

WESTSIDE UNION SCHOOL DISTRICT  
REGULAR BOARD MEETING  
HILLVIEW MIDDLE SCHOOL

May 1, 2018

Mission Statement: Recognizing the exceptionalism of every child, the mission of Westside Union School District is to educate all students to universally high levels of academic competence. We are committed to comprehensive systems of instructional delivery that include research-based best practices to assure this outcome by “pointing the way, providing the path” to success.

Vision Statement: Our vision is to graduate students who have acquired the knowledge, skills and attitudes necessary to achieve significant career, educational, civic and personal goals, which will enrich our society as positive role models and responsible citizens.

**5:00 p.m. – Regular Session**

**Adjourned to Closed Session**

**6:00 p.m. – Reconvene to Regular Session**

CALL TO ORDER \_\_\_\_\_ p.m.

I. OPEN SESSION \_\_\_\_\_ p.m.

- A. Flag Salute
- B. Roll Call

BOARD OF TRUSTEES

John Curiel	_____
Patricia Shaw	_____
Linda Jones	_____
Jennifer Navarro	_____
Steve DeMarzio	_____

SUPERINTENDENT

Regina Rossall	_____
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II. ITEMS FROM THE FLOOR

Please submit a yellow “Request To Speak To The Board of Trustees” in the folder on the exhibit table for agenda and non-agenda items to the Secretary of the Board prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, no more than twenty (20) minutes on the same subject. This portion of the agenda is for presentations to the Board regarding closed session items only. This is not a question and answer period where the Board enters into dialogue. Testimony is not protected from damage claims for libel. Public Charges or allegations may result in legal action being brought by those individuals. If you have questions for the Board, please provide the Board President with a copy and an administrator will provide answers at a later date.

III. CLOSED SESSION

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

Opened: \_\_\_\_\_ Closed: \_\_\_\_\_

- a. Conference with Labor Negotiators (Gov’t. Code §54957.6)
- b. Existing/Anticipated/Pending Litigation (Gov’t Code §54956.9)
  - 1 Claim
- c. Conference with Real Property Negotiator
- d. Public Employee Discipline/Dismissal/Release/Appointment (Gov’t Code §54957)
- e. Pupil Personnel (Ed Code 35146 and 48918)

5-1-18

IV. RECONVENE TO OPEN SESSION AT \_\_\_\_\_ p.m.

V. REPORT OF CLOSED SESSION ACTION

VI. PRESENTATIONS  
A. Certificated Retirees  
B. Teacher of the Year

VII. HEARING SESSION/STAFF REPORTS  
A. Board Comments  
B. Staff Reports  
1. Assistant Superintendent Administrative Services  
2. Assistant Superintendent Educational Services  
3. Deputy Superintendent  
4. Superintendent

VIII. PERSONAL APPEARANCES  
A. Westside Union Teachers Association Representatives  
B. California School Employees Association Representatives  
C. Parent Teacher Association Representatives  
D. West Antelope Valley Educational Foundation Representatives

IX. ITEMS FROM THE FLOOR  
Please submit a yellow "Request To Speak To The Board of Trustees" in the folder on the exhibit table for agenda and non-agenda items to the Secretary of the Board prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, no more than twenty (20) minutes on the same subject. This is not a question and answer period where the Board enters into dialogue. Testimony is not protected from damage claims for libel. Public Charges or allegations may result in legal action being brought by those individuals. If you have questions for the Board, please provide the Board President with a copy and an administrator will provide answers at a later date.

X. PUBLIC HEARING  
None

XI. BUSINESS SESSION  
A. Organizational/Governance  
1. Agenda

Item 1

Goal #

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

To approve the Agenda of the Regular Meeting of  
May 1, 2018

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

Actions proposed for the Consent Calendar, are items with adopted policies and approved practices of the District and are deemed routine in nature. They will be acted upon in one motion, without discussions, unless members of the Board request an item's removal. The item will then be removed from the motion to approve and after the approval of the consent agenda the item(s) will be heard.

Items 2a -2h

2. Consent Goal #
- a. Minutes of the Workshop on April 14, 2018, and the Regular Meeting on April 17, 2018
  - b. Fundraising Authorizations
  - c. Gifts to the District
  - d. Personnel Report
  - e. Job Description
  - f. Purchase Orders
  - g. Consultant/Contract Schedule
  - h. Conference/Workshop Schedule

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the Consent Items as presented

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

3. Discussion Item Item 3
- Governance
    - a. Board Self Evaluation

4. Resolution 18-48, Teacher of the Year Item 4

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of Resolution 18-48, Teacher of the Year

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

5. Resolution 18-49, Teacher Appreciation Week, National Teacher Day and California Day of the Teacher Proclamation Item 5

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of Resolution 18-49, Teacher Appreciation Week, National Teacher Day and California Day of the Teacher Proclamation

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

B. Personnel

6. Retirement Resolutions: Item 6
- 18-50, Thomas Abbott
  - 18-51, Lisa Anderson
  - 18-52, Robin Barkas
  - 18-53, Gail Blaze
  - 18-54, Alice Fischer
  - 18-55, Rondi Herrera
  - 18-56, Robin Kackley
  - 18-57, Sharon Kennedy
  - 18-58, Ruth Lundin

- 18-59, Janice Potter
- 18-60, Diana Shepardson
- 18-61, Anita Sorrell
- 18-62, Jerry Sulz
- 18-63, Mary Taylor
- 18-64, Karen Wood
- 18-65, Stephanie Zankich

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of Retirement Resolutions

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

7. Declaration of Need for Fully Qualified Educators Item 7

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the Declaration of Need for Fully Qualified Educators

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

8. Declarations of Indefinite Salaries for Retroactive Pay Item 8

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of Declarations of Indefinite Salaries for Retroactive Pay

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

C. Business

9. Revised Board Policy 3100, Budget Item 9

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the first reading of the revised Board Policy 3100, Budget

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

10. Cottonwood Modernization, Change Order #3 to Bruns Belmont Item 10

4A

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the Cottonwood Modernization, Change Order #3 to Bruns Belmont.

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

XII. INFORMATION SESSION

- A. Items From The Floor – Continued
- B. Dates to Remember:
  - 1. Regular Meeting on May 15, 2018
  - 2. Regular Meeting on June 5, 2018
- C. Board Comments – Continued

XIII. NEW BUSINESS

Future Board Meeting Items

XIV. CLOSED SESSION - Continued

XV. RECONVENE TO OPEN SESSION at \_\_\_\_\_ p.m.

XVI. REPORT OF CLOSED SESSION ACTION

XVII. ADJOURNMENT

There being no further business to come before the Board, the regular meeting of May 1, 2018, is adjourned at \_\_\_\_\_ p.m. by the Board President.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Tonya Williams at (661) 722-0716. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting room.

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection on the District Web Site, [www.westside.k12.ca.us](http://www.westside.k12.ca.us) or in the District Office located at 41914 50<sup>th</sup> St. West, Quartz Hill, CA 93536 during normal business hours (8:00 a.m. – 4:00 p.m.).

## BOARD AGENDA

May 1, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Regina L. Rossall, Superintendent  
SUBJECT: Board Meeting Agenda

### BACKGROUND:

The Board is requested to approve the Agenda for May 1, 2018.

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

None

### SUPERINTENDENT'S RECOMMENDATION:

Approval

## BOARD AGENDA

May 1, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Regina L. Rossall, Superintendent  
SUBJECT: Board Minutes

### BACKGROUND:

The Board is requested to approve the Minutes of the Workshop on April 14, 2018, and the Regular Meeting on April 17, 2017.

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

None associated with the approval of Board Minutes.

### SUPERINTENDENT'S RECOMMENDATION:

Approval

WESTSIDE UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
April 14, 2018

I. CALL TO ORDER

At 8:05 a.m. John Curiel, President, called to order the Workshop of the Westside Union School District Board of Trustees.

II. PLEDGE OF ALLEGIENCE

Jennifer Navarro, Member

III. ROLL CALL

Steve DeMarzio, President – Present  
John Curiel, Vice President – Present  
Patricia K. Shaw, Clerk – Absent  
Linda Jones, Member – Present  
Jennifer Navarro, Member - Present

Regina Rossall, Superintendent - Present

IV. OTHERS PRESENT

Courtney Tomlinson, Corey Tomlinson, Gloria Powell, Victor Powell, Stephanie Graham, Stephanie Herrera, Kenneth Herrera, April Billet, Jason Pecrcey, Rhonda Hanson, Robin Dean, Jennifer Slater-Sanchez, Rodney Taylor, Prentis Edwards, Jake Briggs, Brittany Tallosi, Dale Lovvik, Briana Larkin, Robert Davis, Dr. Victoria M. Ruffin, Bobbie Curiel, Alex Curiel, Melanie McCable-Soundy, Brian Schiller, Jim Allen, Jerry Vlach, J Barte, Lisa Jehlicka

V. WORKSHOP

A. School Safety

- Safety Presentation – Shawn Cabey
- Questions/Comments
- Sometimes it's the parents that are in denial about their student
- Community wide cooperation for parents and students
- Community wide ideas
- There is no one answer
- Leona Valley once you are in the front door, you have access to the school.
- Leona Valley also has buildings with windows facing the perimeter of the school. You wouldn't need to get on campus to injure students.
- In favor of spending money to protect children
- Are their systems that can survey what is going on at the site?
- Dr. Ruffin – LA Unified employee, at the school where the 12-year-old student discharged a gun at other students. [drvictoriaruffin@gmail.com](mailto:drvictoriaruffin@gmail.com)
- Robert Davis – High School District Board Member – We need to talk to the students at our sites. They are on the frontline; discussion groups with the students.
- Student – I don't want to wait to go through a metal detector to get into school. I want to go to school as a normal kid, not going into a prison.
- The kid network is so much better than the parent network.
- Sandy Hook has a program that is designed for students to speak up.
- Jennifer Slater-Sanchez explained the "Stop It" Security App. (Is it installed on the site Chromebooks?)



- Will you be installing any of the District Security items listed in the presentation?
- Sundown – locked door to keep parents from entering the school.
- Less open exit doors.
- Staff at exit gates
- Open doors into the schools at Sundown, Joe Walker.
- Volunteers also see issues with students on campus.
- Training workshop for volunteers.
- Training and education in response techniques for students.
- There are a lot of things we can't control, but we can control our environment.
- Knowledge is power, they need to know what to do.
- Is the Board going to develop an action plan for safety?
- Active shooter drills
- Antelope Valley Summit every year.
- Having the security equipment doesn't always mean success.
- We as parents need to be forgiving when the school district starts their training.
- Exposing our students to lockdown drills will make them comfortable with the process.
- Communication is key for parents and students.
- What do we do if there is an emergency as a parent?
- The first responders are the teachers; they will be responsible for first aid also.
- Focus on what is possible for security.
- Westside has never been exposed to these types of things until this week. If you see something you need to tell someone. We need to come together as a community.  
(Linda Jones)
- This group takes over gaming sites and send out these mass emails. They receive more points for the threats they send out. (Steve DeMarzio)
- AVC brings in outside consultants regarding these issues.
- Text messages are the best for getting the information out. People don't always check their emails.
- Dialers – the system will only allow 1 primary phone number. You can also receive the message by email. We will look to see if we can modify.
- The Board would like to see more of these types of meetings. (John Curiel)

VI. ADJOURNMENT –The Workshop of April 14, 2018, is adjourned at 9:35 a.m. by the Board President.

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Linda Jones, Clerk  
Adopted: May 1, 2018

WESTSIDE UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
April 17, 2018

I. CALL TO ORDER

At 5:00 p.m. John Curiel, President, called to order the Regular Board Meeting of the Westside Union School District Board of Trustees.

II. Flag Salute

Miriam Rushall, Citizens' Bond Oversight Committee Member

III. ROLL CALL

John Curiel, President – Present  
Patricia K. Shaw, Vice President - Present  
Dr. Linda Jones, Clerk – Present  
Jennifer Navarro, Member – Absent  
Steven DeMarzio, Member – Teleconference

SUPERINTENDENT

Regina Rossall – Present

IV. ITEMS FROM THE FLOOR

None

V. OTHERS PRESENT

Rhonda Hanson, Melissa Venter, J Bartee, Ron and Gwen Farrell, Beth Lessley, Ilona Keough, Phoebe Keough, Maria Boozhanof, Scott Cusack, Jake Briggs, Jeanice Peterson, Gary Johnson, Jennifer Slater-Sanchez, Robin Dace, Shelly Dearing, Kristin Kruizinga, Timothy C. Barker, Samuel Schmid, Rodney Lots, Amy Brouwer, Nicole Hernandez, Miriam Rushall, Sandy Jones, Tashia Jackson, Andrea Paxton, Jessica Kott, Cathy Bennett, Norine Javorsek, Laura Duran, Reyna Smith, Becky Lathrop, Sandy Johnson, Chris & Darlene Kaiser, Tom Morreale, Robert & Margaret, Chad & Kathryne Reed, Debbie Farrow, Anita Black, Willie B. Scott, Donnell McMillan, Lauren Gutierrez, Emilio Gutierrez, Martha Blanco, Kristin Gellinick-Frye, Paula Maston, Amber Macias, Wendy Richman, Patricia Bothuel, Lyric Johnson, Sandra Maria, Antoinette Griffin, Deon Lofton, Keri Blessing-Lindsey, Lori Mann, Seleana Alden, Michelle Firouzabadi, Trudy Valenzuela, Sylvia Borg-Otting, Geri Alt, Brianna Barnes, Arden Burrows, Scott Sisan, Brian Schillar

VI. M18-178 - The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 3/0 to adjourn to closed session at 5:02 p.m. to consider:

- a. Conference with Labor Negotiators (Gov't Code §54957.6)
- b. Existing/Anticipated/Pending Litigation (Gov't Code §54956.9)  
1 Claim
- c. Conference with Real Property Negotiator
- d. Public Employee Discipline/Dismissal/Release/Appointment Unrepresented Management (Gov't Code §54957)
- e. Pupil Personnel (Ed Code 35146 and 48918)  
1 Case

VII. RECONVENE TO OPEN SESSION at 6:05 p.m.

VIII. CLOSED SESSION ACTION

- a. 18-179 - The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 4/0 to approve "in part" the Application for Late Claim 1718-07 for those claims or incidents having occurred "on or after" the date of March 16, 2017. For those claims or incidents having occurred "before" the date of March 16, 2017, the Application for Late Claim is denied in part.
- b. 18-180 - The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 4/0 to reject all 1718-07 claims for damages being sought for incidents having occurred "on or after" the date of March 16, 2017. And that no action on claims for incidents having occurred before the date of March 16, 2017
- c. 18-181 - The motion as made by Patricia K. Shaw seconded by Linda Jones and carried 4/0 to approve the Release of Expulsion for case number 1415-13.

IX. PRESENTATIONS

- A. Linda Chesnutt – Dancing Feet
- B. Volunteers
  - Site
  - Citizens' Oversight Committee
  - PTA/PTO/PTSA Presidents
  - SSC Presidents
  - WAVE Representatives
  - Trustees

X. RECESS

XI. RECONVENE TO OPEN SESSION at 7:22 p.m.

XII. HEARING SESSION/STAFF REPORTS

- A. Board Comments:
  - Steve DeMarzio:
    - Thank you, Linda Chestnutt, for your involvement with Dancing Feet.
    - Thank you to all of our volunteers.
  - Linda Jones:
    - We are blessed. When we recognize our volunteers, I am so grateful for the parent participation at our schools. I am thankful for all they do at our schools every day.
    - I was happy to see all the participation at the wellness fair. I was pleased with the outcome and comments from the parents at our Town Hall Meeting Saturday morning.
  - Patricia K. Shaw:
    - It's so wonderful to see so many volunteers. We must be doing something right to have so many volunteer their time at our sites.
  - John Curiel:
    - I would like to thank the volunteers for volunteering their time, making Westside a special place. Our volunteers help make Westside a family. Our administrators are still smiling at the end of the day. It does say something about all of our volunteers.
    - Thank you, Gina, for all you do.
    - I also enjoyed the wellness fair on Saturday. I would like to thank everyone who attended the event.

- I appreciated all the input we received from the community at the Town Hall meeting. I think we should hold additional town hall meetings. I would like to canvas our Board regarding their thoughts on having future meetings. We will be looking at the things we can do. I would like to thank my fellow board members for their time on Saturday.

