

WESTSIDE UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
HILLVIEW MIDDLE SCHOOL

December 12, 2017

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

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

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)
- 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)

12-12-17

IV. RECONVENE TO OPEN SESSION AT _____ p.m.

V. REPORT OF CLOSED SESSION ACTION

VI. PRESENTATIONS

- A. Research Survey, Doctoral Degree – Trish Weber
- B. Research Project – Alix Oddo
- C. Retirees
- D. 1st Interim Report – Lisa Jehlicka
- E. CSBA Workshop Review - Trustees

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

Item1

Goal #

Moved by _____ Seconded by _____

To approve the Agenda of the Regular Meeting of
December 12, 2017

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 -2g

12-12-17

2. Consent

Goal #

- a. Minutes of the Regular Meeting on December 5, 2017
- b. Overnight Field Trip – Las Vegas, Cheer Competition
- 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

B. Educational Services

4. Site Plans:

Item 4

- Anaverde Hills
- IDEA Academy at Cottonwood
- Esperanza
- Quartz Hill

Moved by _____ Seconded by _____

Approval of Site Plans

Ayes: _____ Noes: _____ Abstain: _____

5. Revised Board Policies

Item 5

- BP 1250, Visitors
- AR 3516, Emergencies and Disaster Preparedness
- AR 3516.2, Bomb Threats
- BP/AR 5131.4, Student Disturbances
- BP 5131.5, Vandalism and Graffiti

Moved by _____ Seconded by _____

Approval of the second and final reading of the revised Board Policies and Administrative Regulations

Ayes: _____ Noes: _____ Abstain: _____

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| C. | Personnel | Goal # |
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| 6. | <p>Retirement Resolutions:</p> <ul style="list-style-type: none"> • 18-05, Beverly Mewborne • 18-06, Gwendolyn Grissom • 18-07, Michelle Hidalgo • 18-08, Betty Jones • 18-09, Georgia Moore • 18-10, Cynthia Smith • 18-11, Paula Vendal • 18-12, Deborah Rutkowski-Hines <p>Moved by _____ Seconded by _____</p> <p>Approval of the Retirement Resolutions</p> <p>Ayes: _____ Noes: _____ Abstain: _____</p> | Item 6 |
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- | | | |
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| 7. | <p>Memorandum of Understanding 18-03, between Westside Union School District and California School Employees Association (CSEA): Orientation Agreement Pursuant to AB 119</p> <p>Moved by _____ Seconded by _____</p> <p>Approval of Memorandum of Understanding 18-03, between Westside Union School District and California School Employees Association (CSEA): Orientation Agreement Pursuant to AB 119</p> <p>Ayes: _____ Noes: _____ Abstain: _____</p> | Item 7 |
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| 8. | <p>Provisional Intern Permit</p> <p>Moved by _____ Seconded by _____</p> <p>Approval of the Provisional Intern Permit</p> <p>Ayes: _____ Noes: _____ Abstain: _____</p> | Item 8 |
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| D. | Business | Item 9 |
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| 9. | <p>1st Interim Report</p> <p>Moved by _____ Seconded by _____</p> <p>Approval of the 1st Interim Report</p> <p>Ayes: _____ Noes: _____ Abstain: _____</p> | Item 9 |
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| 10. | Revised Board Policies and Administrative Regulation: <ul style="list-style-type: none">• BP 3280, Sale or Lease of District-Owned Real Property• BP 3513.4, Drug and Alcohol Free Schools• AR 3515.6, Criminal Background Checks for Contractors | Item 10 | Goal # |
| | Moved by _____ Seconded by _____ | | |
| | Approval of the second and final reading of the revised Board Policies and Administrative Regulation | | |
| | Ayes: _____ Noes: _____ Abstain: _____ | | |
| 11. | Cottonwood Modernization Change Order No. 1 to Belmont Construction, Inc. | Item 11 | 4A |
| | Moved by _____ Seconded by _____ | | |
| | Approval of the Cottonwood Modernization Change Order No. 1 to Belmont Construction, Inc. | | |
| | Ayes: _____ Noes: _____ Abstain: _____ | | |
| 12. | Cottonwood Modernization, Change Order No. 4 to Monet Construction, Inc. | Item 12 | 4A |
| | Moved by _____ Seconded by _____ | | |
| | Approval of the Cottonwood Modernization, Change Order No. 4 to Monet Construction, Inc. | | |
| | Ayes: _____ Noes: _____ Abstain: _____ | | |
| 13. | Hillview Solar Decommissioning | Item 13 | |
| | Moved by _____ Seconded by _____ | | |
| | Approval of the Hillview Solar Decommissioning | | |
| | Ayes: _____ Noes: _____ Abstain: _____ | | |
| 14. | Prop 39 Clean Energy Jobs Act Final Allocations | Item 14 | |
| | Moved by _____ Seconded by _____ | | |
| | Approval of Prop 39 Clean Energy Jobs Act Final Allocations | | |
| | Ayes: _____ Noes: _____ Abstain: _____ | | |

XII. INFORMATION SESSION

- A. Items From The Floor -- Continued
- B. Dates to Remember:
 - 1. Regular Meeting on January 16, 2018
 - 2. Regular Meeting on February 6, 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 December 12, 2017, 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 or in the District Office located at 41914 50th St. West, Quartz Hill, CA 93536 during normal business hours (8:00 a.m. – 4:00 p.m.).

Core Beliefs and Board Goals 2017-2018

The District uses data to create a learning-oriented culture for both staff and students which defines success in terms of improvement and progress.

- 1. WE BELIEVE THAT OUR TEACHERS AND STAFF ARE OUR MOST VALUABLE ASSETS AND RESOURCES**
- 2. WE OPERATE WITH TRANSPARENCY, TRUST AND INTEGRITY, GOVERNING IN A DIGNIFIED, PROFESSIONAL MANNER, TREATING EVERYONE WITH CIVILITY AND RESPECT**
- 3. WE ARE ABSOLUTELY COMMITTED TO PROVIDING A SAFE, DISTINGUISHED AND ENGAGING LEARNING ENVIRONMENT THAT ENSURES ALL STUDENTS LEARN TO THEIR HIGHEST POTENTIAL**

- ☞ A. Build the capacity of board and district staff in developing and monitoring data related to goals and priorities specifically in the area of cultural responsiveness and educational equity
- ☞ B. A key concern and priority for this governing board is improving the accuracy and consistency of grading which should measure what students know, as they play a crucial role in every aspect of students' academic lives and future lives as global citizens. Areas of concern are: 1) Grades reflect progressive and mastery of content. 2) They are predictable and understood by parents and third parties. 3) That non-academic factors are graded separately. 4) The system adopted is not overwhelming for teachers.

❖ Annual Report by Educational Services

- 4. WE ARE ABSOLUTELY COMMITTED TO PROVIDING THE NECESSARY FACILITIES TO MEET THE HOUSING AND EDUCATION NEEDS OF OUR CHANGING STUDENT POPULATION AND A VISION THAT PROMOTES AND SUPPORTS THEIR FUTURE**

- ☞ A. Continue the Cottonwood Elementary School modernization
- ☞ B. Receive annual updates to the District's Facilities Master Plan while exploring and securing options to finance the plan.
- ☞ C. Continue to implement sustainable clean energy programs that promote the long-term well-being of both the District's finances and the environment.

❖ Annual Report by Business Services

- 5. WE ARE FISCALLY TRUSTWORTHY AND DEDICATED TO RESPONSIBLE FINANCIAL ACCOUNTABILITY**
- 6. WE BELIEVE IN AND PROMOTE PARENT AND COMMUNITY INVOLVEMENT IN WESTSIDE UNION SCHOOL DISTRICT**

2017-2018 Board Expectations

The District uses data to create a learning-oriented culture for both staff and students which defines success in terms of improvement and progress.

1. **WE BELIEVE THAT OUR TEACHERS AND STAFF ARE OUR MOST VALUABLE ASSETS AND RESOURCES**

EXPECTATIONS:

- a. Provide staff development to enable employees in a job classifications to maintain and improve their skills to meet stated goals of the Board to meet the needs of students. Continuously monitor and re-evaluate formula-driven staffing levels that adequately address student ratios and campus needs for all classifications of employees (classified, certificated, confidential, and administration)
- b. Maintain and monitor administrative training programs to enable existing staff to become administrators or to increase the skills of current administrators to assume increasing levels of responsibility in the future as well as immediately assisting with the reduction of attendance issues, traffic safety and student discipline at all school sites. Create programs that enable classified employees who want to become teachers to obtain the necessary information to do so, and work with the CSEA Board to make sure members know about contractual benefits available when taking college classes. As grants become available to help classified employees become teachers, apply for any for which the District is eligible.
- c. Provide ongoing recognition for school achievement, program development, i.e., California Gold Ribbon, Golden Bell, Employee of the Year, and Program Innovation: Joe Walker STEALTH, Gregg Anderson Academy, The IDEA Academy at Cottonwood, Westside Academy and Hillview 6th Grade Academy
- d. Continue a long-term plan to provide total compensation for all positions within the district that is competitive with the surrounding Antelope Valley elementary school districts
- e. Provide ongoing training to ensure a safe work place for all employees
- f. As funds are available revenues will be placed in a separate account to pay for long term post-employment benefits

- a. a, d & e - Annual Report by Human Resources
- b. b & c - Annual Report from Superintendent
- c. f - Annual Report by Business Services

2. **WE OPERATE WITH TRANSPARENCY, TRUST AND INTEGRITY, GOVERNING IN A DIGNIFIED, PROFESSIONAL MANNER, TREATING EVERYONE WITH CIVILITY AND RESPECT**

EXPECTATIONS

- a. Continue to improve the knowledge level of trustees through ongoing training, participation in political actions that influence improved funding and legislation for educational programs, and programs of independent study. All Board Members will attend the CSBA Annual Education Conference, with a report of sessions attended at a future Board Meeting, and receive a Masters in Governance certification
- b. The board will initiate the annual process for self-evaluation in June
- c. Annually set objectives to meet the goals of the district in June
- d. Continue to improve working relationship with employee unions to enable communications that enhance the overall well-being of the district including all employees
- e. A public-friendly version of the three major budget reports of the year shall be posted on the website

3. **WE ARE ABSOLUTELY COMMITTED TO PROVIDING A SAFE, DISTINGUISHED AND ENGAGING LEARNING ENVIRONMENT THAT ENSURES ALL STUDENTS LEARN TO THEIR HIGHEST POTENTIAL**

EXPECTATIONS:

- a. Staff will monitor comprehensive plans for improving student achievement including the Local Control Accountability Plan (LCAP) and the Comprehensive Safety Plans including the sections related to student discipline.
- b. All students will receive rigorous and effective instruction, support and intervention that afford equitable access to a high quality educational experience in an environment that nurtures critical thinking, communication, collaboration, creativity and social responsibility.
- c. Teachers will use research-based best practices to design and deliver instruction, which addresses the knowledge, concepts and skills outlined in the State Standards. Teachers will design lessons that actively engage the minds of all learners with that which is to be learned. Learning objectives that describe what students will be able to do successfully and independently at the end of each lesson will be clearly articulated. Formative assessment will be used to guide and inform instruction. Summative assessment will be used to measure student learning.
- d. Professional Development will be aligned to improve student outcomes. Data will be collected to substantiate growth in student achievement.

