510238	$731,000.00	$106,000.00	$837,000.00	To cover utilities at various sites for May & June 2025	Rebecca Westover	6/23/2025
Bailey Fence Co	520533	$9,014.00	$1,047.00	$10,061.00	Additional work needed at TH. PSA amendment signed.	Dalewyn Spinks	6/25/2025
Bay Area Floor Machine Co.	510082	$7,017.00	$2,260.00	$9,277.00	To cover outstanding invoice	Dalewyn Spinks	6/25/2025
Campbell Union SD Transportation	540173	$4,678.04	$962.31	$5,640.35	Original PO listed 4 bus field trips, instead of 5 field trips. Outstanding invoice for 1 field trip.	Arline Siam	6/25/2025
Hop Skip Drive	510302	$17,000.00	$4,500.00	$21,500.00	Transportation expenses for Mckinney-Vento students exceeded the original projected timeframe and estimates.	Geoff Chang	6/25/2025
Office Depot	510054	$10,000.00	$1,800.00	$11,800.00	To cover outstanding invoice. Error in summing up PO totals. (ODP was not supposed to allow overspending)	Megan Pohlman	6/26/2025

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Questions