B. Staff Reports:

1. Assistant Superintendent Administrative Services – Shawn Cabey
  - a. I also appreciate the volunteers and the spirit of our family here at Westside; it's so community centered. It makes Westside a wonderful place to work.
  - b. I thought the candor on Saturday was useful; the suggestions will be helpful.
2. Assistant Superintendent Educational Services - Marguerite Johnson
  - a. I would like to thank our volunteers for all they do for our students. It shows that everyone has something to give back.
3. Deputy Superintendent - Robert Hughes
  - a. Our parent volunteers are what set us apart from other districts. We had a great turn out and we are thankful for all our volunteers do.
4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

  - a. I too would like to add my thanks to all of our volunteers. I noticed we had several grandparents who volunteer. We are very fortunate that so many people are willing to give of their time. We appreciate all of what our volunteers do.
  - b. I would like to thank Marguerite and her staff for the wellness fair on Saturday. We must have had well over 500 people attend; it was a wonderful event.
  - c. The minutes for the Town Hall meeting will be approved at the May 1, 2018, Board Meeting.
  - d. Westside will be recognized by the "All It Takes" organization on April 28, 2018.

XIII. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President
- B. California School Employee Association Representative – Jeri Holmes, President
- C. Parent Teachers Association Representative
  - Esperanza will be having their carnival on May 4, 2018, 5:00 p.m. – 8:00 p.m.
  - Del Sur is having an ice cream social and PTSA meeting at 2:30 p.m.
  - Del Sur will be having their talent show on May 30, 2018.
- D. WAVE Representative – Jennifer Navarro and Robert Hughes
  - McDonalds went well, it seemed like we had a good turnout at both locations.

XIV. ITEMS FROM THE FLOOR - Continued

XV. PUBLIC HEARING

None

XVI. BUSINESS SESSION

- A. Organizational/Governance
  1. M18-182- Item 1. Approval of the agenda of the Regular Board Meeting of April 17, 2018, as submitted. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 5/0.

2. M18-183 - Items 2a – 2h. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 4/0 to approve the consent agenda.
  - 2a Minutes of the Regular Meeting on April 3, 2018
  - 2b Overnight Field Trip
  - 2c Gifts to the District
  - 2d Fundraising Authorization
  - 2e Personnel Report
  - 2f Purchase Orders
  - 2g Consultant/Contract Agreement Schedule
  - 2h Conference/Workshop Schedule - Revised
3. M18-184 - Item 3. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 4/0 to approve Resolution 18-47, National Volunteer Week and Proclamation
4. Item - Discussion Item
  - Board Governance
    - a. Board Self Evaluation

#### XVII. EDUCATIONAL SERVICES

5. M18-185 - Item 5. The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0 to approve the second and final reading of the revised Board Policies, Administrative Regulations and Exhibits:
  - BP/AR 0000, Vision
  - E 0420.41 Charter School Oversight
  - BP/AR 1312.3, Uniform Complaint Procedures
  - BP/AR 5022, Student and Family Privacy Rights
  - BP/E 5145.6, Parental Notifications
  - BP 6162.5, Student Assessment
  - BP/E 6161.1, Selection and Evaluation of Instructional Materials
  - BP/AR 6171, Title 1 Programs

#### XVIII. PERSONNEL

6. M18-186 - Item 6. The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0 to approve Memorandums of Understanding between Westside Union School District and Westside Union Teachers Association (WUTA) 18-04, Extended School Year and 18-05, Google Educator Level I Certification.
7. M18-187 - Item 8. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 4/0 to approve the Variable Term Waiver.

#### XIX. BUSINESS

8. M18-188 - Item 8. The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0 to approve to extend the Baked Goods Contract with Flowers Baking Company.
9. M18-189 - Item 9 The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 4/0 to approve the second and final reading of the revised and deleted Board Policies and Administrative Regulation:
  - BP 3515.7, Firearms on School Grounds
  - BP/AR 3517, Facilities Inspection
10. M18-190 - Item 10. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 4/0 to approve the Microwave Relay Agreement for Neenach Access.

Minutes

Regular Board Meeting

April 17, 2018

11. M18-191 - Item 11. The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0 to approve the Cottonwood Change Order #2 with Bruns Belmont.

XX. NEW BUSINESS

Date for next Town Hall Meeting

XXI. UNFINISHED BUSINESS

None

XXII. ADJOURNMENT – The meeting was adjourned at 8:14 p.m. by the Board President.

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Linda Jones, Clerk

May 1, 2018

## BOARD AGENDA

May 1, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Regina L. Rossall, Superintendent  
SUBJECT: Fund Raiser Approval List

### BACKGROUND:

Attached for review and approval by the Board are individual requests from school organizations for fund raising activities. Each is presented on the District's pre-approved form.

### PROGRAM/EDUCATIONAL IMPLICATION:

Funds raised as a result of the activities benefit the individual schools as described in each form.

### COST ANALYSIS/FUNDING SOURCE:

Approval of these activities increases the funding available for the affected schools as noted on each form.

### SUPERINTENDENT'S RECOMMENDATION:

Approval

## FUND RAISER APPROVAL LIST

Approved at the Board Meeting of May 1, 2018

Cottonwood                      Description: Dine-Out Nights  
   Date: April 24 and May 17, 2018  
   Purpose: To raise funds for 6<sup>th</sup> grade end of the year activities.  
Requesting Group: The IDEA Academy at Cottonwood PTA

Joe Walker                      Description: E-Waste Collection  
   Date: June 2, 2018  
   Purpose: To help people recycle electronics properly.  
Requesting Group: Joe Walker PTA

Rancho Vista                      Description: Dine-Out  
   Date: May 9, 2018  
   Purpose: To raise funds for the school.  
Requesting Group: Rancho Vista PTA



Westside Union School District  
41914 50<sup>th</sup> Street West  
Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 206-3645

APR 13 2018

**FUND RAISING AUTHORIZATION**  
Elementary School

School The IDEA Academy @ CW

Date 4/11/18

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 4/24 and 5/7/18 Event Start Time 5 PM

Location of Fund Raiser Shakey's Pizza

Description of Fund Raiser Dine out nights

Purpose of the Fund Raiser Raise funds for 6<sup>th</sup> grade end of the year activities

For the benefit of (be specific) 6<sup>th</sup> graders going to Mulligan's

Person Supervising Fund Raiser \_\_\_\_\_

Person Responsible for the Money PTA

Projected Expenses \$ \_\_\_\_\_

Projected Profit \$ \_\_\_\_\_

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)  
Organizations are encouraged to select items of good nutritional quality. (BP3554)  
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President Mall Steens

Date 4/11/18

Signature of Principal or Assistant [Signature]

Date 4/11/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District  
41914 50<sup>th</sup> Street West  
Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 974-8588

**FUNDRAISING AUTHORIZATION**  
Middle School

School Joe Walker Date 04/12/2018  
Requesting Group Joe Walker PTA  
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☐ ASB ☒ PTA/PTSA/PTO  
Date(s) of Fund Raiser June 02, 2018 Event Start Time 7:00 AM  
Location of Fund Raiser Joe Walker L8 Bus Paking lot  
Description of Fund Raiser E-waste collection

Purpose of the Fund Raiser TO help people recycle electronics properly.

For the benefit of (be specific) PTA Pkano TO support student and staff activities.

Person Supervising Fund Raiser Terma Keough

Person Responsible for the Money Jennifer McCarty

Projected Expenses \$ 0

Projected Profit \$ 250.00

Approved by ASB in the meeting minutes of \_\_\_\_\_

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)  
Organizations are encouraged to select items of good nutritional quality (BP3554)  
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of ASB President \_\_\_\_\_ Date \_\_\_\_\_

Signature of ASB Advisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of PTA/PTO/PTSA President [Signature] Date 04/12/18

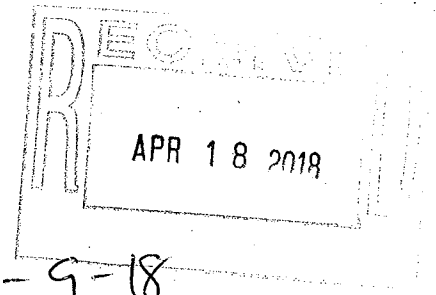
Signature of Principal or Assistant [Signature] Date 4/20/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District  
41914 50<sup>th</sup> Street West  
Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 206-3645



**FUNDRAISING AUTHORIZATION**  
Elementary School

School Rancho Vista

Date 5-9-18

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 5-9-18 Event Start Time 4pm

Location of Fund Raiser Chipotle

Description of Fund Raiser Dinner Out

Purpose of the Fund Raiser Raise funds for the school

For the benefit of (be specific) Field Trips, Assemblies, Dances

Person Supervising Fund Raiser Chi Hye Tyson

Person Responsible for the Money Chi Hye Tyson

Projected Expenses \$ 0

Projected Profit \$ 150-200

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)  
Organizations are encouraged to select items of good nutritional quality (BP3554)  
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President [Signature] Date 4-11-18

Signature of Principal or Assistant Cathy Bennett Date 4-11-18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

**Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.**

## BOARD AGENDA

May 1, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Regina L. Rossall, Superintendent  
SUBJECT: Gifts to the District

### BACKGROUND:

Contained in the agenda are Gifts to the District. The Universal Gift form, which reflects the following donations:

- Mulligan's Family Fun Center:
  - 5 Free Attraction Coupons
  - 5 Free Rounds of Golf
  - 1 Fun-Tastic Savings Card

For the Empowering Youth Family Festival

The Board is requested to approve this list and direct Administration to provide the appropriate acknowledgment to the donors.

### PROGRAM/EDUCATIONAL IMPLICATION:

This donation will provide for much needed equipment and supplies to support our education program.

### COST ANALYSIS/FUNDING SOURCE:

None

### SUPERINTENDENT'S RECOMMENDATION:

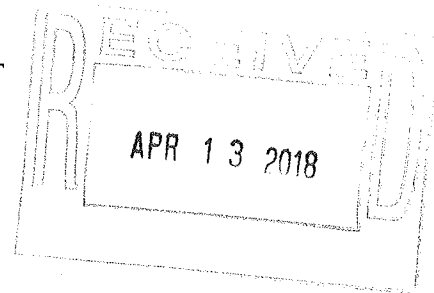
Approval

## **UNIVERSAL GIFT FORM SCHEDULE**

Approved at the Board Meeting of May 1, 2018

<b>DONATION:</b>	5 Free Attraction Coupons and Rounds of Golf and 1 Fun-Tastic Savings Card
<b>DONOR:</b>	Mulligans Family Fun Center
<b>RECIPIENT:</b>	Empowering Youth Family Festival
<b>DATE:</b>	April 12, 2018

WESTSIDE UNION SCHOOL DISTRICT  
41914 50<sup>th</sup> St. W.  
Quartz Hill, California 93536  
(661) 722-0716  
FAX (661) 722-5223



UNIVERSAL GIFT FORM

I/We hereby give, transfer and deliver all of my/our right, title and interest in and to the property described below to the Board of Trustees of the Westside Union School District as an unrestricted gift and dedicate to the public without restriction, thereby, placing in the public domain, whatever literary rights I/we may possess to this property.

Date April 12, 2018

1. Breanna Hightower  
Signature  
Breanna Hightower  
Print Name  
625 West avenue P-4  
Street Address  
Palmdale, CA, 93551  
City, State & Zip

2. \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City, State & Zip

Description of gift: 5 (1) Free Attraction Coupons, 5 (1) Free Rounds of miniature golf, 1 Fun-tastic Savings Card

Recipient of donation, if specified by Donor: Empowering Youth Family Festival

Accepted by: Trudy Valenzuela  
Name  
Coordinator Gen Ed Interns  
Title

Date: April 12, 2018  
Palmdale, California  
Location

☐ This donation of new (not used) equipment requires a District equipment number. A receipt may be requested to verify age of donation. After Board approval, make arrangements for the donation to be delivered to the Warehouse for marking and return to your site.

(For District Office Use Only)

The Board of Trustees of the Westside Union School District hereby accepts and acknowledges, as an unrestricted gift to the Westside Union School District, the offering described above and agree to administer it in accordance with its established policies.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Accepted by: \_\_\_\_\_  
Name and Title Signature

After Board approval, the donor will be mailed a signed copy of the Universal Gift Form.

WESTSIDE UNION SCHOOL DISTRICT  
BOARD AGENDA  
May 1, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #18-18

BACKGROUND: The Board is requested to approve/ratify the following personnel Recommendations:

MANAGEMENT

<u>Separation</u>	<u>Position/Location/Effective Date</u>
Lee, Gregory	Counselor I/June 7, 2018/Resignation

CERTIFICATED

Employment

Alam, Thameenah	Teacher/Column I Step 1/July 1, 2018/URGF
Campos, Ashley	Teacher/Column I Step 1/July 1, 2018/URGF
Jacobson, Sandi	Teacher/Column I Step 1/July 1, 2018/URGF
Kielman, Mollyann	Teacher/Column I Step 1/July 1, 2018/URGF
Kraus, Miranda	Teacher/Column I Step 1/July 1, 2018/URGF

<u>Change</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
Wong, Daphne	Substitute Teacher to <u>Teacher</u> /Column I Step 1/July 1, 2018/URGF
Thompson, Breanna	Substitute Teacher to <u>Teacher</u> /Column I Step 1/July 1, 2018/URGF

<u>Leaves</u>	<u>Position/Location/Effective Date</u>
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<u>Separation</u>	<u>Position/Location/Effective Date</u>
Bowers, Vanessa	Substitute Teacher/June 7, 2018/Resignation
Paredes, Alicia	Teacher/CW/June 7, 2018/Resignation
Sulz, Jerry	Teacher/RV/June 8, 2018/Retirement
Taylor, Mary	Teacher/HV/June 8, 2018/Retirement

CLASSIFIED

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req.#</u>
Agnor, Michael	Extra-Duty Instructional Assistant II/JW/Not to Exceed 5 hrs/Step 1/ May 8, 2018/Title 1/Req# 15332
Aguina, Stacey	Short-Term Playground Supervisor/DS/.17 hrs/per/day/Step 1/ February 21-April 27, 2018/URGF/Req# 15194
Campbell, Kimberly	Short-Term Playground Supervisor/CW/.5 hrs/per/day/Step 7/ URGF/Req# 15330
Carr, Tamara	Instructional Assistant II/QH/3 hrs/per/day/Step 1/April 17, 2018/ SDC/Req# 15157
Carter, Kathy	Extra-Duty Instructional Assistant II/JW/Not to Exceed 5 hrs/Step 2/ May 8, 2018/Title 1/Req# 15332
Contreras, Juan	Instructional Assistant II/CW/3.42 hrs/per/day/Step 1/April 12, 2018/ SDC/Req# 15225
Donnelly, Connor	Extra-Duty Instructional Assistant II/JW/Not to Exceed 5 hrs/Step 1/ May 8, 2018/Title 1/Req# 15332
Ellis, Sheryl	Short-Term Clerk IV-Library/ESF/1 hr/per/day/Not to Exceed 5 hrs/ Step 7/April 1, 2018/URGF/Req# 15296
Ellis, Sheryl	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 40 hrs/Step 7/ March 19-30, 2018/URGF/Req# 15304
Garay, Elizabeth	Instructional Assistant II-PreK/QH/2.5 hrs/per/day/Step 1/ April 23, 2018/SDC/Req# 15297
Hall, Noella	Short-Term Playground Supervisor/CW/.5 hrs/per/day/Step 1/ February 28-June 7, 2018/URGF/Req# 14950