4. **WE ARE ABSOLUTELY COMMITTED TO PROVIDING THE NECESSARY FACILITIES TO MEET THE HOUSING AND EDUCATION NEEDS OF OUR CHANGING STUDENT POPULATION AND A VISION THAT PROMOTES AND SUPPORTS THEIR FUTURE**

EXPECTATION

- a. Monitor and maintain high-quality information technology systems throughout the District

5. **WE ARE FISCALLY TRUSTWORTHY AND DEDICATED TO RESPONSIBLE FINANCIAL ACCOUNTABILITY**

EXPECTATIONS:

- a. Continue to decrease encroachment of general funds by Special Education
- b. Continue to update and implement the adopted Technology Plan
- c. Continue to increase operational efficiency
- d. Citizens Oversight Committee will hold required meetings
- e. Set budget priorities based on the goals of the District
- f. Support and retain partnerships that have a mutual priority to maximize the available dollars for improving programs for students
- g. Maintain student Average Daily Attendance to exceed 96% percent.
- h. Senior Staff to hold twice-yearly fiscal status updates at employee work locations in order to educate and inform our stakeholders
- i. Maintain a financially responsible, positive District budget for the current year and two out years in order to preserve Westside's financial solvency, educational programs and the continued payment of employee salaries.


∞ g - Annual ADA Report by Business Services

∞ a, b, c, d, e, f, h & i - Budget Presentations by Business Services

6. WE BELIEVE IN AND PROMOTE PARENT AND COMMUNITY INVOLVEMENT IN WESTSIDE UNION SCHOOL DISTRICT

EXPECTATIONS:

- a. Continue to monitor and implement plans to increase communication and participation with parents regarding their children's education including the use of PowerSchool/PowerTeacher by all teachers.
- b. Implement plans to improve parent communication and participation with parents of all students.
- c. Explore ongoing efforts to increase communication with the community, utilizing methods that are cost effective.
- d. Strengthen partnerships with businesses, community organizations, and public agencies.
- e. Annually share the Board's goals and accomplishments with the stakeholders. Each school year will begin with a State of the District presentation by Superintendent and staff where maximum efforts are made to assure that the meeting is well-attended by the public.
- f. Create, administer and compile surveys for constituents that will generate data to measure district effectiveness to drive district decisions.
- g. Continue to explore means of obtaining input from stakeholders.
- h. Each Trustee will regularly attend community and school site events
- i. The Board will play an active role in promoting our district's image in the community and positive working relationships with all stakeholders.
- j. Keep public postings and communications current. Staff will monitor weekly.
Partner with parents and community to develop and implement school programs.

 e - Posted on District Website

BOARD AGENDA

December 12, 2017

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

BACKGROUND:

The Board is requested to approve the Agenda for December 12, 2017.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

December 12, 2017

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

BACKGROUND:

The Board is requested to approve the Minutes of the Regular Meeting on December 5, 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
December 5, 2017

I. CALL TO ORDER

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

II. Flag Salute

Jennifer Navarro, Member
Joe Walker Civil Air Patrol

III. ROLL CALL

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

SUPERINTENDENT

Regina Rossall – Present

IV. ITEMS FROM THE FLOOR

None

V. OTHERS PRESENT

Gabriela Aragundi, Wendy Richman, Reyna Smith, Matt Anderson, Liz Anderson, Kaoru Thomas, Dora Navarro-Duenas, Courtney Phelan, Marisa Yudin

VI. M18-74 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to adjourn to closed session at 5:01 p.m. to consider:

- a. Conference with Labor Negotiators (Gov't Code §54957.6)
- b. Existing/Anticipated/Pending Litigation (Gov't Code §54956.9)
- 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)

VII. RECONVENE TO OPEN SESSION at 6:00 p.m.

VIII. CLOSED SESSION ACTION

None

IX. PRESENTATIONS

- A. Joe Walker Site Presentation and Employee Recognition
- B. Plaque for Outgoing President, Steve DeMarzio

X. HEARING SESSION/STAFF REPORTS

- A. Board Comments:

Jennifer Navarro – Great presentation, Steve; thank you. Congratulations on receiving the Golden Bell Award. I loved hearing about your parent orientation you hold at the beginning of the school year.

Patricia K. Shaw – Mr. Wood, I would like to see some of the projects your media arts students do; can you send us some examples? I would like to thank Gina for everything she did for us at the CSBA Annual Convention.

John Curiel – Steve, good job on your ELA scores and suspension rates; you are moving in the right direction. Congratulations on receiving the Golden Bell Award.

Steve DeMarzio – Joe Walker, great job as usual. Your ELA scores are very good and I am glad you are addressing your math scores or properly assess that component. Good job, also, on reducing your suspension rates by ~30%. On another note, the California Legislative Analyst Office has predicted that LCFF will be “fully funded” two years prior than anticipated (2018 as opposed to 2020). However, fully funded is really at the 2007 year funding levels, NOT to the 2018 or 2020 funding levels. Plus, PERS and STRS employer (that would be Westside Union School District) participation rate increase will offset any gains that the Westside may get over the next 3 years. We are owed a lot of back pay.

B. Staff Reports

1. Assistant Superintendent Administrative Services – Shawn Cabey
 - a. Joe Walker, congratulations on all that you are doing at your site. Also, congratulations to the Andersons on receiving the Golden Bell Award.
2. Assistant Superintendent Educational Services - Marguerite Johnson
 - a. The Joe Walker staff has really embraced our work on equity and we thank you for implementing rigorous course work. Thank you to the Joe Walker staff as they are always helping get the job done.
3. Deputy Superintendent - Robert Hughes
 - a. Thank you, Joe Walker, for always putting students first. You seem to be a staff that has a great time together.
4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

 - a. Steve, I am proud of your team at Joe Walker. The positive atmosphere on your campus is a reflection of you and your staff.
 - b. I am proud of the work you have done bringing Project Lead the Way to the district.
 - c. We are appreciative that the Joe Walker staff always steps up when things need to be done.

XI. PERSONAL APPEARANCES

- XI. Westside Union Teachers Association Representative – Bob Dunham, President
- B. California School Employee Association Representative – Jeri Holmes, President
- C. Parent Teachers Association Representative
- D. WAVE Representative – Patricia Shaw and Robert Hughes

XII. ITEMS FROM THE FLOOR - Continued

None

XIII. PUBLIC HEARING

None

XIV. ANNUAL REORGANIZATIONAL MEETING

A. Election of Officers

1. M18-75 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve John Curiel as President.
2. M18-76 - The motion was made by John Curiel seconded by Jennifer Navarro and carried 4/0 to approve Patricia K. Shaw as Vice President.
3. M18-77 - The motion was made by John Curiel seconded by Patricia K. Shaw and carried 4/0 to approve Linda Jones as Clerk.
4. M18-78 - The motion was made by Jennifer Navarro seconded by John Curiel and carried 4/0 to approve Patricia K. Shaw as the Representative to the Antelope Valley School Boards Association (AVSBA).
5. M18-79 - The motion was made by Patricia K. Shaw seconded by John Curiel and carried 4/0 to approve Jennifer Navarro as the Representative to the West Antelope Valley Educational Foundation (WAVE).

XV. SEATING OF THE NEW OFFICERS FOR THE BOARD YEAR 2015 – PROCEDURAL MATTERS

1. M18-80 - Page i. The motion was made by Steve DeMarzio seconded by Patricia K. Shaw and carried 4/0 to approve the Schedule of Meeting Dates, Times and Location for the 2018 Board of Trustee Meetings.
2. M18-81 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve that the Roberts' Rules of Order, Revised, be adopted as the ruling authority for all questions pertaining to Parliamentary Procedure.
3. M18-82 - The motion was made by Steve DeMarzio seconded by Patricia K. Shaw and carried 4/0 to approve the appointment of the District Superintendent, Regina L. Rossall, to serve as Secretary of the Board of Trustees per Board Bylaw 9122.
4. M18-83 - The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0 to approve to empower in the following order in the absence of the Superintendent the next in command are members of the Cabinet with the Deputy Superintendent first, Assistant Superintendent Educational Services second and Assistant Superintendent Administrative Services third.
5. M18-84 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve that on behalf of the District the Superintendent, Deputy Superintendent, Assistant Superintendent Educational Services, Assistant Superintendent Administrative Services, Supervisor of Fiscal Services, Director of Student Services, President of the Board of Trustees and/or the Clerk of the Board of Trustees be authorized to sign all documents as the Authorized Agent of the District, and to sign warrants, orders for salary payment, Notices of Employment and Contracts for the period of December 6, 2017, until the Organizational Meeting in December 2018.
6. M18-85 - The motion was made by Steve DeMarzio seconded by Jennifer Navarro and carried 4/0 to approve to grant authority to the District Superintendent or designee to submit proposals and applications for state, local and federally supported programs for which the District may qualify.
7. M18-86 - The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0 to approve that the District may join the Antelope Valley School Boards Association and the California School Board Association.
8. M18-87 - The motion was made by Steve DeMarzio seconded by Patricia K. Shaw and carried 4/0 to approve to authorize Members of the Board of Trustees, Superintendent and Deputy Superintendent to attend all special executive and regular meetings of the

Antelope Valley School Boards Association, with their necessary expenses to be paid from the district's budgeted conference funds.