Hill, Kimberly	Instructional Assistant II/LV/3.25 hrs/per/day/Step 1/April 16, 2018/ SDC/Req# 15260
Hopkins, Cristina	Instructional Assistant II/GA/3 hrs/per/day/Step 1/April 12, 2018/ SDC/Req# 14387
James, Amanda	Instructional Assistant II/GA/3 hrs/per/day/Step 1/April 13, 2018/ SDC/Req# 15116
Kellog, Gertie	Extra-Duty Instructional Assistant II/JW/Not to Exceed 5 hrs/Step 6/ May 8, 2018/Title 1/Req# 15332
Larson, Melissa	Short-Term Clerk IV-Library/ESF/1 hr/per/day/Not to Exceed 5 hrs/ Step 5/April 1, 2018/URGF/Req# 15296
Leathers, Brenda	Short-Term Instructional Assistant II/SD/3 hrs/per/day/Step 8/ April 2-June 7, 2018/SDC/Req# 15264
Marino, Melissa	Extra-Duty Instructional Assistant II/JW/Not to Exceed 5 hrs/Step 2/ May 8, 2018/Title 1/Req# 15332
Minghelli, Ana	Instructional Assistant I-AVID/HV/1.5 hrs/per/day/Step 1/April 25, 2018/ Sup Grant/Req# 15212
Mohun, Jeanette	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 40 hrs/Step 5/ March 19-30, 2018/URGF/Req# 15304
Morrow, Amanda	Instructional Assistant II/JW/3 hrs/per/day/Step 1/April 23, 2018/ SDC/Req# 15232
Pedraza, David	Instructional Assistant II/SD/3 hrs/per/day/Step 1/April 17, 2018/ SDC/Req# 14624
Richey, Brittney	Playground Supervisor/GA/1.42 hrs/per/day/Step 1/April 16, 2018/ URGF/Req# 14810
Sierra, Deborah	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 40 hrs/Step 2/ March 19-30, 2018/URGF/Req# 15304
Thomas, Karou	Extra-Duty Instructional Assistant II/JW/Not to Exceed 5 hrs/Step 3/ May 8, 2018/Title 1/Req# 15332
Thompson, Ashley	Technician I-LVN/ESF/5.95 hrs/per/day/Step 1/April 23, 2018/ URGF/Req# 15246
Vazquez, Kandice	Short-Term Instructional Assistant II/SD/.75 hrs/per/day/Step 2/

Winslow, Lavon	January 8-June 7, 2018/SDC/Req# 15229 Extra-Duty Clerk IV-Library/ESF/Not to Exceed 40 hrs/Step 1/ March 19-30, 2018/URGF/Req# 15304
<u>Change</u> Abdelmasih, Karla	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u> Crossing Guard (1 hr/per/day) to <u>Playground Supervisor</u> (3 hrs/per/day)/DS/Step 1/April 12, 2018/URGF/Req# 15293
Agnor, Michael	Playground Supervisor (1.75 hrs/per/day) to <u>Instructional Assistant II</u> (3 hrs/per/day)/JW/Step 1/April 16, 2018/SDC/Req# 15233
Jovel, Monica	Crossing Guard (1.25 hrs/per/day) to <u>(.75 hrs/per/day)/RV/Step 2/</u> March 12, 2018/URGF/Req# 15287
Mets, Gloria	Playground Supervisor (2.5 hrs/per/day) to (3 hrs/per/day)/SD/Step 2/ URGF/Req# 15336

<u>Leaves</u>	<u>Position/Location/Effective Date/</u>
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<u>Separation</u> Andrade, Ashley	<u>Position/Location/Effective Date/</u> Instructional Assistant II/VV/April 20, 2018/Resignation
Basile, Rachelle	Campus Climate Assistant/HV/April 13, 2018/Resignation
Billingslea, Jenell	Instructional Assistant II/GA/April 13, 2018/Resignation
Garcia, Nicole	Crossing Guard/DS/February 8, 2018/Resignation
McCarty, Jennifer	Instructional Assistant II/GA/April 19, 2018/Resignation
Silva, Vanessa	Instructional Assistant II/GA/April 20, 2018/Resignation

DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

## BOARD AGENDA

May 1, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Robert Hughes, Deputy Superintendent  
SUBJECT: Job Description

### BACKGROUND:

The following job description is submitted for approval:

- Technician I - Development

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

No cost at this time.

### DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval



## CLASSIFIED SERVICE JOB SPECIFICATION

JOB CLASS: *TECHNICIAN*  
LEVEL: *I*  
POSITION TITLE: *DEVELOPMENT TECHNICIAN*

### **CLASS DEFINITION:**

Positions within this class are characterized by having, as their primary assignment, duties associated with a specific body of knowledge in a well-defined discipline. Certain clerical skills may be required of the position. Duties may be performed in a variety of settings, but generally involve office or classroom environments. Successful candidates for technician positions would most often have had a number of years of training in a lesser classification in order to acquire the necessary background and knowledge to perform their specific duties. These positions require independence, sound judgment, excellent organizational skills, and the ability to act as a positive representative for the department served. Levels within this class are differentiated by virtue of the characteristics of the body of knowledge required, the degree of independence expected of the position, and the level of education and experience required to perform the specifications of the assignment.

### **POSITION DEFINITION:**

Under the supervision of the Director of Maintenance & Operations or designee, to perform duties to support the efficient functioning of activities related to facilities and construction, and to provide backup support for maintenance in order to ensure continuity of operations. Key responsibilities will include the managing timelines/deadlines and monitoring and coordinating project team members' activities to achieve District goals, as well as assisting with the development, maintenance and reporting of schedules and status updates for various activities and projects within facilities and construction. The Development Technician also provides logistics and tasks management support to the Director to facilitate planning, execution and reporting of facilities and construction activities.

### **EXAMPLES OF DUTIES:**

- Assists with all aspects of construction and facilities projects including but not limited to: maintaining proposals, contracts, logs, testing reports, preparing requisitions, processing pay applications and change orders; verifying and tracking of insurance and bonding requirements, ordering construction supplies and services, completing contract bond status inquiries, requests for information and public records requests, completing construction progress reporting, taking meeting minutes, uploading of files and data entry to construction project document management and reporting systems; assisting architects and project contractors as necessary with documentation and submissions
- Assists with contractor pre-qualifications and requests for bids
- Provides administrative functions to support facilities and construction activity
- Manages developer fees, including collection and the maintenance of logs, as well as annual reports; provides customer service for developer and homeowner inquiries
- Assists with data collection and administration of School Facilities Need Analysis and other facilities-related master documents
- Assists with creation and timely submission of reports for various regulatory agencies
- Maintains district site maps and plans, and other related facilities documents and provides comments to agencies and vendors
- Manages and prepares correspondence with developers
- Assists with coordination of installation and removal of relocatable classroom buildings; maintains log of leased buildings, and updates facilities records (e.g., facilities data systems, Facilities Master Plan, etc.) with equipment, structural and building changes
- Monitors and updates data and provides reports related to District solar initiatives
- Works with District's consultants and attorneys as needed

- Provides backup and daily assistance for Maintenance and Operations Department, including phone calls, tasks management, requisitions, work orders & data input, parts & supply orders, mail, locating substitute custodial absences and providing direction and assistance to Maintenance crew as needed

## **EMPLOYMENT STANDARDS:**

**Education and Experience** – Graduation from high school and three years office experience involving public contact. AA degree preferred.

## **Knowledge and Abilities**

- Knowledge of modern office practices
- Ability to communicate with students, teachers, parents and other adults
- Ability to type with reasonable speed and accuracy and knowledge of operation of basic office machines
- Ability to work cooperatively with others and to follow written and oral instructions
- Requires strong math, writing, and editing skills
- Must have exceptional oral and written communication skills. Must be able to communicate both formally and informally with a wide range of contacts both inside and outside the District. Communications may be complex and technical in nature
- Requires the ability and initiative to research various state compliance requirements related to facilities and construction
- Detailed knowledge of State of California regulations and filing requirements as administered by the Office of Public School Construction and the Department of General Services
- Requires strong computer technology skills. Must demonstrate adequate facility with Microsoft Office products Excel, Word and PowerPoint to be able to create effective and professional presentations.
- Familiarity with demographic mapping software
- Strong analytics and problem-solving skills
- Ability to prioritize and multi-task
- Strong ownership and accountability traits
- Self-motivation and the ability to work with minimum supervision

## **PHYSICAL ABILITIES:**

- Visual capability to read handwritten or typed documents, and display screen of various office equipment and machines
- Able to conduct verbal conversation in English and other designated languages
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, walk
- Able to stand in one space for sustained periods
- Able to lift up to 20 pounds frequently and 50 pounds occasionally
- Able to push and pull objects weighing up to 100 pounds
- Able to exhibit full range of motion for shoulder external rotation and internal rotation
- Able to exhibit full range of motion for shoulder abduction and adduction
- Able to exhibit full range of motion for elbow flexion and extension
- Able to exhibit full range of motion for back flexion
- Able to exhibit full range of motion for hip flexion and extension
- Able to exhibit full range of motion for knee flexion
- Able to exhibit manual dexterity needed to operate a computer and other classroom and office equipment

**SALARY SCHEDULE:** *Classified*

**EVALUATED BY:** *Director, Maintenance and Operations*

**EVALUATION REVIEWED BY:** *Asst. Superintendent, Administrative Services or designee*

## BOARD AGENDA

May 1, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Jeri Holmes, Purchasing  
SUBJECT: Purchase Order Approval List

### BACKGROUND:

Purchase orders are submitted for pre-approval if the purchase is over \$7,500. Purchase orders are submitted for ratification for items under \$7,500 per the adopted policy. Items that have already been approved by virtue of individual board action/direction are also included on the ratification list, even if their value is over \$7,500

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of:

#### **Approval Items:**

All Funds	7,831.84
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#### **Ratification Items:**

General Fund (01.0)	21,173.10
Child Nutrition Fund (13.0)	766.32
Deferred Maintenance Fund (14.0)	0.00
Building Fund: Bonds (21.0)	0.00
Capital Facilities Fund (25.0)	0.00
County Facilities Fund (35.0)	0.00
Anaverde Settlement (40.0)	0.00
CFD's (49.0)	0.00

<b>Total</b>	<b>29,771.26</b>
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### ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

**PURCHASE ORDERS**  
**Approved/Ratified at the Meeting of May 1 , 2018**

**PO's for Board Approval (note: General Fund (01.0) moneys unless otherwise noted)**

<b><u>P.O. #</u></b>	<b><u>Vendor/Location</u></b>	<b><u>Description/Funding Source Detail</u></b>	<b><u>Amount</u></b>
P53305	AVSTA All Sites	Field Trip Transportation March 1-15, 2018 Reimbursable, Supplemental Grant DS & SD Local Site Funds	7,831.84

*Note: PO released to facilitate payment of services already received*

**Total 7,831.84**

**PO's for Board Ratification**

<b><u>P.O. #</u></b>	<b><u>Vendor/Location</u></b>	<b><u>Description/Funding Source Detail</u></b>	<b><u>Amount</u></b>
P53304	AVSTA All Sites	Field Trip Transportation February 16-28, 2018 General Fund, Supplemental Grant, CW Local Site Funds	1,947.49
P53306	CDWG Computer Centers Inc Anaverde Hills	LockNCharge Joey 40 Cart for Cromebook Laptop, iPad, Tablet Title I	1,182.60
M20646	Patriot Plumbing Esperanza	Replace and Install Two Clean-outs Operations	2,250.00
M20655	Empire Floor Supply Maintenance	EZ Glide Floor Tools Maintenance	324.10
M20663	DeWolfe Lumber Various Sites	Maintenance Supplies - March Maintenance	97.09
M20664	Fastenal Industrial Maintenance	Maintenance Supplies - March Maintenance	136.95
M20665	Ferguson Enterprises Maintenance	Plumbing Supplies- March Maintenance	170.78
M20667	Home Depot Various Sites	Maintenance Supplies - March Maintenance	539.95
M20670	Lowe's Maintenance	Maintenance Supplies - March Maintenance/Operations	200.26
M20678	Van Dam Farms Various Sites	Maintenance Supplies - March Maintenance	190.93
M20691	Signs and Designs Leona Valley	Cafeteria Sign Maintenance	284.70
M20696	SASE Company Maintenance	Grinder Parts Maintenance	1,310.22
M20703	Montgomery Hardware Various Sites	Lock Hardware Maintenance	4,088.96
M20715	Empire Floor Supply Maintenance	Pro-Team Back Plate Assy Maintenance	228.11
M20717	Tire Express Maintenance	Tires- Truck 87 Maintenance	736.52
M20724	Desert Lock Maintenance	Control Keys Maintenance	64.61
M20744	Signs and Designs Maintenance	Decals for Feminine Hygiene Machines Maintenance	107.86
M20745	Backflow Prevention Quartz Hill	Backflow Repairs Operations	668.39
M20750	Staples Maintenance	Label Tape Maintenance	56.81
M20753	Americian Time and Signal Maintenance	12" Round Surface Poe Clocks Maintenance	2,240.93
M02755	Berchtold Equipment Maintenance	Kubota Repair Parts Maintenance	316.64
M20759	US Breakers Esperanza	HVAC Supplies Maintenance	41.61
M20771	Meldon Glass Joe Walker	Windbreak Repair Maintenance	230.00
M20760	Kenco Sheet Metal Sundown	Install Downspout Covers Maintenance	720.00

M20761	Patton Sales	Gate Supplies	240.28
	Joe Walker	Maintenance	
M20762	Resource Building Materials	Asphalt Patchea	22.67
	Joe Walker	Maintenance	
M20763	Universal Electronic Alarms	Troubleshoot Security Alarm System Troubles	80.00
	District Office	Maintenance	
M20764	Bob Howle Automotive	Repairs- Van 79	78.70
	Maintenance	Operations	
M20768	Antelope Valley Ford	Repairs- Van 90	93.86
	Maintenance	Maintenance	
M20773	Valley Construction	Quicklock Cord and Sawsall Blades	77.08
	Maintenance	Maintenance	
M20779	Clinical Lab of San Bernardino	Yearly Mandated Water Tests	2,445.00
	Various Sites	Maintenance	

**Total 21,173.10**

**CHILD NUTRITION (13)**

M20689	Signs and Designs	Drinking Fountian Sign	308.69
M20754	Fletchers Diesel Repair	Repairs- Truck 82	457.63

**Total 766.32**

**DEFERRED MAINTENANCE (14)**

**BUILDING FUND: BONDS (21)**

**CAPITAL FACILITIES (25)**

**COUNTY FACILITIES (35)**

**ANAVERDE SETTLEMENT (40)**

**CFD's (49)**



## BOARD AGENDA

May 1, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Paula Sterk on behalf of Jeri Holmes, Purchasing

SUBJECT: Consultant/Contract Agreement Schedule

### BACKGROUND:

Consultant agreements and contracts are brought to the Board in accordance with Board Policy 3312 for various purposes including student assemblies, in-house staff workshops, and vendor provided services.

### PROGRAM/EDUCATIONAL IMPLICATION:

These Consultant Agreements and Contracts provide support to the District's Educational Program

### COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures and incoming funds of:

Student Assemblies	0.00
In-house Staff/Parent Workshops	0.00
Vendor Provided Services	2458.30
Rental/Lease Contracts	63696.37
<b>Total</b>	<b><u>66154.67</u></b>

Incoming Funds	<b>0.00</b>
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### ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

# CONSULTANT/CONTRACT AGREEMENT SCHEDULE

Ratified/Approved at the Board Meeting of April 17, 2018

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Cost</u>	<u>Income</u>
2018-2021	CalState TEACH Educational Services	Internship Credential Program N/A	0.00	
2018-2019	Infor (US), Inc. Educational Services	MP2 Access, Weblink and Messenger - Maintenance Renewal Maintenance/Op General Funding	2,458.30	
<u>Change</u> <u>2017-2018</u>	Cottonwood Modernization	Change Orders to Bruns Belmont General Fund <b>Change: Changes required to accommodate mandated safety features and District requested items estimated at \$63,696.37 added to previously approved total</b>	63,696.37	
<b>Total</b>			<b>66,154.67</b>	<b>0.00</b>

## Individual Services Agreements

These individual service agreements fall under previously Board approved Master Contracts. All agreements are funded through  
Special Education general funds.

<u>Nonpublic School/Agency</u>	<u>Service</u>	<u>Student ID</u>
None		

## BOARD AGENDA

May 1, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Jeri Holmes, Purchasing  
SUBJECT: Conference/Workshop Schedule

### BACKGROUND:

Conference requests are processed in compliance with Board Policy 3350.

### PROGRAM/EDUCATIONAL IMPLICATION:

On-going staff development is a key to the success of the District's programs.

### COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of \$2,310.83

### ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

# **CONFERENCE/WORKSHOP** **Ratified/Approved at the Board Meeting**

<u>Dates/Location</u>	<u>Title/Attendees/Funding Location</u>	<u>Fund. Source</u>
February 01, 2018 Covina	Medal of Honor Conference Traci Scott Joe Walker	Unrestricted
May 19, 20, 2018 Sacramento	CSBA Delegate Assembly John Curiel, Steve DeMarzio Board	Unrestricted

## **Changes**

No Changes

Subtotals

Grand Total

## BOARD AGENDA

May 1, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance
  - Board Self Evaluation

## BOARD AGENDA

May 1, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Resolution 18-48, Teacher of the Year

PLACE HOLDER

## BOARD AGENDA

May 1, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Resolution 18-49, Teacher Appreciation Week, National Teacher Day and California Day of the Teacher Proclamation

### BACKGROUND:

It is a pleasure to recognize the certificated staff of the Westside Union School District for their remarkable talents and dedication to the profession of education. We request that the Board adopt to set aside the week of May 6-12, 2018, as Teacher Appreciation Week, May 8 as National Teacher Day and May 9 as California Day of the Teacher.

### PROGRAM/EDUCATIONAL IMPLICATION:

Teachers work every day with students: providing instruction, encouraging, and motivating them to achieve their highest potential. Beyond instruction, teachers spend countless hours in preparation, evaluation and assessment and extra- curricular activities. They continue in higher education courses and professional development to improve their skills and knowledge. They work closely with parents to develop partnerships that will provide the best education for each child. They generously support the PTA/PTSA/PTO, WAVE, ACME, School Site Councils and a host of community activities through time and money. Teachers use their own financial resources to enrich their programs and sacrifice their personal time in pursuit of their profession. Westside teachers are experts in the field of education and they are our finest resource.

### COST ANALYSIS/FUNDING SOURCE:

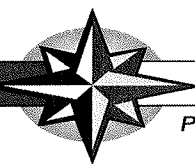
None

### SUPERINTENDENT'S RECOMMENDATION:

Approval

**DISTRICT OFFICE**  
41914 N. 50<sup>th</sup> Street West  
Quartz Hill, CA 93536  
(661) 722-0716  
www.westside.k12.ca.us

Westside



Union School District

*Pointing the way, providing the path*

**BOARD OF TRUSTEES**

John Curiel  
Steve DeMarzio  
Linda Jones  
Jennifer Navarro  
Patricia K. Shaw

**REGINA L. ROSSALL**  
District Superintendent

**ROBERT HUGHES**  
Deputy Superintendent  
Human Resources

**MARGUERITE JOHNSON**  
Assistant Superintendent  
Educational Services

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Administrative Services

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**ANAVERDE HILLS SCHOOL**  
Jacob Briggs, Co-Principal  
Shannon Rossall, Co-Principal

**COTTONWOOD SCHOOL**  
Laura Duran, Principal

**DEL SUR SCHOOL**  
Jessica Kott, Principal

**ESPERANZA SCHOOL**  
Nicole Hernandez, Principal

**GREGG ANDERSON  
ACADEMY**  
Shelly Dearing, Co-Principal  
Kristin Kruizinga, Co-Principal

**HILLVIEW MIDDLE SCHOOL**  
Rodney Lots, Co-Principal  
Jennifer Slater-Sanchez,  
Co-Principal

**JOE WALKER MIDDLE  
SCHOOL**  
Steve Wood, Principal

**LEONA VALLEY SCHOOL**  
Jacob Briggs, Co-Principal  
Shannon Rossall, Co-Principal

**QUARTZ HILL SCHOOL**  
Andrea Paxton, Principal

**RANCHO VISTA SCHOOL**  
Cathy Bennett, Principal

**SUNDOWN SCHOOL**  
Timothy Barker, Principal

**VALLEY VIEW SCHOOL**  
Rebecca Davis, Principal

**WESTSIDE ACADEMY**  
Thomas Morreale  
Principal/Teacher

## RESOLUTION 18-49

### Teacher Appreciation Week

**WHEREAS**, teachers mold future citizens through guidance and education; and

**WHEREAS**, teachers encounter students of widely differing backgrounds; and

**WHEREAS**, our country's future depends upon providing quality education to all students; and

**WHEREAS**, teachers spend countless hours preparing lessons, evaluating progress, counseling and coaching students and performing community service; and

**WHEREAS**, our community recognizes and supports its teachers in educating the children of this community.

**NOW, THEREFORE, BE IT RESOLVED** that the Westside Union School District Board of Trustees proclaims May 6-12, 2018, to be **TEACHER APPRECIATION WEEK**; and

**BE IT FURTHER RESOLVED** that the Westside Union School District Board of Trustees strongly encourages all members of our community to join with them in personally expressing appreciation to our teachers for their dedication and devotion to their work.

This resolution is adopted on the 1st day of May in the community of Palmdale, California

\_\_\_\_\_  
John Curiel, President

\_\_\_\_\_  
Patricia K. Shaw, Vice President

\_\_\_\_\_  
Linda Jones, Clerk

\_\_\_\_\_  
Jennifer Navarro, Member

\_\_\_\_\_  
Steve DeMarzio, Member





# Proclamation

Whereas, California owes much of its success to its public schools, colleges and universities that produce scholars, thinkers, and an educated workforce; and

Whereas, California has produced the thinkers, the scientists, the inventors, the technicians, and the engineers that have led our state to become the eighth largest economy in the world; and

Whereas, California teachers have many extraordinary skills that they pull from to reach and teach students; and

Whereas, California teachers fill many roles, as listeners, explorers, role models, motivators and mentors; and

Whereas, California teachers work to open students' minds to ideas, knowledge and dreams; and

Whereas, California teachers have protected and given their lives for their students; and

Whereas, by nature California teachers are proven leaders in bringing inventive practices and creativity into their classrooms every day; and

Whereas, California teachers continue to influence us long after our school days are only memories; and

Whereas, California teachers advocated for and currently provide the public education all students deserve; and

**Whereas, the theme of the 36th annual California Day of the Teacher on May 9 is :**

***California Teachers: The League of Extraordinary Educators***

Now, *therefore*, I, John Curiel, serving as President of the Westside Union School District Board of Trustees *Do hereby proclaim Wednesday, May 9, 2018 as*

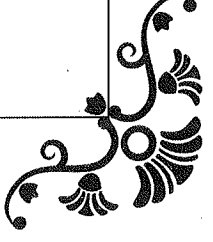
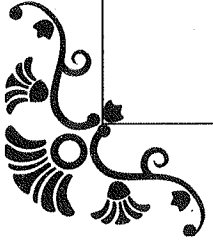
## DAY OF THE TEACHER

I urge all citizens to observe this day by taking time to remember and honor those who give the gift of knowledge through teaching.

Signed this 1st day of May, 2018.

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Linda Jones, Clerk



## BOARD AGENDA

May 1, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Retirement Resolutions

### BACKGROUND:

The attached resolutions commemorate the service of the following Certificated Staff:

18-50, Thomas Abbott  
18-51, Lisa Anderson  
18-52, Robin Barkas  
18-53, Gail Blaze  
18-54, Alice Fischer  
18-55, Rondi Herrera  
18-56, Robin Kackley  
18-57, Sharon Kennedy  
18-58, Ruth Lundin  
18-59, Janice Potter  
18-60, Diana Shepardson  
18-61, Anita Sorrell  
18-62, Jerry Sulz  
18-63, Mary Taylor  
18-64, Karen Wood  
18-65, Stephanie Zankich

### PROGRAM/EDUCATIONAL IMPLICATION:

These retirees have served the District in a variety of ways; from providing direct instruction, leadership and support to our programs, they have contributed significantly in the education of our students. We thank them for their years of service and wish them well in retirement.

### COST ANALYSIS/FUNDING SOURCE:

No cost associated with the resolutions

### DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

## Retirement Resolutions

Will be handed out at the Board Meeting

## BOARD AGENDA

May 1, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Robert Hughes, Deputy Superintendent  
SUBJECT: Declaration of Need for Fully Qualified Educators

### BACKGROUND:

In order to employ an individual on an emergency or provisional permit, the District must have a Declaration of Need on file with the Commission that is valid during the time the permit is valid. The Declaration of Need is the employer's proof to the Commission that there is a need to hire un-credentialed teachers.

### PROGRAM/EDUCATIONAL IMPLICATION:

Approval of the Declaration of Need allows the District to hire teachers who have not completed their credential program. The District will hire teachers on Emergency or Provisional Permits only after exhausting all available alternatives.

### COST ANALYSIS:

None

### DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

## BOARD AGENDA

May 1, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Declaration of Indefinite Salaries for Retroactive Pay

### BACKGROUND:

The California Constitution, Article 11, Section 10 prohibits unrepresented employees from receiving additional compensation for services already rendered, unless the salaries are declared legally indefinite prior to July 1 of each year. As a result of financial uncertainties, negotiations, legislation and other factors, the governing board hereby declares that all management, confidential and other unrepresented employee salaries are declared indefinite for 2018-2019

### PROGRAM/EDUCATIONAL IMPLICATION:

In the event that sometime after July 1, 2018, the Board wishes to approve salary increases for unrepresented employees, this action will allow them to do so.

### COST ANALYSIS:

None

### DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

## BOARD AGENDA

May 1, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Revised Board Policy 3100, Budget – First Reading

### BACKGROUND:

#### **Board Policy 3100 – Budget - Revised**

[BP revised. To align with applicable statutes (CSBA)]

Policy updated to reflect NEW LAW (SB 751) which provides that, if the amount of monies in the state Public School System Stabilization Account is three percent or more of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district's combined assigned or unassigned ending general fund balance must not exceed 10 percent of those funds in the immediately following fiscal year, unless the district is a basic aid district, is a district with average daily attendance of 2,500 or less, or is exempted by the county superintendent of schools under extraordinary fiscal circumstances.

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING:

There are no costs associated with updating/adding the Board Policies and Administrative Regulation

### ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

# Westside Union SD

## Board Policy - Revised

### Budget

#### Business and Noninstructional Operations

BP 3100(a)

The Board of Trustees recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision and goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

- (cf. 0000 - Vision)
- (cf. 0200 - Goals for the School District)
- (cf. 0400 - Comprehensive Plans)
- (cf. 0460 - Local Control and Accountability Plan)
- (cf. 3300 - Expenditures and Purchases)
- (cf. 3460 - Financial Reports and Accountability)
- (cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

#### Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff at all levels in the development of budget projections.

The Board encourages public input in the budget development process and shall hold a public hearings and meetings on the proposed budget in accordance with Education Code 42103 and 42127.

- (cf. 9320 - Meetings and Notices)
- (cf. 9322 - Agenda/Meeting Materials)
- (cf. 9323 - Meeting Conduct)

The Board shall adopt the district budget on or before July 1 of each year. (Education Code

42127)

At a public meeting held on a date after the public hearing on the budget, the Board shall ~~adopt the budget~~ following its adoption of the LCAP or an annual update to the LCAP ~~adopt the budget. at the same meeting.~~ The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127, 52062)

The budget that is formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction. (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file with the County Superintendent of Schools the adopted district budget and supporting data. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

#### Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall ~~develop~~ ~~submit~~ recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board ~~or the Superintendent or designee.~~

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 3350 - Travel Expenses)

(cf. 9130 - Board Committees)

(cf. 9140 - Board Representatives)

#### Budget Criteria and Standards

The Superintendent or designee shall develop a district budget in accordance with state criteria



and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, local control funding formula revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, unrestricted general fund balance, and reserves. In addition, he/she shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, 33128.3, 33129, 42127.01; 5 CCR 15440-15451)

The district budget shall provide for increasing or improving services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students in accordance with 5 CCR 15496. Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 3110 - Transfer of Funds)

## Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

~~The Board shall adopt a formal resolution that provides for classification of fund balances in the general fund and is compliant with Governmental Accounting Standards Board (GASB) Statement 54. The resolution also shall:~~

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.

3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent may further delegate the authority to assign funds at his/her discretion.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

#### Reserve Balance

The district budget shall include a minimum reserve balance for economic uncertainties that is consistent with the percentage or amount specified in 5 CCR 15450.

In any year that the district is notified by the Superintendent of Public Instruction that the amount of monies in the state Public School System Stabilization Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds. (Education Code 41202, 42127.01)

#### Long-Term Financial Obligations

The district's current-year budget and multi-year projections shall include adequate provisions

for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

(cf. 7210 - Facilities Financing)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

#### Budget Amendments

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when the collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools  
33127-33131 Standards and criteria for local budgets and expenditures  
41202 Determination of minimum level of education funding  
42103 Public hearing on proposed budget; requirements for content of proposed budget  
42122-42129 Budget requirements  
42130-42134 Financial certifications  
42140-42141 Disclosure of fiscal obligations  
42238-42251 Apportionments to districts, especially:  
42238.01-42238.07 Local control funding formula  
42602 Use of unbudgeted funds  
42610 Appropriation of excess funds and limitation thereon  
45253 Annual budget of personnel commission  
45254 First year budget of personnel commission  
52060-52077 Local control and accountability plan

GOVERNMENT CODE

7900-7914 Appropriations limit

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure  
15440-15451 Criteria and standards for school district budgets  
15494-15496 Local control funding formula, expenditures

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 75, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2015

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

~~Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits-  
Other Than Pensions, June 2004~~

~~Statement 34, Basic Financial Statements and Management's Discussion and Analysis—For State  
and Local Governments, June 1999~~

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California, Inc.: <http://www.sscal.com>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: May 19, 2015      Quartz Hill, California

revised: February 2, 2016

## BOARD AGENDA

May 1, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Wayne Trussell, Director Maintenance & Operations

SUBJECT: Cottonwood Modernization, Change Orders to Bruns Belmont

### BACKGROUND:

Change Order No. 3: Changes required to accommodate mandated safety features and District requested items.

- Additional conduit needed for microphones for stage area
- Labor and materials to install fire hydrant per LA Waterworks. This work was not part of the original design.
- Credit to delete Altro Quartz tile to Armstrong Excelon
- Add a bulletin board in reception area
- Delete wing wall in the multipurpose room
- Credit to delete marker boards on the wall partitions in the multipurpose room
- Add additional staff mailboxes
- Revisions made to the acoustical wall panels in the multipurpose room

### PROGRAM/EDUCATIONAL IMPLICATION:

Functionality and safety

### COST ANALYSIS/FUNDING SOURCE:

Change Order No. 3: \$63,696.37

Funding Sources: GO Bond Funds/School Facilities Fund/Anaverde Settlement Fund/General Fund.

*Note: As previously noted in the Board presentation on March 3, 2015 authorizing the Cottonwood Modernization, the District does not currently have enough Bond funds to complete the project and as a result it may be necessary to use General Fund sources, at least until the School Facilities State-Matching funds owed to the District for previous school construction projects are allocated from the Proposition 51 School Facilities Bonds.*

### ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES'S RECOMMENDATION:

Approval

**AIA**<sup>®</sup>**Document G701<sup>™</sup> – 2001****Change Order**

<b>PROJECT (Name and address):</b> Cottonwood E.S. - Phase 2 2740 West Avenue P8 Palmdale, CA 93551	<b>CHANGE ORDER NUMBER:</b> 003 <b>DATE:</b> April 12, 2018	<b>OWNER:</b> <input type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/> <b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR (Name and address):</b> Bruns Belmont Construction 1125 Mabury Road San Jose, CA 95133	<b>ARCHITECT'S PROJECT NUMBER:</b> 2540.200 <b>CONTRACT DATE:</b> December 1, 2016 <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:***(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

See attached sheets for explanation.

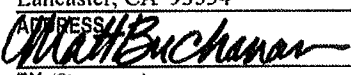
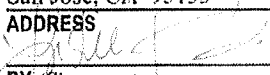
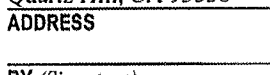
The original Contract Sum was	\$ 11,203,962.00
The net change by previously authorized Change Orders	\$ 131,479.46
The Contract Sum prior to this Change Order was	\$ 11,335,441.46
The Contract Sum will be increased by this Change Order in the amount of	\$ 63,696.37
The new Contract Sum including this Change Order will be	\$ 11,399,137.83

The Contract Time will be increased by zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

<u>Flewelling &amp; Moody, Inc.</u> <b>ARCHITECT (Firm name)</b>	<u>Bruns Belmont Construction</u> <b>CONTRACTOR (Firm name)</b>	<u>Westside Union School District</u> <b>OWNER (Firm name)</b>
<u>1035 West Lancaster Blvd.</u> <u>Lancaster, CA 93534</u> <b>ADDRESS</b>	<u>1125 Mabury Road</u> <u>San Jose, CA 95133</u> <b>ADDRESS</b>	<u>41914 North 50th Street West</u> <u>Quartz Hill, CA 93536</u> <b>ADDRESS</b>
<u></u> <b>BY (Signature)</b>	<u></u> <b>BY (Signature)</b>	<u></u> <b>BY (Signature)</b>
<u>Matthew C. Buchanan, AIA, LEED® AP</u> <b>(Typed name)</b>	<u>Leslie Puccio</u> <b>(Typed name)</b>	<u>Shawn Cabey, Asst. Superintendent</u> <b>(Typed name)</b>
<u>4/12/18</u> <b>DATE</b>	<u>4.12.18</u> <b>DATE</b>	<u></u> <b>DATE</b>



**FLEWELLING & MOODY**

*architects for education*

**Cottonwood Elementary School – Phase 2**  
**Flewelling & Moody Job No. 2540.200**  
**Change Order No. 3; Page 1 of 3**

**CHANGE ORDER NO. 3**

April 12, 2018

**ITEM NO. 1**

Description: Provide all labor and material necessary to provide 1" conduit rough-in from each of two (2) floor box locations at the platform/stage area to the audio-video closet, per Instruction Bulletin No. 6.