XVI. BUSINESS SESSION

- A. Organizational/Governance
 - 1. M18-88 - Item 1. Approval of the amended agenda of the Regular Board Meeting of December 5, 2017, as submitted. The motion was made by Steve DeMarzio seconded by Patricia K. Shaw and carried 4/0.
 - 2. M18-89 - Items 2a – 2h. The motion was made by Steve DeMarzio seconded by Jennifer Navarro and carried 4/0 to approve the consent agenda.
 - 2a Minutes of the Regular Meeting on November 14, 2017
 - 2b Fundraising Authorizations
 - 2c Personnel Report
 - 2d Job Description
 - 2e Purchase Orders
 - 2f Consultant/Contract Agreement Schedule
 - 2g Conference/Workshop Schedule
 - 2h Proposed Conveyance of 1966 Easements at Leona Valley School to Los Angeles County
 - 3. M18-90 - Item 3. The motion was made by Jennifer Navarro seconded by Patricia K. Shaw and carried 4/0 to approve the Revised CSBA Delegate Nomination of Stacy Dobbs in place of Susan Christopher for CSBA Delegate Assembly Region 22.
 - 4. Item 4 - Discussion Item
 - Board Governance

XVII. EDUCATIONAL SERVICES

- 5. M18-91 - Item 5. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve Sundown's Site Plan.
- 6. M18-92 - Item 6. The motion was made by Steve DeMarzio seconded by Patricia K. Shaw and carried 4/0 to approve the first reading of the revised and replaced Board Policies and Administrative Regulations:
 - BP 1250, Visitors
 - AR 3516, Emergencies and Disaster Preparedness
 - AR 3516.2, Bomb Threats
 - BP/AR 5131.4, Student Disturbances
 - BP 5131.5, Vandalism and Graffiti

XVIII. BUSINESS

- 7. M18-93 - Item 7. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve to piggyback on the Savanna School District Bid with Elite Modular Leasing and Sales Inc.
- 8. M18-94 - Item 8. The motion was made by Jennifer Navarro seconded by Steve DeMarzio and carried 4/0 to approve the first reading of the revised Board Policies and Administrative Regulation:
 - BP 3280, Sale or Lease of District-Owned Real Property
 - BP 3513.4, Drug and Alcohol Free Schools
 - AR 3515.6, Criminal Background Checks for Contractors

Minutes
Regular Board Meeting
December 5, 2017

XIX. NEW BUSINESS
None

XX. UNFINISHED BUSINESS
None

XXI. ADJOURNMENT – The meeting was adjourned at 7:13 p.m. by the President.

Linda Jones, Clerk
December 12, 2017

BOARD AGENDA

December 12, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Overnight Field Trip

BACKGROUND:

Middle school students have been able to participate in a number of elective, extracurricular events for some time now. An overnight trip is being requested for this school year that provides our students with a variety of extra field trip or performance opportunities.

Cheer Championship Competition for Nationals, Las Vegas NV – Hillview

PROGRAM/EDUCATIONAL IMPLICATION:

Students will have hands-on learning experiences, which both reinforce and extend their classroom learning. Research has shown that real life experiences often helps students better understand concepts taught in the classroom and to retain that learning into the future. Additionally, as students have community experiences, they observe a variety of career opportunities that may be available to them in the future.

COST ANALYSIS:

There is no cost to the district.

SUPERINTENDENT'S RECOMMENDATION:

Approval

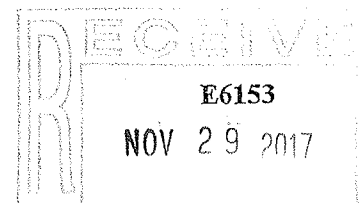
FIELD TRIP REQUEST

Approved at the Board Meeting of December 12, 2017

Hillview

Destination:	Las Vegas
Dates:	February 23-25, 2018
Person in Charge:	Amy Lomeli
Purpose of Trip:	Cheer Championship Competition for Nationals

WESTSIDE UNION SCHOOL DISTRICT
41914 50th St. W.
Quartz Hill, CA 93536



FIELD TRIP REQUEST/AUTHORIZATION FORM

District-Sponsored Event (Attendance Voluntary)

Site HV

Check One:

- ☐ One Day – School Day
☐ One Day – Non-School Day
☒ Overnight Trip of 2 Nights
☐ Out-of-State Trip
☐ Trip to Foreign Country

Number of Students: 14

Educational Benefit/Purpose of Trip: Championship Competition
for Nationals

Destination(s): Las Vegas

Date(s) of Trip: Feb 23 + 24 + 25

Departure Time: 7:00 Feb 23 Return Time: 10:00pm Feb 24

Funding: Donations / ASB / PTSA / WAVE

Person in Charge: Amy Lemeli

Other Adults on Trip: Adriana Alvarez
Candelaria Castillo

Transportation:

District Vehicle: _____
Hired Vehicle: _____
Private Passenger Vehicle: ☒ _____

Trip Requested By: [Signature]

Principal's Signature: [Signature]

Date: _____

Date: 11/29/17

Approved by Board of Trustees (Board approval needed if Field Trip is overnight, of any length, or to another state or foreign country):

Clerk/Secretary: _____

Date: _____

FIELD TRIP COST CONTROL SHEET

DESTINATION:	DATES:
PARTICIPATING SCHOOLS: <u>Hillview m.s.</u>	

COSTS

Registration = <u>16</u> # of students <u>105</u> x fee	+ <u>1680</u>
Chaperones = _____ # of chaperones _____ x fee	+ _____
Substitute teachers = # of subs needed _____ x # of days _____ x \$120	+ _____
Transportation = # of buses required (charter bus transports 40 students) # of students registered divided by 40 = # of buses	+ _____ approximate cost provided by bus company
(AVSTA bus transports 60 students) # of students registered divided by 60 = # of buses	+ _____ approximate cost provided by bus company
Parking fees = # of vehicles _____ x cost of parking _____	+ _____
= incidental fees/parking for additional vehicles _____	+ _____
TOTAL ESTIMATED COSTS	= <u>1680</u>

INFLOW

Contributions (i.e., WAVE, local business, the community)	+ <u>1680</u>
Remaining Balance Needed to Fund Field Trip (total estimated costs - contributions)	+ <u>0</u>
TOTAL ESTIMATED INFLOW (Must Equal Total Estimated Costs)	= <u>0</u>
Remaining Balance Needed to Fund Trip (total estimated costs - contributions)	<u>0</u>
Number of Students Attending _____ Divided by + <u>16</u>	
TOTAL COST PER STUDENT	= <u>0</u>

BOOKING DEPOSIT REQUIRED:	\$ _____	Amount	Date
---------------------------	----------	--------	------

Prepared by: [Signature]
Event Director

Reviewed by: [Signature]
Superintendent

Board Meeting Approval Date: _____

Date Signed: 12/7/17



West Antelope Valley Educational Foundation

WAVE Grant Application

- * WAVE Board meets 2nd Wednesday of each month. Application is due to ESF by the 2nd Tuesday of the month.
- * Representative must make presentation of grant in person at Board Meeting.
- * Grant requests will be voted on by WAVE Board in closed session. Representative will be notified of Board's decision via email.

School: Hillview Representative: Amy Lomeli Phone: 661 547 5122 Email: a.lomeli@westside.k12.ca.us
School Principal: Lots/Slater Sanchez Administrator's Signature: [Signature]
Name of Program: Hillview Middle School Cheer Date: 11/28/17
Of Students: 14 Grades: 6/7/8 Program Cost: \$1680 Amount Requested: \$1000

- Brief description of program: HMS Cheer Team has qualified to compete at cheer Nationals in Las Vegas.
- Program objectives and benefits related to students:
HMS cheer promotes good health, team & school spirit, and a positive outlook for Hillview.
- How could this program benefit students district wide?
Our team has supported & performed at the AVC kickoff event. HMS Cheer works hard on the mat & academics to promote a positive team.
- Itemized budget for your program
\$105 per person for competition
14 girls & 2 coaches
- List other funding sources you have explored for this program
 - Dine in Night at Shakey on Dec 7th w/ PTSA
 - ASB help • T-shirt sponsorship
- Describe how this program supports the WAVE Mission Statement:
Cheer gives students an athletic opportunity to stay active and support school spirit.
- In the event this grant is for a trip that involves District personnel participation beyond the end of the normal workday, a form must be attached to this grant application that contains all District personnel signatures acknowledging that they understand and agree their participation in this trip is voluntary.

MISSION STATEMENT

"The West Antelope Valley Educational Foundation (WAVE) is a non profit corporation organized for the sole purpose of supplementing the educational curriculum of the Westside Union School District, grades K-8, by creating and implementing additional programs in the Arts, Sciences and Athletics thereby enhancing the development and cultural enrichment of all students and strengthening their potential for success in the future."

BOARD AGENDA

December 12, 2017

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:

- Library Book – Hidden Figures – Elementary School Libraries

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 December 12, 2017

DONATION:	Library Books – Hidden Figures
DONOR:	Steve DeMarzio
RECIPIENT:	Elementary School Libraries
DATE:	November 17, 2017

Steve

WESTSIDE UNION SCHOOL DISTRICT
41914 50th 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 5 Dec 17

1. [Signature]
Signature
Steven P DeMarzio
Print Name
41370 Myrtle St.
Street Address
Palmdale, CA 93551
City, State & Zip

2. _____
Signature

Print Name

Street Address

City, State & Zip

Description of gift: 14x Hidden Figures Young Readers Edition.

Recipient of donation, if specified by Donor: WUSD Elementary Schools.

Accepted by: Suzanne Banks
Name
Admin. Assistant
Title

Date: November 17, 2017
District Office
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 12th day of December, 20 17

Accepted by: Linda Jones, Clerk
Name and Title
[Signature]
Signature

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

WESTSIDE UNION SCHOOL DISTRICT
BOARD AGENDA
December 12, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #18-10

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

MANAGEMENT

Separation
Rutkowski-Hines,
Deborah

Position/Location/Effective Date
Principal-Teacher/WA/December 15, 2017/Retirement

CERTIFICATED

Employment

Bruch, Michelle	Certificated Coach, Geography Bee/GA/October 24, 2017-April 18, 2018/ URGF/Req# 14749
Brustein, Jennifer	Teacher Hourly, Writing Workshop/ESF/2017-2018 School Year/ RGF/Req# 14738
Conner, Tara	Teacher Hourly, Writing Workshop/ESF/2017-2018 School Year/ RGF/Req# 14738
Dumayas, Melody	Teacher Hourly, Writing Workshop/ESF/2017-2018 School Year/ RGF/Req# 14738
Ebert, Sharon	Teacher Hourly, Writing Workshop/ESF/2017-2018 School Year/ RGF/Req# 14738
Elliott, Maralee	Teacher Hourly, Writing Workshop/ESF/2017-2018 School Year/ RGF/Req# 14738
Gudim, Lori	Teacher Hourly, Writing Workshop/ESF/2017-2018 School Year/ RGF/Req# 14738
Norlin, Marie	Certificated Coach, Geography Bee/GA/October 24, 2017-April 18, 2018/ URGF/Req# 14749

Norlin, Marie Teacher Hourly, Writing Workshop/ESF/2017-2018 School Year/
RGF/Req# 14738

Sessions, Michelle Teacher Hourly, Writing Workshop/ESF/2017-2018 School Year/
RGF/Req# 14738

Woolston, Denise Teacher Hourly, Writing Workshop/ESF/2017-2018 School Year/
RGF/Req# 14738

Change Position/Location/Effective Date/Salary/Funding/Req. #

Leaves Position/Location/Effective Date

Separation Position/Location/Effective Date

CLASSIFIED

Employment Position/Location/Effective Date/Salary/Funding/Req.#
Ahern, Molly Instructional Assistant II/GA/3 hrs/per/day/Step 1/December 6, 2017/
SDC/Req# 14737

Bayze, Elisabeth Instructional Assistant II/EZ/3.25 hrs/per/day/Step 1/
December 5, 2017/SDC/Req# 14838

Bedolla, Aleida Instructional Assistant II/EZ/3.5 hrs/per/day/Step 1/December 6, 2017/
SDC/Req# 14580

Byass, Freka Technician I-Health/VV/5.95 hrs/per/day/Step 2/December 1, 2017/
URGF/Req# 14705

Marin, Perla Instructional Assistant II/EZ/3.5 hrs/per/day/Step 1/December 6, 2017/
SDC/Req# 14579

Olivas, Diana Instructional Assistant II/SD/3.25 hrs/per/day/Step 1/December 6, 2017/
SDC/Req# 14762

Ortiz, Brittany Instructional Assistant II/EZ/3 hrs/per/day/Step 1/December 6, 2017/
SDC/Req# 14460

Schott, Kelsey Instructional Assistant II/QH/2.5 hrs/per/day/Step 1/December 6, 2017/
SDC/Req# 14696

Swaney, Denise Substitute Playground Supervisor/Step 1/December 6, 2017/URGF

<u>Change</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
<u>Leaves</u>	<u>Position/Location/Effective Date/</u>
<u>Separation</u>	<u>Position/Location/Effective Date/</u>

BOARD AGENDA

December 12, 2017

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

BACKGROUND:

The following job description is submitted for approval:

- Principal II
- Playground Monitor
- Crossing Guard

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

No cost at this time.

DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

Job Descriptions for:
Playground Monitor
Crossing Guard

Will be handed out at the Board Meeting



CERTIFICATED SERVICE JOB SPECIFICATION

JOB CLASS: *PRINCIPAL*
LEVEL: *II -215 days*
POSITION TITLE: *PRINCIPAL*

CLASS DEFINITION:

Positions within this class are characterized by assignment to a specific school or schools as the chief administrator. Levels within this class are differentiated by virtue of the number of students and programs served, the grade levels of the facilities to which the assignment is made, and the level of education and experience required to perform the specifications of the assignment.

POSITION DEFINITION:

Under the general supervision of the superintendent and serves as the educational leader and chief executive of the school; to be responsible for direction of the instructional program, operation of the school site, participate in staff and student activities, and community leadership.

EXAMPLES OF DUTIES:

- Provides leadership to the staff in determining objectives and identifying school needs as the basis for developing long and short range plans for the school of assignment.
- Directs the educational activities of the school by implementing prescribed instructional programs including the direction of instructional methods and use of equipment and control of curriculum standards, directs assigned programs for exceptional children, and interprets results of testing programs to the teaching staff.
- Enlists the assistance of the Superintendent in the use of school resource personnel in the improvement of the program of the school.
- Establishes an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority.
- Identifies, provides, assigns, and coordinates inservice growth opportunities for teaching personnel within the school.
- Supervises and evaluates the performance of all assigned personnel in accordance with the district's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individuals with leadership potential.
- Participates in the development of staff requirements lists and procedures for the selection and placement of personnel; assists in the screening of certificated applicants for positions in his/her school.
- Assigns all students in such a way as to encourage their optimum growth.
- Makes periodic appraisals of pupil progress.

Principal II
Board Approved _____

- Develops school plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures.
- Plans, coordinates and evaluates the total program of pupil services, including guidance and counseling.
- Plans, supervises, and directs the business operation of the school in accordance with district policies and procedures; develops, implements and manages the site budget.
- Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, school grounds and community resources by involving his/her staff in the decision making process.
- Requisitions, on behalf of his staff, annually and as needed, standard and special supplies, equipment and repairs.
- Instructs pupils and teachers in the careful and economic use of buildings, equipment, utilities and supplies.
- Interprets the school program and its curriculum to parents through the Parent-Teacher Organizations, open houses, personal conferences, and bulletins; promotes greater understanding among community groups of school objectives, accomplishments and problems; and represents the school in professional and community groups.
- Serves as a district officer in communication between central administration and teachers and classified employees in the schools, and interprets and implements district policies in individual schools.
- Plans, coordinates, and reviews the work of special teachers and instructional consultants assigned to assist teachers and pupils in the instructional program.
- Carries on a human relations program in order to maintain high morale of the school staff and students that is most conducive to a good educational program. Performs other duties as assigned.
- Organizes, administers, and supervises the affairs of the school in accordance with the rules and regulations of the Board of Trustees and the District Superintendent.
- Interprets and applies state, county and school district laws and policies at the school site.
- Broadens outlook by participating in meetings, workshops, conferences and/or university courses with educators from outside the district.
- Reports fully to the District Office in writing, all pupil accidents other than superficial ones.
- Adheres strictly to the Code of Ethics of the educational profession.
- Maintains a level of appearance and grooming that establishes a desirable example for pupils.
- Delegates certain of the above responsibilities and duties to members of his/her school staff in accordance with District policies, District Rules and Regulations or with the approval of the Superintendent without abrogating responsibility for the execution of those duties.
- Carries out other duties that the Superintendent may, from time to time, assign.

EMPLOYMENT STANDARDS:

- Holds a valid and current California credential qualifying the candidate for the position of school principal.
- Master's Degree
- Advanced study in the field of elementary curriculum, instructional techniques, administration and supervision.

Principal II

Board Approved _____

- A minimum of five years of successful classroom teaching experiences. It is desirable that the teaching experience be at several different grade levels.
- Has had successful leadership experiences.
- Has a knowledge of and a demonstrated ability to impart to teachers an understanding of learning theory, teaching to behavioral objectives, as well as, childhood growth and development.

PHYSICAL ABILITIES:

- _____ Visual capability to read handwritten or typed documents, and the 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:

Certificated Management

EVALUATED BY:

Superintendent or designee

EVALUATION REVIEWED BY:

Superintendent or designee

BOARD AGENDA

December 12, 2017

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	0.00
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Ratification Items:

General Fund (01.0)	18,512.29
Child Nutrition Fund (13.0)	0.00
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

Total	18,512.29
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ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

PURCHASE ORDERS

Approved/Ratified at the Meeting of December 12, 2017

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

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
No Purchase Orders for Approval			

Total 0.00

PO's for Board Ratification

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P52704	Barnes and Noble	Audio CD: Island of the Blue Dolphins	17.48
	Student Support Services	Special Education	
P52731	AVSTA	Field Trip Transportation: October 16-31, 2017	3,027.21
	All Sites	Reimbursable, Supplemental Grant, Del Sur Local Site Funds	
P52735	CDWG Computer Centers	43" LED Display	675.62
	Administrative Services	General Funding	
P52736	Amazon.com Corporate Credit	Thera-Putty	121.43
	Student Support Services	Special Education	
P52737	Curriculum Associates Inc	Testing Materials	3,029.15
	Student Support Services	Special Education	
P52738	School Specialty Inc	Bump Balls	101.42
	Student Support Services	Special Education	
P52739	S and S Worldwide Inc	Adaptive PE Materials	646.67
	Student Support Services	Special Education	
P52740	Guldmann Inc	Active Vests	808.20
	Student Support Services	Special Education	
P52741	McGraw Hill	Math Teacher Editions	1,078.41
	Educational Services	Lottery: Instructional Materials	
P52742	Promaxima Manufacturing Ltd	PE Materials	620.31
	Joe Walker	General Funding	
P52743	Uzbl	iPad Mini 4 Cases (20)	700.80
	Educational Services	Supplemental Grant	
P52744	Schools In	Headphones	553.96
	Educational Services	Supplemental Grant	
P52745	Prints4Life	T-Shirts	302.40
	Quartz Hill	Local Site Funds	
P52749	Cyndee Dodge	Reimburse: Dancing Feet Materials	85.00
	Cottonwood	Local Site Funds	
P52750	Brian Bastidas	Reimburse: Flight and Space materials	500.00
	Hillview	Local Site Funds	
P527514	Southwest School Supply	School and Office Supplies	5,000.00
	Hillview	General Funding	
P52752	Educational Testing Service	ELPAC Pre-ID Labels	291.27
	Student Support Services	General Funding	
P52753	Amazon.com Corporate Credit	Weighted Toning/Medicine Balls	169.64
	Student Support Services	Special Education	
P52754	Amazon.com Corporate Credit	Wall Chargers and Cables for iPads	42.67
	Student Support Services	Special Education	
M20481	AV Battery Specialists	65-75 Battery	105.01
	Maintenance	Technology	
M20482	Patton Sales	Water Heater Stand	91.72
	Quartz Hill	Maintenance	
M20484	Patton Sales	Chrome Book Rack Parts	49.28
	Maintenance	Maintenance	
M20487	Interstate Batteries	Battery for Custodial Floor Scrubber	494.64
	Maintenance	Operations	

Total 18,512.29

No Purchase Orders for Funds 13 (Child Nutrition), 14 (Deferred Maintenance, 21 (Building Fund: Bonds),
25 (Capital Facilities), 35 (County Facilities), 40 (Anaverde Settlement), or 49 (CFD's)

Total 0.00

BOARD AGENDA

December 12, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Jeri Holmes, Purchasing
SUBJECT: Consultant/Contract Agreement Schedule – Revised

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	20,750.00
Rental/Lease Contracts	110,200.00
Total	<u>130,950.00</u>

Incoming Funds	0.00
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ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONSULTANT/CONTRACT AGREEMENT SCHEDULE

Ratified/Approved at the Board Meeting of December 12, 2017

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Cost</u>	<u>Income</u>
Fall 2017	David C Sterk Construction Quartz Hill	Remove and Replace Asphalt Sidewalks Maintenance General Funding	8,850.00	
Fall 2017	David C Sterk Construction Rancho Vista School	Site Work for Artificial Turf Maintenance General Funding	8,400.00	
2018-2022	Elite Modular Inc Rancho Vista	Building Lease: Two 24'x40' Classrooms Developer Fees (Fund 25)	110,200.00	
<u>Change</u> 2017-2018	Passantino Andersen Communications LLC Superintendent	Add: Additional Services (Crisis Communications, Community Engagement, etc) General Funding	3,500.00	

Total **130,950.00** **0.00**

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

December 12, 2017

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 \$2,799.65.

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONFERENCE/WORKSHOP SCHEDULE
Ratified/Approved at the Board Meeting of December 12, 2017

<u>Dates/Location</u>	<u>Title/Attendees/Funding Location</u>	<u>Fund. Source</u>	<u>Registration</u>	<u>Lodging</u>	<u>Meals</u>	<u>Mileage</u>	<u>Parking</u>	<u>Subs</u>	<u>Other</u>
February 8-11, 2018 Riverside	CSNO (CA School Nurses Org) Annual Conference Susan Burke, Nikki Williams Health Services	Supplemental Grant	1,490.00	748.00	400.00	101.65	60.00	0.00	0.00
Changes		No Changes							
Subtotals			1,490.00	748.00	400.00	101.65	60.00	0.00	0.00
Grand Total			2,799.65						

BOARD AGENDA

December 12, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

BOARD AGENDA

December 12, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent Educational Services

SUBJECT: Site Plans for Anaverde Hills, IDEA Academy at Cottonwood, Esperanza, Quartz Hill Schools

BACKGROUND:

Throughout the year, our schools look in depth at student achievement. As a result of that focus on student achievement, School Site Councils utilize that information to assist in the development of the school plan (Single Plan for Student Achievement), which incorporates student improvement goals with a spending plan. As required by the Every Student Succeeds Act (ESSA), all plans must be aligned with the LEA Plan approved by the Board in March 2010. Emphasis in the Single Plan must be on language arts and math, and include strategies to improve performance of student groups that are not meeting grade level standards as measured by the Smarter Balanced Assessment. School Site Councils have also been working to align Site Plans with the Local Control Accountability Plan.