Requested By: District

Reason: Requirements for conduit were not issued at time of bid. This has resulted in additional scope to the contract.

Cost: ADD: \$1,166.22

Time Extension: 0 days

**ITEM NO. 2**

Description: Provide all labor and material necessary to provide off-site improvements per LACWD drawings, per Instruction Bulletin No. 17.

Requested By: District

Reason: Final and approved plans were not received from LA County Waterworks nor issued until after the time of bid. This has resulted in additional scope to the contract.

Cost: ADD: \$81,604.00

Time Extension: 0 days

**ITEM NO. 3**

Description: Provide all labor and material necessary to revise floor material from originally specified Altro Quartz tile to Armstrong Excelon material, per Instruction Bulletin No. 28.

Requested By: District

Reason: District standard changed from Quartz tile to VCT.

Cost: DEDUCT: <-\$21,322.85>

Time Extension: 0 days





**FLEWELLING & MOODY**

*architects for education*

**Cottonwood Elementary School – Phase 2**

**Flewelling & Moody Job No. 2540.200**

**Change Order No. 3; Page 2 of 3**

**ITEM NO. 4**

Description: Provide all labor and material necessary to provide furred wall framing in Vestibule, east wall for new recessed display cabinet and power source for lighting, per Instruction Bulletin No. 29.

Requested By: District

Reason: Additional scope was added to the contract, per District's request.

Cost: ADD: \$5,591.00

Time Extension: 0 days

**ITEM NO. 5**

Description: Provide all labor and material necessary to delete wing wall located adjacent to drinking fountain in MPR area, per Instruction Bulletin No. 31.

Requested By: District

Reason: Guard rail provided to allow for unobstructed sight lines.

Cost: ADD: \$0.00

Time Extension: 0 days

**ITEM NO. 6**

Description: Provide credit for labor and material to delete inset markerboards (32) from Hufcor partitions, per Instruction Bulletin No. 30.

Requested By: District

Reason: District deleted scope from contract.

Cost: DEDUCT: <-\$6,265.00>

Time Extension: 0 days



**FLEWELLING & MOODY**

*architects for education*

**Cottonwood Elementary School – Phase 2**

**Flewelling & Moody Job No. 2540.200**

**Change Order No. 3; Page 3 of 3**

**ITEM NO. 7**

Description: Provide all labor and material necessary to provide additional mailbox (cubby) casework in Teacher's Workroom, per Instruction Bulletin No. 36.

Requested By: District

Reason: District provided an updated number of staff remaining mail cubbies.

Cost: ADD: \$2,162.00

Time Extension: 0 days

**ITEM NO. 8**

Description: Provide all labor and material necessary for revisions to MPR area acoustical wall panel, per Instruction Bulletin No. 35R.

Requested By: District

Reason: Interior finishes were revised by District.

Cost: ADD: \$761.00

Time Extension: 0 days



FLEWELLING & MOODY

architects for education

April 4, 2018

Leslie Puccio  
BRUNS BELMONT CONSTRUCTION  
1125 Mabury Road  
San Jose, CA 95133

RE: **Cottonwood Elementary School – Phase 2**  
Westside Union School District  
Flewelling & Moody Job No. 2540.200

Dear Mrs. Puccio:

On behalf of the Westside Union School District, your Proposed Change Order No. 6, to provide 1" conduit rough-in from each of two (2) floor box locations at the platform/stage area to the audio-video closet per Instruction Bulletin No. 6, in the amount of \$1,166.22, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey  
Paula Sterk  
Wayne Trussell  
Cyndi Vidinha  
Frank Large  
Irvine Carrillo

**Bruns Belmont Construction**1125 Mabury Road  
San Jose, CA 95133Phone: 408.977.1708  
Fax: 408.971.3534**PCO #6 - IB #6****BBC Job #6403 & #6404****PROJECT: Cottonwood S.T.E.A.M.**  
2740 West Ave. P-8  
Palmdale, CA 93551**DATE: 3.7.17****TO: Westside Union School District**  
41914 No. 50th Street West  
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Stage area:**

Provide 1" Conduit rough-in from each of two (2) floor box locations at the platform / Stage area to the Audio-Video closet, detailed per the attached sketch (SK-1).

*Proposal is valid for 30 days from date of issuance.**Formal acceptance in writing required prior to the commencement of additional work.*Excluded: Cable, Devices, Termination or other related LV / AV work.  
Any other work not mentioned in this proposal

Item	Description	Quantity		
Labor:	Electrician; 8 hrs @ \$100.95 = \$807.60 Supervision; 1 hr @ \$95. = \$95.		Labor:	\$902.60
Material:	1" Sched., 40 PVC conduit, elbows, couplings, adapters, misc. 1" EMT conduit, couplings, connectors & misc.		Material:	\$93.08
			Tax 9%:	\$8.38
Subcontractor:	None		Subcontractor:	<u>\$0.00</u>

**Additional Time Allowance** None

		Subtotal	\$1,004.06
Description	Mark Up Percent	Mark Up Amount	
BBC Mark up	15%		\$150.61
Subtotal			<u>\$1,154.67</u>
Bond	1.0%		<u>\$11.55</u>
		Total:	\$1,166.22

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

By: Leslie Puccio

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

Date: 3.7.17

[illegible]

SK-1



FLEWELLING & MOODY

architects for education

# INSTRUCTION BULLETIN

☐ **LA Office**  
815 Colorado Blvd., 2<sup>nd</sup> Floor  
Los Angeles, CA 90041  
323.543.8300  
323.543.8198 FAX

☒ **Lancaster Office**  
1035 West Lancaster Blvd.  
Lancaster, CA 93534  
661.949.0771  
661.949.2843 FAX

## I.B. No. 6

Project: **Cottonwood Elementary School --  
S.T.E.A.M. Building**  
To: **Bruns Belmont Construction, Inc.**

Project No.: 2540.0200

Attention: **Leslie Puccio**

Date: **February 16, 2017**

### DESCRIPTION OF WORK TO BE PERFORMED:

Provide at each platform floor box (1) - 1" pvc conduit routed to the a/v closet to accommodate Dimension Data / Tel - Pro requirements.

- |    |                                     |  |
|----|-------------------------------------|--|
| 1. | <input checked="" type="checkbox"/> | A cost proposal is requested for the listed items. Do not proceed with the work until written approval is received.  |
| 2. | <input type="checkbox"/>            | A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.  |
| 3. | <input type="checkbox"/>            | Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated. Failure to notify the Architect in writing prior to proceeding with this work shall constitute acceptance. |
| 4. | <input type="checkbox"/>            | All construction work associated with CCD - category type A requires DSA approval and shall not begin until all required documentation is submitted in accordance with PR13-01 and approved by DSA.                      |

  
Irvine Carrillo

Copy to: Wayne Trussell, WUSD  
Frank Large, IOR  
Matt Buchanan, F&M



FLEWELLING & MOODY

architects for education

April 4, 2018

Leslie Puccio  
BRUNS BELMONT CONSTRUCTION  
1125 Mabury Road  
San Jose, CA 95133

RE: **Cottonwood Elementary School – Phase 2**  
Westside Union School District  
Flewelling & Moody Job No. 2540.200

Dear Mrs. Puccio:

On behalf of the Westside Union School District, your Proposed Change Order No. 12R2, to provide off-site improvements per LACWD drawings in Instruction Bulletin No. 17, in the amount of \$81,604.00, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey  
Paula Sterk  
Wayne Trussell  
Cyndi Vidinha  
Frank Large  
Irvine Carrillo

**Bruns Belmont Construction**1125 Mabury Road  
San Jose, CA 95133Phone: 408.977.1708  
Fax: 408.971.3534**PCO #12R2 / I.B.#17****BBC Job #6403 & #6404****PROJECT: Cottonwood S.T.E.A.M.**  
2740 West Ave. P-8  
Palmdale, CA 93551**DATE:** 7.20.17 10.24.17  
3.22.18**TO: Westside Union School District**  
41914 No. 50th Street West  
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Site:** Provide off-site improvements per LACWD drawings included in I.B. #17.

\* Important: Water service to the residence's in the near vicinity of this fire hydrant, will be required to be shut down for approximately 8 hours. Notification to affected residents is mandatory.

\*\* Pro Craft offers a cost savings of (\$3,000) IF the use of Ductile Iron pipe (matching existing pipe) is allowed. in lieu of CML & C.

10.24.17: Response letter from ANM Construction regarding scope of work and costs associated with this IB proposal. See attached letter. Pro Craft Construction cost breakdown, per request.

**3.14.18:** District requested re-review of Sub costs, resubmit. Sub's declined cost reduction, stating time elapsed since original bid (July 2017) substantial, cost increases have occurred. Revised proposal's submitted with price increases due rising labor, materials and taxes.

**PRICE IS VALID FOR 30 DAYS FROM DATE OF ISSUANCE.**

Excluded: *If required, fee's to re-connect are unknown and therefore have been excluded.*

\* Overtime or after hours work

\*\* Any other work not mentioned in this proposal

\*\*\* All Permits

Item	Description	Quantity
Labor:	BBC Supervision; 4 hrs @ \$95/hr = \$380.	Labor: \$380.00
Material:		Material: \$0.00
Subcontractor:	ANM \$11,125.00 (AC Patch) ANM \$5,885.00 (Off haul, traffic control) Pro Craft \$56,043.89 \$73,053.89	Subcontractor: \$73,053.89

Description	Mark Up Percent	Subtotal	Mark Up Amount
BBC Mark up	15% \$380.00	\$57.00	\$437.00
	10% \$73,053.89	\$7,305.39	\$80,359.28
Subtotal			\$80,796.28
Bond	1.0%		\$807.96

**Total: \$81,604.00**

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

By: Leslie Puccio

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

Date: 3.22.18





FLEWELLING & MOODY

architects for education

# INSTRUCTION BULLETIN

☐ LA Office  
816 Colorado Blvd., 2<sup>nd</sup> Floor  
Los Angeles, CA 90041  
323.543.8300  
323.543.8188 FAX

☒ Lancaster Office  
1035 West Lancaster Blvd.  
Lancaster, CA 93534  
661.949.0771  
661.949.2843 FAX

## I.B. No. 17

Project: Cottonwood Elementary School --  
S.T.E.A.M. Building  
To: Bruns Belmont Construction, Inc.

Project No.: 2540.0200

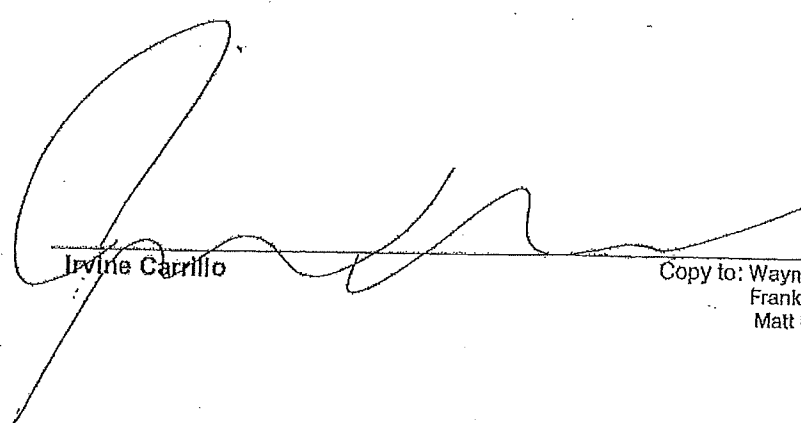
Attention: Leslie Puccio

Date: June 26, 2017

### DESCRIPTION OF WORK TO BE PERFORMED:

Provide Off-Site improvements per the attached approved LACWD drawings.

1.	<input checked="" type="checkbox"/>	A cost proposal is requested for the listed items. Do not proceed with the work until written approval is received.
2.	<input type="checkbox"/>	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
3.	<input type="checkbox"/>	Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated. Failure to notify the Architect in writing prior to proceeding with this work shall constitute acceptance.
4.	<input type="checkbox"/>	All construction work associated with CCD - category type A requires DSA approval and shall not begin until all required documentation is submitted in accordance with PR13-01 and approved by DSA.

  
Irvine Carrillo

Copy to: Wayne Trussell, WUSD  
Frank Large, IOR  
Matt Buchanan, F&M

CJ 16#17

**ANM Construction and Engineering, Inc.**  
208 West Pillsbury St. Lancaster Ca, 93534  
Phone 661-729-6200\*\*Fax 661-729-6220  
License # 663054

Page 1

**Change Order**

**Owner:** Bruns Belmont Construction **Date:** 03/20/18  
**Address:** 1125 Mabury Rd  
**City/State:** San Jose, CA 95133  
**Contact:** Leslie Puccio **Phone:** 408-977-1708 **Fax:** 408-640-6925

We are pleased to submit the following bid:

**PAYMENT TERMS:** \_\_\_\_\_

**Job Location:** Cottonwood Elementary School, I.B. NO# 17  
**Job Description:** Offsite Water line Paving. (REVISED PRICE)

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	
1	Construct Asphalt Trench Paving For		LLS		\$11,125.00
	Water Line. Offsite Paving.				
	Labor: 5,720.00				
	Equipment: 2,054.00				
	Material: 1,750.00				
	Dumping: 150.00				
	Sub-Total: 9,674.00				
	ANM Markup 15%: 1,451.00				
	Total: 11,125.00				
<b>THIS PRICE IS VALID FOR 30 DAYS</b>				<b>TOTAL</b>	<b>\$11,125.00</b>

**GENERAL CONDITIONS**

- 1 Proposal is based on both parties reaching mutually agreeable terms and conditions prior to the start of work.
- 2 Owner/General Contractor must provide to ANM Construction the legal description of project property and the names and addresses of all contacts and lenders associated with the project.
- 3 A "Preliminary Lien Notice" will be issued on all projects. This is a legal precaution and is not a lien.
- 4 ANM Construction & Engineering will not guarantee drainage on asphalt with a slope of less than 1%.
- 5 Asphalt paving may experience "scuffing" due to vehicle movement in confined areas.
- 6 The language and conditions of this proposal must be included in any subsequent contracts.
- 7 Owner/General Contractor shall pay to ANM Construction all costs of collection, including but not limited to attorney's fees, court costs and filing fees in the event legal action or collection proceedings are brought pursuant to this proposal.
- 8 Unless otherwise agreed in writing by ANM Construction, all sums due under this Proposal are payable within 10 days of completion. Finance charges of 1.5% per month shall accrue and be payable by Owner/General Contractor on all unpaid amounts beginning 30 days after completion.

**GENERAL EXCLUSIONS**

- 1 Permits, fees, or bond premiums unless specifically noted in this proposal.
- 2 Surveying, staking, testing or engineering.
- 3 Engineered traffic control plans.
- 4 Traffic Control, Base Material, T-Cut, Grinding, Coldplane, Trench Compaction,
- 5 Seal Coat, Striping, Thermoplastic, TMAC Paving,
- 6 Concrete Work, Utility Work,
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

**ACCEPTANCE OF PROPOSAL**

**THE ABOVE PRICES, SCOPE OF WORK AND CONDITIONS ARE HEREBY ACCEPTED. I AGREE TO THE PAYMENT TERMS NOTED**

\_\_\_\_\_  
Abraham Martinez, Jr.  
ANM CONSTRUCTION & ENGINEERING

\_\_\_\_\_  
AUTHORIZED SIGNATURE AND DATE

Pro-Craft Construction, Inc.  
31597 Outer Hwy 10  
Suite B  
Redlands CA 92373  
www.procraftconstructioninc.com  
909-790-5222  
909-797-2812



## Change Order Request

**COR Number:** 0005R2

**Date:** 3/22/2018

**Project Number:** 16073

**Contract Date:** 11/18/2016

<b>To:</b>	<b>Project:</b>
Bruns Belmont Construction, Inc. P.O. Box 612707 San Jose CA 95131-2707	Cottonwood ES New Construction of STEAM 2740 West Ave. P-8 Palmdale CA 93551

### Description of Change: IB#170ff-Site Water line

Demo, Cut, Cap and Installation of new Off-Site water line on P-8 to provide new water service to a new FH. All work must be completed by 5/4/18.

**Excludes:** All Permits, Connection Fees, Concrete work, Notification of residence for water shutdown, Final paving and Haul off of Spoils and Trash

Proposed Change Order Amount

**\$56,043.89**

Additional Time required, does not include contract extension, if required

**0 Day(s)**

This change proposal is based on the usual cost elements such as labor, materials, and markup and does not include any amount for impacts such as interference, disruptions, rescheduling, and change in the sequence of work, delays and /or associated acceleration. We expressly reserve the right to submit our request for any of these items should we be faced with performing work under any of these conditions.

This cost proposal supersedes all previously submitted cost proposals relating to this same work. The work of other trades, which may be required to complete this change order, is not a part of this change proposal.

This quote is valid for thirty (30) calendar days from the above date and void thereafter. All work affected by either the acceptance or rejection of the enclosed change order quotation is on hold pending notification.



## CHANGE ORDER REQUEST

TO:  
ATTN:  
DATE: 3/22/2018  
JOB NAME 16073-05R1  
RELATED DOC:

LABOR		Hours	Rate	Total
General Foreman			\$97.67	\$0.00
Foreman		96.00	\$95.51	\$9,168.96
Plumber		96.00	\$90.76	\$8,712.96
Operator		64.00	\$88.66	\$5,674.24
Laborer			\$69.07	\$0.00
Welder		24.00	\$200.00	\$4,800.00
Overtime			\$0.00	\$0.00
Procurement & Delivery		4.00	\$65.00	\$260.00
Asbuilts		2.00	\$97.67	\$195.34
Clean Up		2.00	\$72.74	\$145.48
Equipment Delivery		16.00	\$125.00	\$2,000.00
<b>LABOR SUBTOTALS</b>				<b>\$30,956.98</b>

MATERIAL		QTY	Unit Price	Total
Description				
Detail Sheet (attached)		1.00	\$ 13,722.74	\$13,722.74
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Sub Total</b>				<b>\$13,722.74</b>
<b>Sales Tax</b>				<b>9.50%</b>
<b>MATERIAL SUBTOTALS</b>				<b>\$15,026.40</b>

EQUIPMENT		Unit	Rate	Total
General Foreman Truck		-	\$21.35	\$0.00
Foreman Truck		96.00	\$21.35	\$2,049.60
Backhoe		32.00	\$34.00	\$1,088.00
Backhoe		32.00	\$34.00	\$1,088.00
Wacker		8.00	\$25.00	\$200.00
Water Truck		16.0	\$64.33	\$1,029.28
Pumps		2.00	\$250.00	\$500.00
Sweeper		96.00	\$25.00	\$2,400.00
				\$0.00
				\$0.00
				\$0.00
<b>EQUIPMENT SUBTOTAL</b>				<b>\$8,354.88</b>

		Total
Credit for relocation of on-site FH		(\$3,500.00)
<b>SUBCONTRACTOR SUBTOTAL</b>		<b>(\$3,500.00)</b>

COMMENTS	OH&P	Summary	Total
		LABOR SUBTOTAL	\$30,956.98
	MATERIAL SUBTOTAL	\$15,026.40	
	EQUIPMENT SUBTOTAL	\$8,354.88	
	SUBCONTRACTOR SUBTOTAL	(\$3,500.00)	
	COST SUBTOTAL	\$50,838.26	
	15% LABOR OH&P	\$4,643.55	
	15% MATERIAL OH&P	\$2,253.96	
	15% EQUIP OH&P	\$1,253.23	
	Credit	(\$3,500.00)	
	COST W/MARKUP SUBTOTAL	\$55,489.00	
	1.0% Bonds & Ins.	\$554.89	
	<b>QUOTED PRICE</b>	<b>\$56,043.89</b>	

Additional Time: 0 Contract Extension: NO

Company: Pro-Craft Construction, Inc  
 JobName: 16073-05



Area/Spec	Qty Size	Description	Net Price	Net Total
Off-Site Water	1	Traffic Control	\$ 750.00	\$ 750.00
Off-Site Water	1	Sawcutting	\$1,200.00	\$ 1,200.00
Off-Site Water	1	Hot Tap	\$1,400.00	\$ 1,400.00
Off-Site Water	25 Tons	Sand	\$ 19.75	\$ 493.75
Off-Site Water	25 Tons	Aggrigate	\$ 19.75	\$ 493.75
Off-Site Water	2	Shoring and Traffic Plates	\$ 750.00	\$ 1,500.00
Off-Site Water	1	Temp Asphalt	\$1,000.00	\$ 1,000.00
Off-Site Water	2	Concrete Kickers	\$ 150.00	\$ 300.00
Off-Site Water	1	Cholorination and Testing	\$1,200.00	\$ 1,200.00
Off-Site Water	1	Gate Valve in the Street	\$ 900.00	\$ 900.00
Off-Site Water	1	Off-Site Water line per Detail	\$ 975.25	\$ 975.25
Off-Site Water	1	Fire Hydrant per the detail CML/C	\$6,859.99	\$ 6,859.99
				\$ 13,722.74



# WESTERN WATER WORKS SUPPLY CO

12247 LAKELAND RD  
SANTA FE SPRINGS, CA - 90670  
PHONE: (909)597-7000  
FAX: (626)579-1389

## PROPOSAL

PROPOSAL ID	QUOTE NO.	DATE
16073-05 OFF SITE	41368	03/08/18

LN#	PRODUCT AND DESCRIPTION	QTY	UM	PRICE	TOTAL
1	FHA CML/C				
2	FAST-1440-6A	12X6 SS TAP SLV 1398-1438	1 EA	1050.86	1050.86
3	GVFF-06	6 FLG RW GATE VLV OL NDZ STEM 316 B/N	1 EA	806.36	806.36
4	SCH40-08	8 SCH40 PVC PIPE BE	5 FT	6.64	33.20
5	VBT-818	8X18 GALV VLV BOX TOP	1 EA	12.74	12.74
6	VBC-86-WATER	8X6 CI GATE CAP MARKED "WATER"	1 EA	24.95	24.95
7	CMLCP-06#	6 CML/C STL PIPE	60 EA	21.33	1279.80
8	CMLC-9006#	6 STD FXF CML/C 90 FLG	1 EA	332.00	332.00
9	SWF-15006	6 FS150 S/O WELD FLG FLAT FACE	4 EA	25.63	102.52
10	BN6-8-316	6-8 316 SS B/N SET 150# FLG 3/4X3-1/4	4 SET	36.30	145.20
11	BBN6-8-316	6-8 150# 316 SS BOLT W/BLOCK NUT SET	1 SET	43.66	43.66
12	JM60-06	6 RING GASKET 1/16 NON-ASBESTOS	5 EA	2.72	13.60
13	CF-06	6 DI COMP FLG FOR STL	1 EA	46.25	46.25
14	BRN-0618#	6X18 BRZ NIPPLE	1 EA	500.00	500.00
15	J3708R	6X4X2-1/2 BRZ HYD HEAD DOME PL CAPS 1-1/8 P	1 EA	2468.85	2468.85
	CAPS				
16	FHA CML/C	SUBTOTAL			6859.99
17	OFF-SITE WATER				
18	GVFF-06	6 FLG RW GATE VLV OL NDZ STEM 316 B/N	1 EA	806.36	806.36
19	SCH40-08	8 SCH40 PVC PIPE BE	5 FT	6.64	33.20
20	VBT-818	8X18 GALV VLV BOX TOP	1 EA	12.74	12.74
21	VBC-86-WATER	8X6 CI GATE CAP MARKED "WATER"	1 EA	24.95	24.95
22	BF-06	6 DI BLIND FLG	1 EA	44.31	44.31
23	BN6-8-316	6-8 316 SS B/N SET 150# FLG 3/4X3-1/4	1 SET	36.30	36.30
24	JM60-06	6 RING GASKET 1/16 NON-ASBESTOS	1 EA	2.72	2.72
25	WC-06#	6 WELD CAP	1 EA	14.67	14.67
26	SUBTOTAL	SUBTOTAL			975.25
27	BID TOTAL				7835.24

NOTE: THIS PROPOSAL DOES NOT INCLUDE SALES TAX.



FLEWELLING & MOODY

architects for education

April 11, 2018

Leslie Puccio  
BRUNS BELMONT CONSTRUCTION  
1125 Mabury Road  
San Jose, CA 95133

RE: **Cottonwood Elementary School – Phase 2**  
Westside Union School District  
Flewelling & Moody Job No. 2540.200

Dear Mrs. Puccio:

On behalf of the Westside Union School District, your Proposed Change Order No. 23R1, to revise floor material from originally specified Altro Quartz tile to Armstrong Excelon material per Instruction Bulletin No. 28, in the amount of <-\$21,322.85>, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey  
Paula Sterk  
Wayne Trussell  
Kelly Maynard  
Frank Large  
Irvine Carrillo

**Bruns Belmont Construction**1125 Mabury Road  
San Jose, CA 95133Phone: 408.977.1708  
Fax: 408.971.3534

PCO #23R1 / IB #28

**BBC Job #6403 & #6404****PROJECT: Cottonwood S.T.E.A.M.**  
2740 West Ave. P-8  
Palmdale, CA 93551**DATE: 12.5.17 3.16.18****TO: Westside Union School District**  
41914 No. 50th Street West  
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Building:**Revise floor material from originally specified Altro Quartz tile to Armstrong Excelon material,  
per I.B. #28, dated 11.3.17.**3.16.18 Revised credit amount to include all Corridor area flooring.***Proposal is valid for 30 days from date of issuance.**Formal acceptance in writing required prior to the commencement of additional work.*Excluded:*Any other work not mentioned in this proposal*

Item	Description	Quantity
Labor:		Labor: \$0.00
Material:		Material: \$0.00
		Tax 9%:
Subcontractor:	Reliable Flooring (\$20,307.48)	Subcontractor: (\$20,307.48)

**Additional Time Allowance** None

		Subtotal	\$0.00
Description	Mark Up Percent	Mark Up Amount	
BBC Mark up	5%	(\$1,015.37)	(\$21,322.85)
Subtotal			(\$21,322.85)
Bond	1.0%		
		Total:	(\$21,322.85)

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

By: Leslie Puccio

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

Date: 3.16.18





FLEWELLING & MOODY

architects for education

# INSTRUCTION BULLETIN

☐ LA Office  
815 Colorado Blvd., 2<sup>nd</sup> Floor  
Los Angeles, CA 90041  
323.543.8300  
323.543.8198 FAX

☒ Lancaster Office  
1035 West Lancaster Blvd.  
Lancaster, CA 93534  
661.949.0771  
661.949.2843 FAX

## I.B. No. 28

Project: Cottonwood Elementary School –  
S.T.E.A.M. Building  
To: Bruns Belmont Construction, Inc.

Project No.: 2540.0200

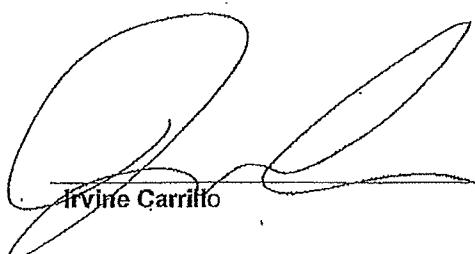
Attention: Leslie Puccio

Date: November 3, 2017

### DESCRIPTION OF WORK TO BE PERFORMED:

Delete and Replace all references to "Quartz Tile" to read "Armstrong Excelon VCT".  
Provide flooring pattern as shown on drawing BD28.1 & BD28.2.

1.	<input checked="" type="checkbox"/>	A cost proposal is requested for the listed items. Do not proceed with the work until written approval is received.
2.	<input type="checkbox"/>	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
3.	<input type="checkbox"/>	Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated. Failure to notify the Architect in writing prior to proceeding with this work shall constitute acceptance.
4.	<input type="checkbox"/>	All construction work associated with CCD – category type A requires DSA approval and shall not begin until all required documentation is submitted in accordance with PR13-01 and approved by DSA.

  
Irvine Carrillo

Copy to: Wayne Trussell, WUSD  
Frank Large, IOR  
Matt Buchanan, F&M

# RELIABLE FLOOR COVERING, INC.

---

March 16, 2018

Bruns Belmont Construction, Inc  
1125 Mabury Road  
San Jose, CA 95133  
Tel: 408-971-3881  
Fax: 408-294-4586

REVISED

Attn: Leslie Puccio  
Re: Cottonwood ES STEAM Bldg  
IB No 28

Dear Leslie:

The following is the cost proposal fo IB. No 28 at Cottonwood ES STEAM Bldg.

Scope of work: Delete Altro Quartz Tile. Furnish Armstrong Standard Excelon VCT in 4 color pattern to all areas scheduled for Altro Quartz Tile. Add Armstrong Standard Excelon VCT into Corridor 841.

## DEDUCTIVE

Altro Quartz Tile	215 cartons @ \$139.80 per carton + tax	(\$32,762.13)
-------------------	---	---------------

## ADDITIVE

Armstrong VCT	304 cartons @ \$29.74 per carton + tax	\$ 9,854.65
Pattern Labor	40 hours @ \$65.00 per hour	\$ 2,600.00

Total Deductive Price Tax Included: (\$20,307.48)

Customer Approval\_\_\_\_\_

Date\_\_\_\_\_

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

Sincerely

Will Alexander



FLEWELLING & MOODY

architects for education

April 4, 2018

Leslie Puccio  
BRUNS BELMONT CONSTRUCTION  
1125 Mabury Road  
San Jose, CA 95133

RE: **Cottonwood Elementary School – Phase 2**  
Westside Union School District  
Flewelling & Moody Job No. 2540.200

Dear Mrs. Puccio:

On behalf of the Westside Union School District, your Proposed Change Order No. 26, to provide furred wall framing in Vestibule, east wall for new recessed display cabinet and power source for lighting per Instruction Bulletin No. 29, in the amount of \$5,591.00, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey  
Paula Sterk  
Wayne Trussell  
Cyndi Vidinha  
Frank Large  
Irvine Carrillo

**Bruns Belmont Construction**1125 Mabury Road  
San Jose, CA 95133Phone: 408.977.1708  
Fax: 408.971.3534**PCO #26 / IB #29****BBC Job #6403 & #6404****PROJECT: Cottonwood S.T.E.A.M.**  
2740 West Ave. P-8  
Palmdale, CA 93551**DATE: 1.10.2018****TO: Westside Union School District**  
41914 No. 50th Street West  
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Building:**Provide furred wall framing in Vestibule, east wall for new recessed  
Display cabinet. Provide power source for lighting.*Proposal is valid for 30 days from date of issuance.**Formal acceptance in writing required prior to the commencement of additional work.*Excluded:*Any other work not mentioned in this proposal*

Item	Description	Quantity
Labor:	Carpenter; 16 hrs @ \$90.20 = \$1,443.20 Electrician; 4hrs @ \$101.95 = \$407.80 Supervision; 2 hrs @ \$95 = \$190.	Labor: \$2,041.00
Material:	Metal stud framing, drywall, conduit, duplex outlet, misc. \$570. Display cabinet \$2,203.	Material: \$2,773.00 Tax 9%: Included
Subcontractor:	None	Subcontractor: \$0.00

**Additional Time Allowance** None

		Subtotal	\$4,814.00
Description	Mark Up Percent	Mark Up Amount	
BBC Mark up	15%	\$722.10	\$722.10
Subtotal			\$5,536.10
Bond	1.0%		\$55.36
		Total:	\$5,591.00

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

By: Leslie Puccio

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

Date: 1.10.2018



FLEWELLING & MOODY

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# INSTRUCTION BULLETIN

☐ LA Office  
815 Colorado Blvd., 2<sup>nd</sup> Floor  
Los Angeles, CA 90041  
323.543.8300  
323.543.8198 FAX

☒ Lancaster Office  
1035 West Lancaster Blvd.  
Lancaster, CA 93534  
661.949.0771  
661.949.2843 FAX

## I.B. No. 29

Project: Cottonwood Elementary School –  
S.T.E.A.M. Building  
To: Bruns Belmont Construction, Inc.