PROGRAM/EDUCATIONAL IMPLICATION:

The sites' Single Plans reflect:

- Alignment with the District's areas of instructional focus
- Alignment with the Local Education Association Plan (LEAP) Addendum and the Local Control and Accountability Plan (LCAP)
- Differentiated instruction for English Learners and at-risk students
- Intervention plans for those students at risk of not meeting grade level expectations

These SPSAs are for the 2017-2018 school year.

COST ANALYSIS:

These plans contain the spending plans for each of the school sites, and will be balanced to the income received.

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

SEPARATE ATTACHMENT

Site Plans:

Anaverde Hills

IDEA Academy at Cottonwood

Esperanza

Quartz Hill

BOARD AGENDA

December 12, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent, Educational Services

SUBJECT: Revised Board Policies and Regulations – Second and Final Reading

BACKGROUND:

Annually policies are reviewed by CSBA and changes are suggested as a result of either recent judicial rulings or legislative enactment. Changes to these policies and regulations make our policies consistent with law. All will be included in our school sites' Comprehensive Safety Plans.

PROGRAM/EDUCATIONAL IMPLICATION:

BP 1250, Visitors - Revised
AR 3516, Emergencies and Disaster Preparedness - Replace
AR 3516.2, Bomb Threats - Replace
BP/AR 5131.4, Student Disturbances - Revised
BP 5131.5, Vandalism and Graffiti - Revised

COST ANALYSIS:

There are no costs associated with updating these policies and administrative regulations.

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

Westside Union SD

Board Policy - Revised

Visitors

Community Relations

BP 1250(a)

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board of Trustees encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

To ensure the safety of students and staff and ~~To ensure minimum~~ minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be ~~first~~ arranged with the teacher and principal or designee. ~~If a conference is desired~~ When a visit involves a conference with a teacher or the principal, an appointment should be set with the teacher during noninstructional time.

(cf. 6116 - Classroom Interruptions)

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

(cf. 1112 - Media Relations)

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)

~~No commercial vendors/sales representatives shall have access to school facilities unless they have an appointment with a district employee.~~

~~(cf. 3515.2 - Disruptions)~~

(cf. 5144 - Discipline)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

(cf. 1312.1 - Complaints Concerning District Employees)
 (cf. 1312.2 - Complaints Concerning Instructional Materials)
 (cf. 1312.3 - Uniform Complaint Procedures)
 (cf. 1312.4 - Williams Uniform Complaint Procedures)
 (cf. 3515.2 - Disruptions)

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting
 32211 Threatened disruption or interference with classes; misdemeanor
 32212 Classroom interruptions
 35160 Authority of governing boards
 35292 Visits to schools (board members)
 49091.10 Parental right to inspect instructional materials and observe school activities
 51101 Parent Rights Act of 2002
 51512 Prohibited use of electronic listening or recording device

EVIDENCE CODE

1070 Refusal to disclose news source

LABOR CODE

230.8 Discharge or discrimination for taking time off to participate in child's educational activities

PENAL CODE

290 Sex offenders

626-626.10 Schools

626.81 Misdemeanor for registered sex offender to come onto school grounds

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

COURT DECISIONS

Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652

ATTORNEY GENERAL OPINIONS

95 Ops.Cal.Atty.Gen. 509 (1996)

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: July 19, 2011 Quartz Hill, California

Westside Union ESD

Administrative Regulation - Replace Emergencies And Disaster Preparedness Plan

Business and Noninstructional Operations

AR 3516(a)

Components of the Plan

The Superintendent or designee shall ensure that district and site comprehensive safety plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff

(cf. 3516.1 - Fire Drills and Fires)

2. Earthquake or other natural disasters

(cf. 3516.3 - Earthquake Emergency Procedure System)

3. Environmental hazards

(cf. 3514 - Environmental Safety)

(cf. 3514.2 - Integrated Pest Management)

4. Attack or disturbance, or threat of attack or disturbance, by an individual or group

(cf. 3515 - Campus Security)

(cf. 3515.2 - Disruptions)

(cf. 5131.4 - Student Disturbances)

5. Bomb threat or actual detonation

(cf. 3516.2 - Bomb Threats)

6. Biological, radiological, chemical, and other activities, or heightened warning of such activities

7. Medical emergencies and quarantines, such as a pandemic influenza outbreak

(cf. 5141.22 - Infectious Diseases)

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment and identification of risks

(cf. 3530 - Risk Management/Insurance)

2. Instruction and practice for students and employees regarding emergency plans, including:

a. Training of staff in first aid and cardiopulmonary resuscitation

b. Regular practice of emergency procedures by students and staff

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:

a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site

b. Individuals responsible for specific duties

c. Designation of the principal for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans

d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation

e. Assignment of responsibility for identification of injured persons and administration of first aid

4. Personal safety and security, including:

a. Identification of areas of responsibility for supervision of students

b. Procedures for evacuation of students and staff, including posting of evacuation routes

c. Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible

(cf. 5141 - Health Care and Emergencies)

(cf. 5142 - Safety)

d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety

(cf. 3543 - Transportation Safety and Emergencies)

e. Provision of a first aid kit to each classroom

f. Arrangements for students and staff with special needs

(cf. 4032 - Reasonable Accommodation)

(cf. 6159 - Individualized Education Program)

g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease

(cf. 4161.1/4361.1 - Personal Illness/ Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 5113 - Absences and Excuses)

(cf. 6183 - Home and Hospital Instruction)

5. Closure of schools, including an analysis of:

a. The impact on student learning and methods to ensure continuity of instruction

b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians

(cf. 3516.5 - Emergency Schedules)

6. Communication among staff, parents/guardians, the Board of Trustees, other governmental agencies, and the media during an emergency, including:

a. Identification of spokesperson(s)

(cf. 1112 - Media Relations)

b. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites

(cf. 1113 - District and School Web Sites)

c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand

d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians

7. Cooperation with other state and local agencies, including:

a. Development of guidelines for law enforcement involvement and intervention

b. Collaboration with the local health department, including development of a tracking system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

8. Steps to be taken after the disaster or emergency, including:

a. Inspection of school facilities

b. Provision of mental health services for students and staff, as needed

(cf. 6164.2 - Guidance/Counseling Services)

(6/96 11/04) 7/06

Westside SD

Administrative Regulation - Replace

Bomb Threats

Business and Noninstructional Operations

AR 3516.2(a)

To maintain a safe and secure environment for district students and staff, the Superintendent or designee shall ensure that the district's emergency and disaster preparedness plan and/or each school's comprehensive safety plan includes procedures for dealing with bomb threats. He/she also shall provide training regarding the procedures to site administrators, safety personnel, and staff members who customarily handle mail, telephone calls, or email.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Receiving Threats

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line in order to gather information about the location and timing of the bomb and the person(s) responsible. To the extent possible, the staff member should also take note of the caller's gender, age, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or voices.

If the bomb threat is received through the mail system or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message.

Response Procedure

The following procedure shall be followed when a bomb threat is received:

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the Superintendent or designee. If the threat is in writing, the employee shall place the message in an envelope and take note of where and by whom it was found.
2. Any student or employee who sees a suspicious package shall promptly notify the Superintendent or designee.
3. The Superintendent or designee shall immediately use fire drill signals and initiate

standard evacuation procedures as specified in the emergency plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.1 - Fire Drills and Fires)

4. The Superintendent or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. No school staff shall search for or handle any explosive or incendiary device.

(cf. 3515.3 - District Police/Security Department)

No one shall reenter the threatened building(s) until the Superintendent or designee declares that reentry is safe based on law enforcement and/or fire department clearance.

(cf. 3516.5 - Emergency Schedules)

To the extent possible, the Superintendent or designee shall maintain communications with staff, parents/guardians, the Governing Board, other governmental agencies, and the media during the period of the incident.

(cf. 1112 - Media Relations)

Following the incident, the Superintendent or designee shall provide crisis counseling for students and/or staff as needed.

(cf. 6164.2 - Guidance/Counseling Services)

Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 - Conduct)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

EDUCATION CODE

44810 Willful interference with classroom conduct
48900 Grounds for suspension or expulsion
51202 Instruction in personal and public health and safety

PENAL CODE

17 Felony, misdemeanor, classification of offenses

148.1 False report of explosive or facsimile bomb

245 Assault with deadly weapon or force likely to produce great bodily injury; punishment

Management Resources:

CSBA PUBLICATIONS

911: A Manual for Schools and the Media During a Campus Crisis, 2001

U.S. DEPARTMENT OF HOMELAND SECURITY PUBLICATIONS

Bomb Threat Checklist

WEB SITES

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

California Department of Education, Safe Schools: <http://www.cde.ca.gov/lr/ss>

U.S. Department of Homeland Security: <http://www.dhs.gov>

U.S. Department of Treasury, Bureau of Alcohol, Tobacco, Firearms and Explosives:
<http://www.THREATPLAN.org>

(9/91 10/96) 7/10

Westside Union SD

Board Policy - Replace

Student Disturbances

Students

BP 5131.4(a)

The Governing Board desires to provide orderly campuses that create a positive school environment and are conducive to learning. When students initiate or are involved in a campus disturbance that has the potential to threaten the safety of students or staff, the Superintendent or designee may request law enforcement assistance.

The Superintendent or designee and the principal of each school shall establish a school disturbance response plan that is intended to curb disruptions which may lead to riots, violence, or vandalism at school or at school-sponsored events. In developing each school's plan, the Superintendent or designee shall consult with local law enforcement authorities to create guidelines for law enforcement support and intervention.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 5131.5 - Vandalism and Graffiti)

Staff are encouraged to be alert to conditions at school that may lead to a disturbance, such as racial or cultural conflict, student protests, or gang intimidation and confrontations. Staff who believe that a disturbance is imminent, or who see a disturbance occurring, shall immediately contact the principal and invoke the school disturbance response plan.

(cf. 4131 - Staff Development)

(cf. 5136 - Gangs)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 5145.9 - Hate-Motivated Behavior)

Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with Board policy and administrative regulations.