Project No.: 2540.0200

Attention: Leslie Puccio

Date: December 12, 2017

### DESCRIPTION OF WORK TO BE PERFORMED:

Provide a furred wall at East wall of Vestibule RM 801 to a minimum of 6" above ceiling height to allow for a recessed Claridge 373 (4'x6') as follows:

1. Tempered glass sliding doors & shelves
2. Exposed metal shall be clear anodized satin finish
3. Interior Plastic laminate at top and bottom
4. Tackable surface at back & sides.

See attached interior elevation for reference.

1.	<input checked="" type="checkbox"/>	A cost proposal is requested for the listed items. Do not proceed with the work until written approval is received.
2.	<input type="checkbox"/>	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
3.	<input type="checkbox"/>	Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated. Failure to notify the Architect in writing prior to proceeding with this work shall constitute acceptance.
4.	<input type="checkbox"/>	All construction work associated with CCD – category type A requires DSA approval and shall not begin until all required documentation is submitted in accordance with PR13-01 and approved by DSA.

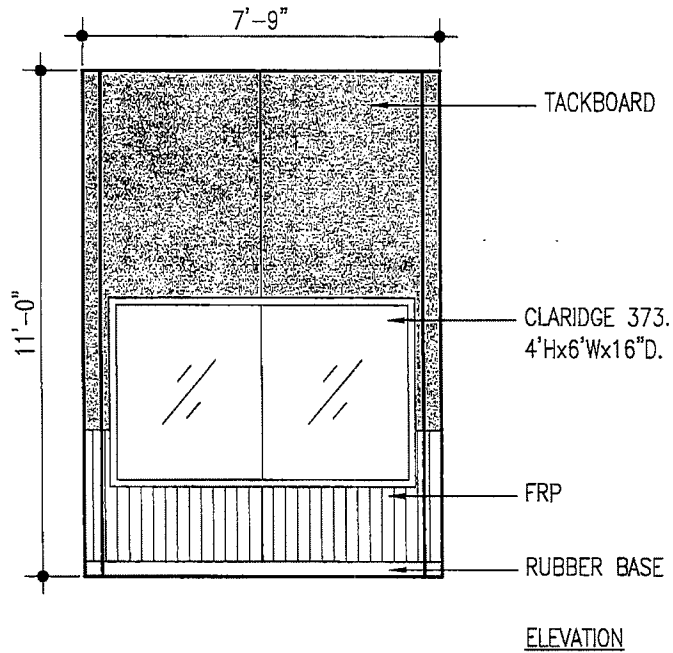
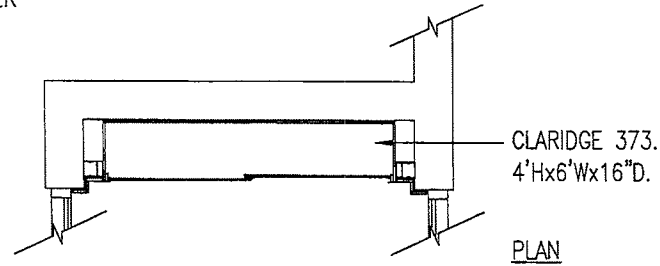
Irvine Carrillo

Copy to: Wayne Trussell, WUSD  
Frank Large, IOR  
Matt Buchanan, F&M

12.18 - TB ~~to file~~ / Brian 12.19 / Purch 12.19

NOTE:

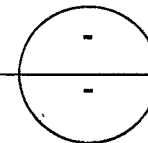
FRAMING SHALL BE PER  
APPROVED PROJECT  
TYPICAL DETAILS.



## DISPLAY CASE AT VESTIBULE 801

SCALE : 1/4"=1'-0"

PROJECT NUMBER =  
DETAIL IDEN. =  
SHEET REFERENCE =



INSTRUCTIONAL BULLETIN NO. 29 BD: 29.1  
NOTE: THE INTENT OF THIS DRAWING IS TO INCORPORATE THE WORK SHOWN HEREIN INTO THE  
CONTRACT. ALL WORK HEREIN INDICATED SHALL HEREBY BE MADE A PART OF CONTRACT.

			P.O. No.	Terms	Rep	Project
			Steam / Cotton...	Net 30	Molly	
Qty	U/M	Item	Description	Unit Price	Extended Price	
1	ea	C-373	370 SERIES RECESSED DISPLAY CASE Sliding 3/16" Tempered Glass Doors Backpanel Color: Size: 4'high x 6'wide	1,386.00	1,386.00T	
1		Shop Drawings	Shop Drawings	150.00	150.00T	
1		FRT-CA	Freight Charges - Standard LTL Tail Gate Delivery Does not include any ancillary charges such as, but not limited to: lift gate delivery, inside delivery, special schedule, limited access, etc.  Exclude: Wood box or lights  Lead Time: 10-12 weeks after approved order / shop drawings.  Contact: Jessica Burke @ 209-858-5589 Sales Tax (Lathrop) 8.75% Eff 01/01/2017	490.00          8.75%	490.00T          177.28	
<p><b>Memo: Unless otherwise noted, Quote prices are good for 30 days &amp; delivery within 6 months. Renewable at our option.</b></p>						
				<b>Total</b>	<b>\$2,203.28</b>	



**FLEWELLING & MOODY**

*architects for education*

April 11, 2018

Leslie Puccio  
BRUNS BELMONT CONSTRUCTION  
1125 Mabury Road  
San Jose, CA 95133

**RE: Cottonwood Elementary School – Phase 2**  
Westside Union School District  
Flewelling & Moody Job No. 2540.200

Dear Mrs. Puccio:

On behalf of the Westside Union School District, your Proposed Change Order No. 28, to delete wing wall located adjacent to drinking fountain in MPR area per Instruction Bulletin No. 31, in the amount of \$0.00, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey  
Paula Sterk  
Wayne Trussell  
Kelly Maynard  
Frank Large  
Irvine Carrillo



**Bruns Belmont Construction**1125 Mabury Road  
San Jose, CA 95133Phone: 408.977.1708  
Fax: 408.971.3534**PCO #28 / IB #31****BBC Job #6403 & #6404****PROJECT: Cottonwood S.T.E.A.M.**  
2740 West Ave. P-8  
Palmdale, CA 93551**DATE: 1.12.18****TO: Westside Union School District**  
41914 No. 50th Street West  
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Building:**Delete wing wall located adjacent to drinking fountain in MP area, per IB #31.  
Add new floor and wall mounted grab bar (attached) in lieu of wing wall.*Please review attached photo of wing wall fabricated and delivered to jobsite prior to issuance of this IB. Costs associated with installation of new grab offset remaining credit to delete wall and therefore this change shall have no additional costs or credits.**Proposal is valid for 30 days from date of issuance.  
Formal acceptance in writing required prior to the commencement of additional work.*Excluded:*Any other work not mentioned in this proposal*

Item	Description	Quantity
Labor:		Labor: \$0.00
Material:		Material: \$0.00 Tax 9%: Included
Subcontractor: None		Subcontractor: <u>\$0.00</u>
Additional Time Allowance	None	

	Subtotal	\$0.00
Description	Mark Up Percent	Mark Up Amount
BBC Mark up	15%	\$0.00
Subtotal		<u>\$0.00</u>
Bond	1.0%	<u>\$0.00</u>
Total:		<b>No Cost</b>

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

By: Leslie Puccio

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

Date: 1.12.18



FLEWELLING & MOODY

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## INSTRUCTION BULLETIN

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1035 West Lancaster Blvd.  
Lancaster, CA 93534  
661.949.0771  
661.949.2843 FAX

### I.B. No. 31

Project: **Cottonwood Elementary School –  
S.T.E.A.M. Building**  
To: **Bruns Belmont Construction, Inc.**

Project No.: 2540.0200

Attention: **Leslie Puccio**

Date: **December 22, 2017**

#### DESCRIPTION OF WORK TO BE PERFORMED:

Reference Sheet AA1.0, MPR Drinking Fountain

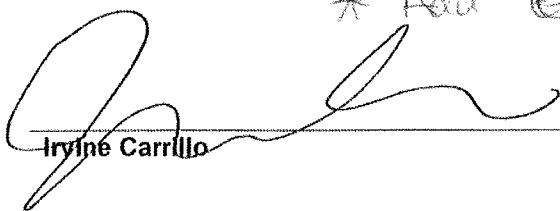
Delete wing wall adjacent to drinking fountain. Provide Credit to District.  
Provide Bobrick Drinking Fountain Grab Bar.

Allow for 18" min. clear from drinking fountain to grab bar. Grab shall project horizontally at least as far as the drinking fountain and to within 6" vertically from the finish floor.

1.	<input checked="" type="checkbox"/>	A cost proposal is requested for the listed items. Do not proceed with the work until written approval is received.
2.	<input type="checkbox"/>	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
3.	<input type="checkbox"/>	Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated. Failure to notify the Architect in writing prior to proceeding with this work shall constitute acceptance.
4.	<input type="checkbox"/>	All construction work associated with CCD – category type A requires DSA approval and shall not begin until all required documentation is submitted in accordance with PR13-01 and approved by DSA.

\* 2' Wing wall - delete

\* Add Grab bar -

  
Irvine Carrillo

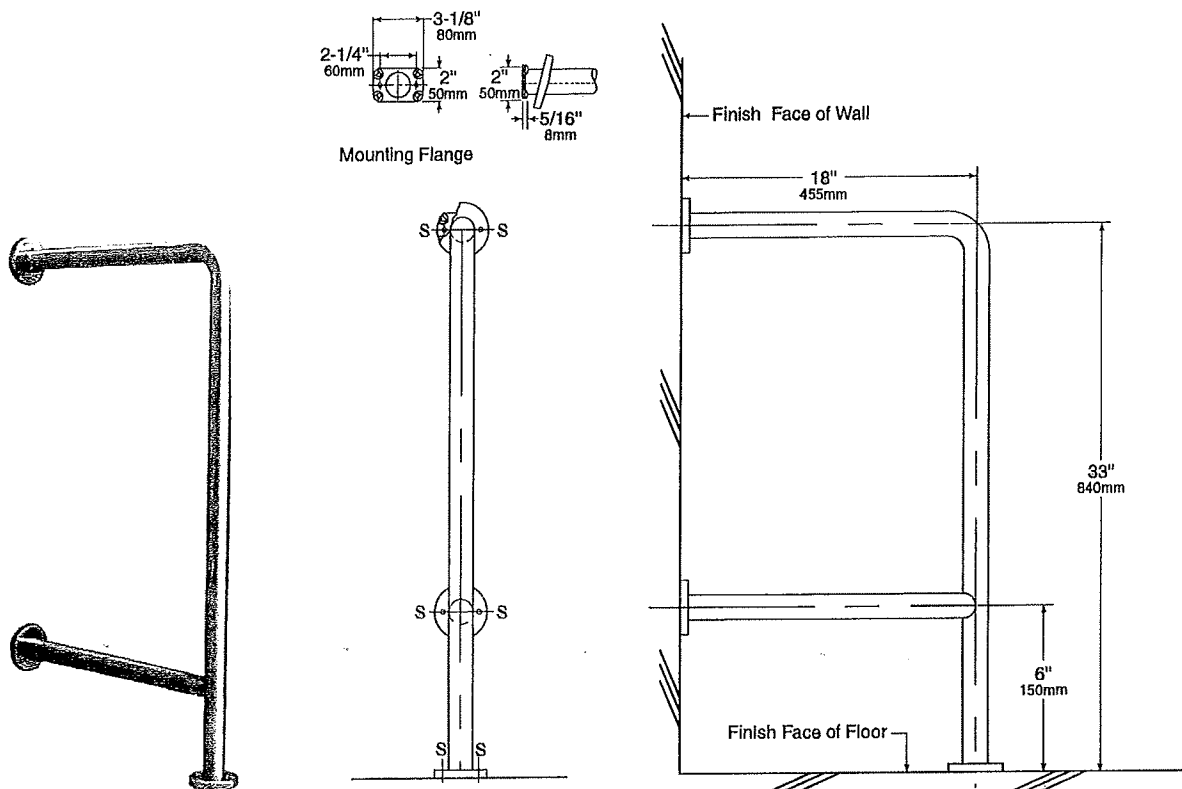
Copy to: Wayne Trussell, WUSD  
Frank Large, IOR  
Matt Buchanan, F&M



## Technical Data

# 1½" (38mm) DIAMETER STAINLESS STEEL DRINKING FOUNTAIN GRAB BAR

# 819298



### MATERIALS:

**Grab Bar** — 18-8 S, type-304, 18-gauge (1.2mm) stainless steel tubing with satin finish. 1-1/2" (38mm) outside diameter. Ends are heliarc welded to flanges.

**Concealed Mounting Flanges** — 18-8 S, type-304, 1/8" (3mm) thick, stainless steel plate; end flanges 2" x 3-1/8" (50 x 80mm) with two holes for attachment to wall and to floor.

**Snap Flange Covers** — 18-8 S, type-304, 22-gauge (0.8mm) drawn stainless steel with satin finish. 3-1/4" (85mm) diameter x 1/2" (13mm) deep. Each cover snaps over mounting flange to conceal mounting screws.

### STRENGTH:

Grab bar can support loads in excess of 250 pounds (113kg) if properly installed, complying with barrier-free accessibility guidelines (including ADAAG in the U.S.A.) for structural strength.

**Warning:** Grab bars are no stronger than the anchors or walls to which they are attached and therefore, must be firmly secured in order to support the loads for which they are intended.

continued . . .

## INSTALLATION:

Provide concealed anchor device or backing as specified or required in accordance with local building codes before wall is finished. Use the grab bar as a template to ensure accurate installation. Fasten concealed mounting flanges to anchor device or backing with two screws in each flange. Snap flange covers over each mounting flange to conceal mounting screws. Concealed anchor devices and mounting screws are not included with Bobrick grab bars and must be specified as an accessory.

### Important Notes:

1. **Mounting Kits** — Bobrick has a selection of mounting screws and fasteners available for different types of installations; **one Bobrick mounting kit is required for each flange.**

Mounting Kit No.	Description
252-30	Consists of (3) #14 x 2½" type-304 stainless steel, Phillips round-head, sheet-metal screws.
2521-30	Consists of (3) 1/4-20 x 3½" type-304 stainless steel, Phillips round-head, machine screws with plated-steel toggle nuts.
2522-30	Consists of (3) 1/4-20 x 2" type-304 stainless steel, Phillips round-head, machine screws with metal expansion shields.

2. **Grab Bar Fastener** — Bobrick has a grab bar fastening system that secures all Bobrick grab bar series; **one Bobrick fastener is required for each flange.** Install grab bar without backing in wall requires minimum 5/8" (16mm) thick painted or tiled drywall.

WingIt™ Fastener No.	Description
251-4	Consists of (3) 10-32 x 5/16" round-head, Phillips 18/8 stainless steel screws. (1) WingIt grab bar fastener.

3. **Optional Anchor Device** — Bobrick grab bar anchor device includes stainless steel machine screws to be used for attaching grab bars to anchors; **one Bobrick concealed anchor device is required for each flange.**

Optional Anchor No.	Description
2583	Anchor for 3/4" to 1" (19-25mm) panel 1 anchor required for each flange.
2586	Anchor for 1/2" to 1" (13mm) panel 1 anchor required for each flange.

## SPECIFICATION:

Grab bar shall be type-304 stainless steel with satin finish. Grab bar shall have 18-gauge (1.2mm) wall thickness and 1-1/2" (38mm) outside diameter. Concealed mounting flanges shall be 1/8" (3mm) thick stainless steel plate, 2" x 3-1/8" (50 x 80mm), and equipped with two screw holes for attachment to wall and to floor. Flange covers shall be 22 gauge (0.8mm), 3-1/4" (85mm) diameter x 1/2" (13mm) deep, and shall snap over mounting flange to conceal mounting screws. Ends of grab bar shall pass through concealed mounting flanges and be heliarc welded to form one structural unit. Grab bar shall comply with barrier-free accessibility guidelines (including ADAAG in the U.S.A.) for structural strength.

Grab Bar shall be Model 819298 of Bobrick Washroom Equipment, Inc., Clifton Park, New York; Jackson, Tennessee; Los Angeles, California; Bobrick Washroom Equipment Company, Scarborough, Ontario; Bobrick Washroom Equipment Pty. Ltd., Australia; and Bobrick Washroom Equipment Limited, United Kingdom.