(cf. 3515 - Campus Security)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes
32280-32288 School safety plans
35160 Authority of governing boards
38000-38005 Security patrols
44810 Willful interference with classroom conduct
44811 Disruption of classwork or extracurricular activities
48900 Grounds for suspension or expulsion
48907 Student exercise of free expression
51512 Prohibited use of electronic listening or recording device

PENAL CODE

243.5 Assault or battery on school property
403-420 Crimes against the public peace, especially:
415 Fighting; noise; offensive words
415.5 Disturbance of peace of school
416 Assembly to disturb peace; refusal to disperse
626-626.10 Crimes on school grounds
627-627.7 Access to school premises
653b Loitering about schools or public places

Management Resources:

CSBA PUBLICATIONS

911! A Manual for Schools and the Media During a Campus Crisis, 2001

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss>

U.S. Department of Education, Emergency Planning:
<http://www.ed.gov/admins/lead/safety/emergencyplan>

(6/90) 7/06

Westside SD

Administrative Regulation - Replace

Student Disturbances

Students

AR 5131.4(a)

Prohibited Activities

A student involved or attempting to be involved in any of the following prohibited activities shall be subject to discipline:

1. Disturbing the peace, including, but not limited to, causing or attempting to cause a riot, burning or destroying property, fighting, challenging another to fight, or using offensive words likely to provoke a fight

(cf. 3515 - Campus Security)

2. Disrupting school operations, including, but not limited to, exercising free expression which is obscene, libelous, or slanderous or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or substantially disrupting the orderly operation of the school (Education Code 48907)

(cf. 5145.2 - Freedom of Speech/Expression)

Other examples of activities that may be considered disrupting school operations include, but are not limited to:

a. Organizing or participating in unauthorized assemblies on school premises

b. Participating in sit-ins or stand-ins which deny students or employees normal access to school premises

c. Interfering with or unauthorized use of the district's computer system

(cf. 6163.4 - Student Use of Technology)

3. Refusing to disperse, including, but not limited to, assembling for the purpose of causing a disruption and refusing to disperse upon the direction of school personnel

4. Boycotting school, including, but not limited to, participating in any protest that involves nonattendance where attendance is required at school, class, or at a school activity

Any student who participates in a boycott shall be given an unexcused absence and may

be classified as truant, regardless of any parent/guardian approval of the absence.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Extension of Class Period and/or Dismissal of School

During any disturbance in which additional students might become involved while changing classes, the principal or designee may notify all staff that any class currently in session will be extended until further notice. Upon receiving this notification, staff shall ensure that all students in their charge remain in one location under their supervision and shall ask all students who are in the halls to return to their classes immediately.

The principal may also request that the Superintendent dismiss school in accordance with the school disturbance response plan.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(6/90) 7/06

Westside Union SD

Board Policy - Replace

Vandalism And Graffiti

Students

BP 5131.5(a)

The Board of Trustees desires to enhance student learning by striving to provide an environment where students and staff can feel safe and secure and can take pride in their school. To that end, the Superintendent or designee shall develop strategies for preventing graffiti and vandalism on school grounds, including collaborating with local law enforcement and city and county officials, as appropriate, to help develop a coordinated response to graffiti and vandalism in the community.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 5137- Positive School Climate)

(cf. 5136 - Gangs)

(cf. 5138 - Conflict Resolution/Peer Mediation)

Students and staff are encouraged to report any graffiti or vandalism to the principal or designee for investigation. The principal or designee shall determine whether the incident necessitates an investigation pursuant to the district's sexual harassment, hate-motivated behavior, or nondiscrimination grievance procedure.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

As appropriate, the principal or designee may contact local law enforcement in instances when the graffiti is repetitive, identifies particular targets or groups, identifies the perpetrator, and/or contains incitements to violence, threats, or intimidation. Photographs or other evidence of the vandalism or graffiti shall be preserved as necessary for investigation by the district or law enforcement and as evidence in any district disciplinary proceedings.

The principal or designee shall ensure that graffiti on school grounds is removed and covered as soon as possible, and if practicable before the beginning of the school day.

A student who commits an act of vandalism or graffiti on school grounds shall be subject to disciplinary action, including, but not limited to, suspension or expulsion in accordance with Board policy and administrative regulation. If reparation for damages is not made, the district also may withhold the student's grades, diploma, and/or transcripts in accordance with law.

(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 5131 - Conduct)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension or expulsion
48904 Willful misconduct, limit of liability of parent or guardian
48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury

CIVIL CODE

51.7 Right to be free from violence
52.1 Discrimination liability
1714.1 Liability of parent or guardian for act of willful misconduct by a minor

GOVERNMENT CODE

53069.5 Reward for information

PENAL CODE

594.1 Aerosol containers of paint
594.2 Intent to commit vandalism or graffiti
594.6 Vandalism or graffiti, community service
640.5 Graffiti, facilities or vehicles of governmental entity
640.6 Graffiti

CODE OF REGULATIONS, TITLE 5

305 Student responsible for care of property

Management Resources:

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

(6/87 12/91) 7/09

BOARD AGENDA

December 12, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Resolutions for Retiring Employees

BACKGROUND:

The attached resolutions commemorate the service of Westside employees. We would like to honor the following:

18-05, Beverly Mewborne
18-06, Gwendolyn Grissom
18-07, Michelle Hidalgo
18-08, Betty Jones
18-09, Georgia Moore
18-10, Cynthia Smith
18-11, Paula Vendal
18-12, Deborah Rutkowski-Hines

PROGRAM/EDUCATIONAL IMPLICATION:

Certificated and Classified employees serve 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:

None

DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

DISTRICT OFFICE
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REGINA L. ROSSALL
District Superintendent

ROBERT HUGHES
Deputy Superintendent
Human Resources

MARGUERITE JOHNSON
Assistant Superintendent
Educational Services

SHAWN CABEY
Assistant Superintendent
Administrative Services

SCHOOL SITES

ANAUVERDE 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
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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

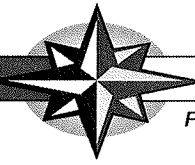
RANCHO VISTA SCHOOL
Cathy Bennett, Principal

SUNDOWN SCHOOL
Timothy Barker, Principal

VALLEY VIEW SCHOOL
Rebecca Davis, Principal

WESTSIDE ACADEMY
Thomas Morreale
Co-Principal/Teacher
Deborah Rutkowski-Hines
Co-Principal/Teacher

Westside



Union School District

Pointing the way, providing the path

BOARD OF TRUSTEES

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

Resolution 18-05
RETIREMENT OF Beverly Mewborne

WHEREAS, Mrs. Mewborne has spent that last 22 years educating Westside students and encouraging their growth both personally and academically; and

WHEREAS, Mrs. Mewborne has spent a significant amount of those years teaching kindergarten, ensuring that her students had an incredible experience for their first year of school and received a strong foundation of knowledge; and

WHEREAS, Mrs. Mewborne has taught thousands of children and adults how to sing, dance, and act through the ACME organization, thus enriching their lives forever; and

WHEREAS, Mrs. Mewborne is most proud of being a part of the Valley View team. She has brought joy and happiness to all who have the blessing to be her friend; and

WHEREAS, Mrs. Mewborne has traveled to 14 countries with her group of friends, has managed to only be pick-pocketed once, braved the salt mines of Germany, walked through the Alps of Austria, dodged the donkeys of Greece, danced the Flamenco in Spain, and saw the "whales" in Ireland; and

WHEREAS, Mrs. Mewborne is extremely proud of her life's work as a devoted wife to her husband Mark and loving mother to her four children: Amanda, Aubrie, Kent, and Allana; and

WHEREAS, Mrs. Mewborne looks forward to enjoying more time with her eight grandchildren that are all under the age of seven, so she can practice having them all look at the camera at the same time; and

WHEREAS, Mrs. Mewborne plans to also spend her new found time in retirement by moving to San Diego, volunteering in her grandkids classrooms, and shopping; and

WHEREAS, Mrs. Mewborne will be missed tremendously by her Valley View family and students; and

THEREFORE, be it resolved that the Board of Trustees of the Westside Union School District accepts the retirement of Mrs. Mewborne. Mrs. Mewborne is thanked for her service and dedication to the children, the district, and the community. The Board wishes her good luck, good health and peace in the years to come.

This resolution is adopted on the 12th day of December in the community of Palmdale, California

John Curiel, President

Patricia K. Shaw, Vice-President

Linda Jones, Clerk

Jennifer Navarro, Member

Steve DeMarzio, Member

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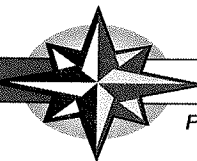
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Union School District

Pointing the way, providing the path

BOARD OF TRUSTEES

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

Resolution 18-06
RETIREMENT OF Gwen Grissom

WHEREAS, Ms Grissom, has worked for the Westside Union School District for nearly 11 years; and

WHEREAS, Ms. Grissom has worked at both Sundown Elementary, and Gregg Anderson Academy as the most amazing playground supervisor EVER; and

WHEREAS, Ms. Grissom retired from the phone company before deciding to return to work while raising her two grandchildren; and

WHEREAS, Ms. Grissom enjoys traveling, vacationing, spending time with friends and family, adding to her snail collection, and spending time with her precious Yorkshire Terrier, Coco Chanel; and

WHEREAS, Ms. Grissom plans to help her aging mother in Oxnard as well as continue to raise her grandchildren; and

THEREFORE, be it resolved that the Board of Trustees of the Westside Union School District accepts the retirement of Ms Grissom. Ms. Grissom is thanked, from the heart, for her service and dedication to the children, parents, and staff of Gregg Anderson Academy. Ms. Grissom will be sorely missed at Gregg Anderson Academy and we wish her good luck, good health, and peace in the years to come.

This resolution is adopted on the 12th day of December, 2017, in the community of Palmdale, California.

John Curiel, President

Patricia K. Shaw, Vice President

Linda Jones, Clerk

Jennifer Navarro, Member

Steve DeMarzio, Member

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Jennifer Slater-Sanchez,
Co-Principal

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SCHOOL**
Steve Wood, Principal

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

QUARTZ HILL SCHOOL
Andrea Paxton, Principal

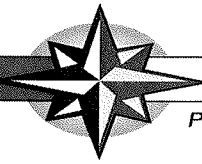
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Timothy Barker, Principal

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Rebecca Davis, Principal

WESTSIDE ACADEMY
Thomas Morreale
Co-Principal/Teacher
Deborah Rutkowski-Hines
Co-Principal/Teacher

Westside



Union School District

Pointing the way, providing the path

BOARD OF TRUSTEES

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

Resolution 18-07
RETIREMENT OF Michelle Hidalgo

WHEREAS, Mrs. Hidalgo, worked as an instructional assistant in Westside Union School District since March of 1999; and

WHEREAS, Mrs. Hidalgo worked all of her years with Westside Union School District at Cottonwood Elementary School; and

WHEREAS, Mrs. Hidalgo was born and raised in the San Fernando Valley area of Los Angeles and has lived her entire life in Southern California, including the Antelope Valley; and

WHEREAS, Mrs. Hidalgo enjoys traveling, going to the beach, and visiting museums; and

WHEREAS, Mrs. Hidalgo plans to spend time with her husband and family at the beach, with her daughter in Alaska, and playing with her beloved grandchildren; and

THEREFORE, be it resolved that the Board of Trustees of the Westside Union School District accepts the retirement of Mrs. Hidalgo. Mrs. Hidalgo is thanked, from the heart, for her service and dedication to the children of Cottonwood Elementary School and the community. Mrs. Hidalgo will be missed and we wish her good luck, good health and peace in the years to come.