## Leslie Puccio

---

**From:** Brian Lyons  
**Sent:** Friday, January 12, 2018 9:44 AM  
**To:** Leslie Puccio  
**Cc:** Rocci Lamantia  
**Subject:** IB 31 drinking fountain wing wall # 120  
**Attachments:** IMG\_2463.JPG; ATT00001.txt; IMG\_2464.JPG; ATT00002.txt

Leslie,

Wall number 120 is the drinking fountain wing wall which we are no longer installing due to IB #31.



FLEWELLING & MOODY

architects for education

April 4, 2018

Leslie Puccio  
BRUNS BELMONT CONSTRUCTION  
1125 Mabury Road  
San Jose, CA 95133

RE: **Cottonwood Elementary School – Phase 2**  
Westside Union School District  
Flewelling & Moody Job No. 2540.200

Dear Mrs. Puccio:

On behalf of the Westside Union School District, your Proposed Change Order No. 30, to delete inset markerboards (32) from Hufcor partitions per Instruction Bulletin No. 30, in the amount of <-\$6,265.00>, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey  
Paula Sterk  
Wayne Trussell  
Cyndi Vidinha  
Frank Large  
Irvine Carrillo

**Bruns Belmont Construction**1125 Mabury Road  
San Jose, CA 95133Phone: 408.977.1708  
Fax: 408.971.3534

PCO #30 / IB #30

**BBC Job #6403 & #6404****PROJECT: Cottonwood S.T.E.A.M.**  
2740 West Ave. P-8  
Palmdale, CA 93551**DATE: 2.2.18****TO: Westside Union School District**  
41914 No. 50th Street West  
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Building:**

Delete inset markerboards (32) from Hufcor partitions.

*Proposal is valid for 30 days from date of issuance.**Formal acceptance in writing required prior to the commencement of additional work.*Excluded:*Any other work not mentioned in this proposal*

Item	Description	Quantity
Labor:		Labor: \$0.00
Material:		Material: \$0.00
		Tax 9%: Included
Subcontractor:	Hufcor (\$5,695.00)	Subcontractor: <u>(\$5,695.00)</u>

**Additional Time Allowance** None

		Subtotal	(\$5,695.00)
Description	Mark Up Percent		Mark Up Amount
BBC Mark up	10% (\$5,695.00)	(\$569.50)	(\$6,264.50)
Subtotal			
Bond	1.0%		\$0.00
		Total:	(\$6,265.00)

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

By: Leslie Puccio

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

Date: 2.2.18





FLEWELLING & MOODY

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# INSTRUCTION BULLETIN

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323.543.8198 FAX

☒ Lancaster Office  
1035 West Lancaster Blvd.  
Lancaster, CA 93534  
661.949.0771  
661.949.2843 FAX

## I.B. No. 30

Project: Cottonwood Elementary School –  
S.T.E.A.M. Building  
To: Bruns Belmont Construction, Inc.

Project No.: 2540.0200

Attention: Leslie Puccio

Date: December 22, 2017

### DESCRIPTION OF WORK TO BE PERFORMED:

Delete all inset whiteboards at Hufcor Partitions. Provide Credit to District.

1.	<input checked="" type="checkbox"/>	A cost proposal is requested for the listed items. Do not proceed with the work until written approval is received.
2.	<input type="checkbox"/>	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
3.	<input type="checkbox"/>	Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated. Failure to notify the Architect in writing prior to proceeding with this work shall constitute acceptance.
4.	<input type="checkbox"/>	All construction work associated with CCD – category type A requires DSA approval and shall not begin until all required documentation is submitted in accordance with PR13-01 and approved by DSA.

  
Irvine Garrillo

Copy to: Wayne Trussell, WUSD  
Frank Large, IOR  
Matt Buchanan, F&M

1-3-18 + 1-15-18



# REQUEST FOR CHANGE ORDER 1

2380 E Artesia Blvd.  
Long Beach, CA 90805  
Phone 480-464-4464  
Fax 480-464-1232

1/24/2018

TO: Leslie Puccio  
COMPANY: Bruns Belmont Construction  
ADDRESS: 1125 Mabury Road  
San Jose, CA 95133  
PHONE: 408-977-1708

PROJECT NAME: Cottonwood ES - STEAM Bldg  
HUF COR JOB #: 170103  
BBC JOB#: 6404

The following are proposed changes to the contract.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
32	Credit for the deletion of the Dry Erase Markerboards at ALL locations	\$163.28	\$5,224.96
		Taxes	\$470.23
		Subtotal	\$5,695.19

Original contract sum	\$	156,500.00
Net changes from previous change orders	\$	-
Contract sum prior to this change order was	\$	156,500.00
Contract sum will be increased by this change order	\$	(5,695.00)
New contract sum including the change order will be	\$	150,805.00

Comments: Credit as requested per Instruction Bulletin 30

Signed:

Todd Walker  
Operations Manager  
Hufcor, Inc.

Signed:

Bruns Belmont Construction



**FLEWELLING & MOODY**  
architects for education

April 11, 2018

Leslie Puccio  
BRUNS BELMONT CONSTRUCTION  
1125 Mabury Road  
San Jose, CA 95133

RE: **Cottonwood Elementary School – Phase 2**  
Westside Union School District  
Flewelling & Moody Job No. 2540.200

Dear Mrs. Puccio:

On behalf of the Westside Union School District, your Proposed Change Order No. 31, to provide additional mailbox (cubby) casework in Teacher's Workroom per Instruction Bulletin No. 36, in the amount of \$2,162.00, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey  
Paula Sterk  
Wayne Trussell  
Kelly Maynard  
Frank Large  
Irvine Carrillo

**Bruns Belmont Construction**1125 Mabury Road  
San Jose, CA 95133Phone: 408.977.1708  
Fax: 408.971.3534**PCO #31 / IB #36****BBC Job #6403 & #6404****PROJECT: Cottonwood S.T.E.A.M.**  
2740 West Ave. P-8  
Palmdale, CA 93551**DATE: 3.21.18****TO: Westside Union School District**  
41914 No. 50th Street West  
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Building:**

Provide additional mailbox ( cubby) casework in Teachers Workroom, per IB #36.

*Proposal is valid for 30 days from date of issuance.**Formal acceptance in writing required prior to the commencement of additional work.*Excluded:*Any other work not mentioned in this proposal*

Item	Description	Quantity		
Labor:	BBC: Carpenter 1 hr @ \$90.20/hr		Labor:	\$90.20
Material:			Material:	\$0.00
			Tax 9%:	
Subcontractor:	Stolo Cabinets	\$1,852.00	Subcontractor:	<u>\$1,852.00</u>

Additional Time Allowance None

		Subtotal	\$1,942.20
Description	Mark Up Percent		Mark Up Amount
BBC Mark up	10%	\$1,852.00	\$185.20
	15%	\$90.20	\$13.53
Subtotal			<u>\$2,140.93</u>
Bond	1.0%		<u>\$21.41</u>
		Total:	<b>\$2,162.00</b>

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

By: Leslie Puccio

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

Date: 3.21.18



FLEWELLING & MOODY

architects for education

## INSTRUCTION BULLETIN

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815 Colorado Blvd., 2<sup>nd</sup> Floor  
Los Angeles, CA 90041  
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323.543.8198 FAX

☒ **Lancaster Office**

1035 West Lancaster Blvd.  
Lancaster, CA 93534  
661.949.0771  
661.949.2843 FAX

### I.B. No. 36

Project: **Cottonwood Elementary School –  
S.T.E.A.M. Building**  
To: **Bruns Belmont Construction, Inc.**

Project No.: 2540.0200

Attention: **Leslie Puccio**

Date: **March 5, 2018**

#### DESCRIPTION OF WORK TO BE PERFORMED:

Reference Submittal #86R & IB#33:

Revise Mail Box Cubbies as shown on attached.

1.	<input checked="" type="checkbox"/>	A cost proposal is requested for the listed items. Do not proceed with the work until written approval is received.
2.	<input type="checkbox"/>	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
3.	<input type="checkbox"/>	Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated. Failure to notify the Architect in writing prior to proceeding with this work shall constitute acceptance.
4.	<input type="checkbox"/>	All construction work associated with CCD – category type A requires DSA approval and shall not begin until all required documentation is submitted in accordance with PR13-01 and approved by DSA.

  
Irvine Carrillo

Copy to: Wayne Trussell, WUSD  
Frank Large, IOR  
Matt Buchanan, F&M

35 Stolo - due (3.9.)

3.20 <sup>to</sup> Justin Stolo



## CONTRACT CHANGE ORDER 03

DATE: March 21, 2018  
JOB NAME: Cottonwood ES STEAM

TO: Bruns Belmont Construction, Inc  
ATTN: Leslie Puccio

Stolo Cabinets, Inc. proposes to furnish the materials and services as listed below. All inclusions, exclusions, and terms and conditions of the original bid remain in effect and any new change(s) will be listed below.

Changes per IB #36

- Add Mail Cubby in Teacher's Room #810

1. THE ABOVE CHANGE WILL INCREASE THE CONTRACT AMOUNT BY **\$1,852.00**
2. TIME IMPACT: [ **XXX** ] YES [ ] NO
3. WE ARE **NOT PROCEEDING**. PLEASE ISSUE A CHANGE ORDER FOR THE AMOUNT LISTED ABOVE OR SIGN AND RETURN A COPY OF THIS DOCUMENT. THIS QUOTE IS GOOD FOR 30 DAYS.

**Matt James**  
Project Manager

**John Park**  
Prepared By

ALTHOUGH THE REQUIREMENTS OF A WRITTEN CHANGE ORDER AND NOTICE OF A CLAIM FOR ADDITIONAL COMPENSATION ARE NOT BEING STRICTLY OBSERVED, WE EXPECT AN ADJUSTMENT OF THE CONTRACT PRICE TO COMPENSATE FOR THE WORK DESCRIBED ABOVE. THIS WORK HAS BEEN OR IS BEING PERFORMED BY OUR FIRM TO ACCOMMODATE THE OWNER AND GENERAL CONTRACTOR AND FACILITATE COMPLETION OF THE PROJECT WITHOUT PREJUDICE TO ANY LEGAL OR EQUITABLE RIGHT OF REMEDY TO WHICH WE MAY BE ENTITLED. THE ABOVE DESCRIBED CHANGES ARE ACCEPTED AND STOLO CABINETS IS AUTHORIZED TO PROCEED. YOUR SIGNATURE AUTHORIZES BILLING AND PAYMENT FOR THE ABOVE WORK.

\_\_\_\_\_  
General Contractor/Authorized Representative

\_\_\_\_\_  
Date



Cottonwood ES STEAM						Changes per IB #36	
SCOR 3							3/21/2018
ITEM	COMMENTS	UOM	ORIG. QTY	NEW QTY	DIFFERENCE	UNIT COST	TOTAL
TEACHER'S ROOM #810							
Material			\$0	\$1,052	\$1,052	1 \$	1,052.00
Shop Labor			\$0	\$344	\$344	1 \$	344.00
Installation Labor			\$0	\$214	\$214	1 \$	214.00
SUB-TOTAL							\$1,610
15% P & O							\$242
TOTAL							\$1,852



FLEWELLING & MOODY

architects for education

April 4, 2018

Leslie Puccio  
BRUNS BELMONT CONSTRUCTION  
1125 Mabury Road  
San Jose, CA 95133

RE: **Cottonwood Elementary School – Phase 2**  
Westside Union School District  
Flewelling & Moody Job No. 2540.200

Dear Mrs. Puccio:

On behalf of the Westside Union School District, your Proposed Change Order No. 32, for revisions to MP area acoustical wall panel per Instruction Bulletin No. 35R, in the amount of \$761.00, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey  
Paula Sterk  
Wayne Trussell  
Cyndi Vidinha  
Frank Large  
Irvine Carrillo



**Bruns Belmont Construction**1125 Mabury Road  
San Jose, CA 95133

Phone: 408.977.1708

Fax: 408.971.3534

**PCO #32 - IB #35R****BBC Job #6403 & #6404****PROJECT: Cottonwood S.T.E.A.M.**  
2740 West Ave. P-8  
Palmdale, CA 93551**DATE: 3.22.18****TO: Westside Union School District**  
41914 No. 50th Street West  
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Building:**

Revisions to MP area acoustical wall panel material as follows, per I.B #35R:

Omit EKOS Woodwork wall panels

Addition of acoustical wall panels "Guilford of Maine" at upper soffit area in MP area.

***Due to the lead time for the revised acoustic panels, a decision is required no later than Tuesday, 3.27.18.******Proposal is valid for 30 days from date of issuance.******Formal acceptance in writing required prior to the commencement of additional work.***Excluded:*Any other work not mentioned in this proposal*

Item	Description	Quantity
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Labor:		Labor:	\$0.00
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Material:		Material:	\$0.00
		Tax 9%:	

Subcontractor:	T3	(\$9,005.00) EKOS credit	Subcontractor:	\$685.00
		<u>\$9,690.00</u> Acoustical Panel Add		
		\$685.00 Cost difference		

Additional Time Allowance None

		Subtotal	\$685.00
Description	Mark Up Percent		Mark Up Amount
BBC Mark up	10%	\$685.00	\$68.50
	15%		\$0.00
Subtotal			<u>\$753.50</u>
Bond	1.0%		<u>\$21.41</u>
		Total:	<u>\$761.00</u>

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

By: Leslie Puccio

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

Date: 3.22.18



FLEWELLING & MOODY

architects for education

## INSTRUCTION BULLETIN

☐ **LA Office**  
815 Colorado Blvd., 2<sup>nd</sup> Floor  
Los Angeles, CA 90041  
323.543.8300  
323.543.8198 FAX

☒ **Lancaster Office**  
1035 West Lancaster Blvd.  
Lancaster, CA 93534  
661.949.0771  
661.949.2843 FAX

### I.B. No. 35

Project: **Cottonwood Elementary School –  
S.T.E.A.M. Building**  
To: **Bruns Belmont Construction, Inc.**

Project No.: 2540.0200

Attention: **Leslie Puccio**

Date: **February 28, 2018**  
**March 20, 2018**

### DESCRIPTION OF WORK TO BE PERFORMED:

Material & Color selection shall be provided as outlined:

1. Submittal #16 – Acoustical Wall Panel: Guilford of Maine "Grey Mix" #238
2. Submittal #89 – Retractable Tables: Wilsonart "Misted Zephyr" #4843-60
3. Submittal #19 – Ceramic Tile: Daltile 12"x24" "Trend Grey" #EX03
4. Submittal #39R1 – Laminate Door Throughout Building: Wilsonart "Atlantis" #D25-60

Delete Armstrong Ekos Woodwork Wall Panels and Provide Credit to District.

Refer to BD35.1 & BD35.2.

1.	<input checked="" type="checkbox"/>	A cost proposal is requested for the listed items. Do not proceed with the work until written approval is received.
2.	<input type="checkbox"/>	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
3.	<input type="checkbox"/>	Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated. Failure to notify the Architect in writing prior to proceeding with this work shall constitute acceptance.
4.	<input type="checkbox"/>	All construction work associated with CCD – category type A requires DSA approval and shall not begin until all required documentation is submitted in accordance with PR13-01 and approved by DSA.

  
Irvine Carrillo

Copy to: Wayne Trussell, WUSD  
Frank Large, IOR  
Malt Buchanan, F&M



t3 Inc  
42307 Osgood Road, Suite F  
Fremont, CA 94539-5062

510.440.0157 Voice  
510.440.0159 Fax

## Correspondence

Date of Transmittal: **03/21/2018**

Prepared By: **Mike Womack**

<p>To: <b>Leslie Puccio</b></p> <p><b>Bruns Belmont Const., Inc.</b> <b>P.O. Box 612707</b> <b>SAN JOSE CA 95161-2707</b></p> <p>Fax:</p>	<p>Project: <b>T3 Job#: 155029</b></p> <p><b>Cottonwood ES</b> <b>2740 West Ave P8</b> <b>Palmdale CA 93551</b></p> <p>Subject: <b>IB #35 Costs</b></p>
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Leslie,

Per IB #35, here is the breakdown for costs for added acoustical wall panels and credit for Ekos panels.

Per our schedule of values, the credit for Armstrong Ekos panels is (\$9,005.00).

Please see attached takeoff of how we interpreted the IB #35 acoustical wall panels. Per Brian, the new layout for panels is 5' in height by various widths. Our original cost included 23 panels totaling 316 SF. The attached new revised takeoff has 37 panels and 705 SF.

The add for additional acoustical panels is \$9,690.00.

The net add for additional acoustical panels with credit for Ekos panels is \$685.00