This resolution is adopted on the 12th day of December, 2017, in the community of Palmdale, California.

John Curiel, President

Patricia K. Shaw, Vice President

Linda Jones, Clerk

Jennifer Navarro, Member

Steve DeMarzio, Member

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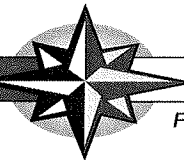
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Resolution 18-08
RETIREMENT OF BETTY JONES

WHEREAS, Mrs. Jones has worked for Westside for 16 years, serving at all her years of service at Rancho Vista Elementary School; and

WHEREAS, Mrs. Jones spent 13 of those 16 years working for Mrs. Crovetti in her SDC class; and

WHEREAS, Mrs. Jones has been an integral part of the Rancho Vista family through all her years. She served the students as a classroom aide and supported many children throughout her years of service; and

WHEREAS, Mrs. Jones celebrates life with her husband Jim, children Josh, Corey and Griffin, daughter-in-law Aubrey, and her delightful granddaughter, Hadley, of whom Mrs. Jones MIGHT be proud; and

WHEREAS, Mrs. Jones' children all live out of the area, so she needs to have time to go visit them and see these wonderful people; and

WHEREAS, Mrs. Jones enjoys horses and horseback riding as her hobbies; and

WHEREAS, Mrs. Jones also loves music and enjoys going to concerts. She enjoys going to the movies as well; and

WHEREAS, Mrs. Jones favorite candy is not chocolate, but Mike and Ike's. Mrs. Jones also is known for her love of PF Chang and Chinese food; and

WHEREAS, Mrs. Jones looks forward to taking on new adventures in the real estate world; and

WHEREAS, Mrs. Jones is greatly loved by all, will be dearly missed, and is sincerely wished success and fun in her new adventures; and

THEREFORE, be it resolved that the Board of Trustees of the Westside Union School District accepts the retirement of Mrs. Betty Jones. Mrs. Jones is thanked for her service and dedication to the children, the district, and the community. The Board wishes her good luck, good health and peace in the years to come.

This resolution is adopted on the 12th day of December in the community of Palmdale, California.

John Curiel, President

Patricia K. Shaw, Vice-President

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Jennifer Navarro, Member

Steve DeMarzio, Member

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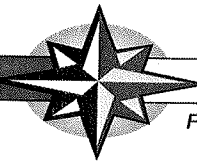
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Resolution 18-09
RETIREMENT OF Georgia Moore

WHEREAS, Mrs. Moore, has worked for the Westside Union School District for over 18 years; and

WHEREAS, Mrs. Moore has worked at numerous schools in the Westside Union School District including: Quartz Hill Elementary, Sundown Elementary, and Gregg Anderson Academy; and

WHEREAS, Mrs. Moore began her career with the Westside Union School District as a playground supervisor. She quickly became a library clerk before becoming a school clerk. For the past six years, she was the adored and loved secretary of Gregg Anderson Academy.

WHEREAS, Mrs. Moore enjoys traveling, visiting family and vacationing; and

WHEREAS, Mrs. Moore plans to spend time with her three children and five grandchildren traveling to both San Diego and Arkansas to visit them; and

THEREFORE, be it resolved that the Board of Trustees of the Westside Union School District accepts the retirement of Mrs. Moore. Mrs. Moore is thanked, from the heart, for her service and dedication to the children, parents and staff of Gregg Anderson Academy. Mrs. Moore will be sorely missed at Gregg Anderson Academy and we wish her good luck, good health and peace in the years to come.

This resolution is adopted on the 12th day of December, 2017, in the community of Palmdale, California.

John Curiel, President

Patricia K. Shaw, Vice President

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Steve DeMarzio, Member

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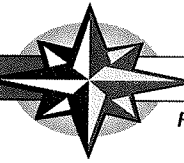
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Resolution 18-10
RETIREMENT OF Cynthia Smith

WHEREAS, Mrs. Smith spent that last 10 years as a playground supervisor at Esperanza School; and

WHEREAS, Mrs. Smith exercised her duties on the playground, keeping our campus safe and in detention, reminding students to make better choices; and

WHEREAS, Mrs. Smith could always be depended on each day to enforce school rules, but with compassion for students; and

WHEREAS, Mrs. Smith in her retirement has taken up new hobbies such as golf and has been able to continue old favorites like working out daily at 24 Hour Fitness; and

WHEREAS, Mrs. Smith will be able to spend time with her husband, Matt who works for Edison, her daughter Jessica who is an R.N., and with twin sons Travis and Troy, who attend Antelope Valley College; and

WHEREAS, Mrs. Smith will now be able to grab a spur of the moment flight to Dallas to see her beloved Cowboys; and

Whereas, Mrs. Smith is missed greatly by her Esperanza family and students; and

THEREFORE, be it resolved that the Board of Trustees of the Westside Union School District accept the retirement of Mrs. Smith. Mrs. Smith is thanked for her service and dedication to the children, the district and the community. The Board wishes her good luck, good health and peace in the years to come.

This resolution is adopted on the 5nd day of December in the community of Palmdale, California.

John Curiel, President

Patricia K. Shaw, Vice-President

Linda Jones, Clerk

Jennifer Navarro, Member

Steve DeMarzio, Member

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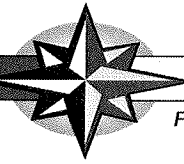
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**Resolution 18-11
RETIREMENT OF Paula Vendal**

WHEREAS, Mrs. Vendal, has worked for the Westside Union School District for 21 years; and

WHEREAS, Mrs. Vendal has worked at numerous schools in the Westside Union School District including: Quartz Hill Elementary, Neenach Elementary, Sundown Elementary, and Gregg Anderson Academy; and

WHEREAS, Mrs. Vendal began her career with the Westside Union School District as a playground supervisor and ended her career as a General Clerk; and

WHEREAS, Mrs. Vendal enjoys shopping, visiting family, vacationing; and

WHEREAS, Mrs. Vendal plans to spend time with her daughter Sarah who currently lives in Texas; and

THEREFORE, be it resolved that the Board of Trustees of the Westside Union School District accepts the retirement of Mrs. Vendal. Mrs. Vendal is thanked, from the heart, for her service and dedication to the children, parents, and staff of Gregg Anderson Academy. Mrs. Vendal will be sorely missed at Gregg Anderson Academy and we wish her good luck, good health and peace in the years to come.

This resolution is adopted on the 12th day of December 2017, in the community of Palmdale, California.

John Curiel, President

Patricia K. Shaw, Vice President

Linda Jones, Clerk

Jennifer Navarro, Member

Steve DeMarzio, Member

Retirement Resolution for
Deborah Rutkowski-Hines

Will be handed out at the Board Meeting

BOARD AGENDA

December 12, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Memorandum of Understanding, 18-03, between Westside Union School District and California School Employees Association (CSEA): Orientation Agreement Pursuant to AB119

BACKGROUND:

The District and the California School Employees Association (CSEA) have agreed to the following items:

- 18-03, Orientation Agreement Pursuant to AB119

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

MEMORANDUM OF UNDERSTANDING

Between the
California School Employees Association
And Its Westside Chapter #398
And The
Westside Union School District

Whereas, the passage of Assembly Bill 119 has added sections 3555-3559 to the Government Code and amends the Public Records Act at Government Code Section 6254.3, creating new legal requirements around notice of new hires, exclusive representative access to orientation sessions, and provision of contact information for new and current employees.

Whereas, AB 119 did not establish the structure, time, and manner of CSEA's access to employees during the onboarding process but instead requires the parties to negotiate over such access by the exclusive representative.

This Memorandum of Understanding ("MOU") is entered this 28th day of November 2017, by and between California School Employees Association and its Westside Chapter #398 (CSEA) and Westside Union School District (District) regarding an orientation agreement pursuant to AB 119.

IT IS, THEREFORE, NOW AGREED BY AND BETWEEN THE PARTIES THAT:

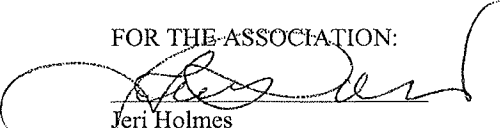
- A) The District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically via a mutually agreeable secure source, on the first working day of the month after they are hired. This contact information shall include the following items, with each field in its own column:
- a. First Name;
 - b. Middle initial;
 - c. Last name;
 - d. Suffix (e.g. Jr., III)
 - e. Primary Job Title;
 - f. Primary Work Location;
 - g. Home Street address (incl. apartment #)
 - h. City
 - i. State
 - j. ZIP Code (5 or 9 digits)
 - k. Home/cellular telephone number (10 digits);
 - l. email address of the employee;
 - m. Employee ID;
 - n. Hire date.

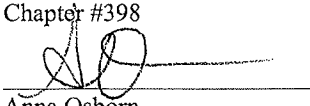
This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District. In the event no one is hired in any particular month, the District shall send an e-mail to CSEA confirming they did not hire any new staff that month.

- B) Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit members names and contact information on the first working day of September, January, and May electronically via a mutually agreeable secure source. The periodic update of contact information shall include information listed in (A) above.


- C) "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters. This shall include both one-on-one meetings with human resources representatives or any larger group orientations initiated by the District.
- D) The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable.
- a. In the event the District conducts a group orientation, CSEA shall be allocated paid release time for CSEA representatives, including the Chapter President or designee, to conduct the orientation session. The following formula will be applied to new hire groups:
- 1-15 new employees = 1 hour
16-30 new employees = 2 hours
- Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
- E) The orientation session shall be held on District property during the workday of the employee(s), who shall be on paid time.
- F) Term: This Agreement shall remain in full force and effect from the date this Agreement is signed, through November 30, 2018.
- G) Savings Clause: If during the life of the Agreement there exists any applicable law, rule, regulation or order issued by governmental authority, other than the District, which shall render invalid or restrain compliance with or enforcement of any provision contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this Article shall be opened for negotiations within thirty (30) days of the invalidation.
- H) Any alleged violation, misinterpretation, or misapplication of the terms of this agreement shall be subject to the grievance and arbitration provisions of Article XIV in the Collective Bargaining Agreement.

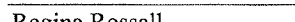
FOR THE ASSOCIATION:


Jeri Holmes
Chapter President
Chapter #398


Anna Osborn
Labor Relations Representative
California School Employees Association

FOR THE DISTRICT:


Rob Garza
Director, Human Resources
Westside Union School District


Regina Rossall
Superintendent
Westside Union School District

BOARD AGENDA

December 12, 2017

TO: BOARD OF TRUSTEES
PREPARED BY: Robert Hughes, Deputy Superintendent
SUBJECT: Provisional Intern Permit

BACKGROUND:

Provisional Intern Permits are designed to allow employing agencies to hire qualified individuals to fill a position for which they have not yet completed a credential program. Provisional Intern Permits are issued in 1 year periods and require adequate progress toward the requirements for admittance into a university internship for renewal.

PROGRAM/EDUCATIONAL IMPLICATION:

The Provisional Intern Permit allows for utilization and retention of qualified candidates who have yet to start or complete the appropriate credential program.

COST ANALYSIS/FUNDING SOURCE:

Not applicable

SUPERINTENDENT'S RECOMMENDATION:

Approval

Teacher Assignments Authorized by Provisional Intern Permit

Banks, Brittany

100% Educational Specialist

BOARD AGENDA

December 12, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Lisa Jehlicka, Fiscal Services Supervisor

SUBJECT: 2017-18 First Interim Report

BACKGROUND:

Annually the District is required to publish a First Interim Financial report on or before December 15th. This report is based upon the first four months of the year in terms of actual revenues and expenditures. These amounts are used, along with assumptions, to project how the District will end our fiscal year, both in terms of budget and in terms of cash flow. Additionally, the Multi-Year Projection section of this report projects the ending financial position for the two future fiscal years in addition to the current year. The County Office of Education is then required to review and report to the District by January 15, 2018, whether they concur with the District's certification. The District has three options to certify as to the current and two future years with this report. We can certify that the District **will be able to** meet its financial obligations (**positive certification**); that the District **may not be able to** meet its financial obligations (**qualified certification**); or that the District **will not be able to** meet its financial obligations (**negative certification**).

At this time, the Board is being asked to approve the District's **positive certification** for the First Interim Report.

PROGRAM/EDUCATIONAL IMPLICATION:

A positive certification of solvency places the District in a favorable position in terms of the Los Angeles County Office of Education. LACOE will not be required to work with the District to direct our financial decisions, thus leaving the District's governance to manage the District and establish priorities.

COST ANALYSIS:

There is no cost items associated with this report.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

SEPARATE ATTACHMENT

1st Interim Report

BOARD AGENDA

December 12, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Revised and New Board Policies and Administrative Regulation
Second and Final Reading

BACKGROUND:

Board Policy 3280 – Revised – Sale or Lease of District-Owned Real Property

[Revised District Policy to align with applicable statutes (CSBA)]

Policy updated to delete the requirement to first offer surplus property to a charter school with at least 80 students. Material regarding the appointment of the district advisory committee expanded to specify the circumstances under which the district is not required to appoint a committee, including the exception for the sale, lease, or rental of excess property to be used for teacher or other employee housing pursuant to NEW LAW (AB 1157, 2017). Policy expands section on "Use of Proceeds" to reflect additional legal requirements, and deletes the authority (repealed) to use the proceeds from the sale of surplus property for any one-time general fund purpose provided that the district adopted a plan and made certain certifications to the State Allocation Board.

Board Policy 3513.4 – BP added – Drug and Alcohol Free Schools

[New District Policy to align with applicable statutes (CSBA)]

New policy prohibits the possession, use, or sale of drugs or alcohol by any person on district property and addresses enforcement and discipline for violations of this policy. Policy also reflects NEW LAW (Proposition 64, 2016) which prohibits any person from possessing, smoking, or ingesting cannabis on school grounds while children are present.

Administrative Regulation 3515.6 – Revised – Criminal Background Checks for Contractors

[Revised Administrative Regulation to align with applicable statutes (CSBA)]

Regulation updated to reflect NEW LAW (AB 949, 2017) which requires criminal background checks for sole proprietors who contract with the district to provide specified services, if they will have contact with children, and provides that it is the responsibility of the district to prepare and submit the fingerprints of the sole proprietor to the Department of Justice. Regulation also reorganized to clarify criminal background check requirements applicable to entities contracting for construction, reconstruction, rehabilitation, or repair of a school facility.

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

Sale Or Lease Of District-Owned Real Property

Business and Noninstructional Operations

BP 3280(a)

The Board of Trustees believes that the district should utilize its facilities and resources in the most economical and practical manner. To that end, the Superintendent or designee shall periodically study the current and projected use of all district facilities in order to ensure the efficient utilization of space and the effective delivery of instruction in order to maximize student learning.

(cf. 1330 - Use of School Facilities)
(cf. 7110 - Facilities Master Plan)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7160 - Charter School Facilities)

Prior to the sale or lease of any surplus real property, the Board shall appoint a district advisory committee to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. Rentals of surplus property not exceeding 30 days are exempted from this requirement. When the sale, lease, or rental of surplus property is for the purpose of teacher or other employee housing or for the offering of summer school by a private educational institution, the Board may elect not to appoint a district advisory committee. (Education Code 173878 -173891)

(cf. 1220 - Citizen Advisory Committees)

If the local planning agency has adopted a general plan that affects or includes the area where the surplus property is located, the Board shall submit a report to the local planning agency describing the location of the surplus property and the purpose and extent of the proposed sale or lease. (Government Code 65402)

The Board shall determine whether the sale or lease of the surplus property is subject to review under the California Environmental Quality Act. (Public Resources Code 21000-21177; 14 CCR 15061-15062)

Upon determination that district property is no longer needed or may not be needed until some future time, the Board shall first submit a report to the local planning agency as to what real property the district intends to offer for sale or lease. Not less than 40 days after issuance of the report to the local planning agency, and prior to entering into any agreement for sale or lease of district real property, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in law, including, but not limited to, When selling or leasing district real property, the Board shall comply with the priorities and procedures specified in applicable law.

Education Code 17230, ~~17387-17391, 17457.5,~~ 17464, 17485-17499500,⁵⁰¹
Government Code 54222,~~65402~~)

(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

(cf. 9320 - Meetings and Notices)
(cf. 9323.2 - Actions by the Board)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

The Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it in accordance with Education Code 17470.

Acceptance/Rejection of Bids

At the public meeting specified in the resolution, of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting any written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is for the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in

the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid, after deducting commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

(cf. 1431 - Waivers)

Use of Proceeds

The Superintendent or designee shall ensure that proceeds from the sale or lease with an option to purchase, of district surplus property are used for one-time expenditures and not for ongoing expenditures such as salaries and general operating expenses. ~~in accordance with law.~~ (Education Code 17462; ~~2 CCR 1700~~)

Proceeds from a sale of surplus district property shall be used for capital outlay or maintenance costs that the Board determines will not recur within a five-year period. (Education Code 17462)

Proceeds from a lease of district property with an option to purchase may be deposited into a restricted fund for the routine repair of district facilities, as defined by the SAB, for up to a five-year period. (Education Code 17462)

If the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements, the proceeds from the sale or lease with an option to purchase may be deposited in a special reserve fund for the future maintenance and renovation of school sites or in the district's general fund. Proceeds from the sale or lease with option to purchase of district property may also be deposited in a special reserve fund for capital outlay or maintenance costs of district property that the Board determines will not recur within a five-year period. (Education Code 17462)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

~~Pursuant to the authorization in Education Code 17463.7, the district may expend proceeds from the sale of surplus real property, along with the proceeds from any personal property located on-~~

~~that real property, for any one-time general fund purpose(s). Prior to exercising this authority, the Board shall certify to the State Allocation Board that: (Education Code 17463.7)~~

~~1. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.~~

~~2. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.~~

~~(cf. 7214 General Obligation Bonds)~~

~~3. The real property is not suitable to meet projected school construction needs for the next 10 years.~~

~~The Superintendent or designee shall present to the Board, at a regularly scheduled meeting, a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for the district.~~

Legal Reference:

EDUCATION CODE

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities

17453 Lease of surplus district property

17455-17484 Sale or lease of real property, especially:

~~17457.5 Offer to charter school~~

17462.3 State Allocation Board program to reclaim funds

~~17463.7 Proceeds for general fund purposes~~

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

33050 Request for waiver

38130-38139 Civic Center Act

GOVERNMENT CODE

50001-50002 Definitions

54220-54232 Surplus land, especially:

54222 Offer to sell or lease property

54950-54963 Brown Act, especially:

54952 Legislative body, definition

PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act

CODE OF REGULATIONS, TITLE 2

1700 Definitions related to surplus property

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App. 4th 1356

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, ~~May 2008~~ December 2015

WEB SITES

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

California Department of Education, School Facilities Planning Division:

<http://www.cde.ca.gov/ls/fa>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.dgs.ca.gov/opsc>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: June 27, 2013 Quartz Hill, California

revised: August 19, 2014

Westside Union SD

Board Policy - New

Drug And Alcohol Free Schools

Business and Noninstructional Operations

BP 3513.4(a)

The Governing Board recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

(cf. 1325 - Advertising and Promotion)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 4020 - Drug and Alcohol-Free Workplace)
(cf. 4159/4259/4359 - Employee Assistance Programs)
(cf. 5030 - Student Wellness)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.62 - Tobacco)
(cf. 6142.8 - Comprehensive Health Education)

The following substances are prohibited on all district property:

1. Any substance which may not lawfully be possessed, used, or sold in California
2. Cannabis or cannabis products (Health and Safety Code 11362.3; 21 USC 812, 844)
3. Alcoholic beverages, unless approved by the Superintendent or designee for limited purposes specified in Business and Professions Code 25608

(cf. 1330 - Use of School Facilities)
(cf. 1330.1 - Joint Use Agreements)

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

(cf. 5141.21 - Administering Medications and Monitoring Health Conditions)

Information about the district's drug- and alcohol-free schools policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students, and the community.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

(cf. 1250 - Visitors/Outsiders)
(cf. 3515.2 - Disruptions)
(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)
(cf. 5145.12 - Search and Seizure)

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)
(cf. 4117.7/4217.7/4317.7 - Employment Status Reports)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 - Conduct)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Legal Reference:

EDUCATION CODE

44940 Compulsory leave of absence for certificated persons
44940.5 Procedures when employees are placed on compulsory leave of absence
45123 Employment after conviction of controlled substance offense
45304 Compulsory leave of absence for classified persons
48900 Suspension or expulsion (grounds)
48900.5 Suspension, limitation on imposition; exception
48901 Smoking or use of tobacco prohibited
48901.5 Prohibition of electronic signaling devices
48902 Notification of law enforcement authorities; civil or criminal immunity
48909 Narcotics or other hallucinogenic drugs
48915 Expulsion; particular circumstances

BUSINESS AND PROFESSIONS CODE

25608 Alcohol on school property; use in connection with instruction

GOVERNMENT CODE

8350-8357 Drug-free workplace

HEALTH AND SAFETY CODE

11053-11058 Standards and schedules

11353.6 Juvenile Drug Trafficking and Schoolyard Act

11362.1 Possession and use of cannabis, persons age 21 and over

11362.3 Limitations on possession and use of cannabis

11362.79 Limitations on medical use of cannabis

104559 Tobacco use prohibition

PENAL CODE

13860-13864 Suppression of drug abuse in schools

VEHICLE CODE

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;

UNITED STATES CODE, TITLE 20

7101-7122 Student Support and Academic Enrichment Grants

UNITED STATES CODE, TITLE 21

812 Schedules of controlled substances

844 Penalties for possession of controlled substance

UNITED STATES CODE, TITLE 41

8101-8106 Drug-Free Workplace Act

COURT DECISIONS

Ross v. RagingWire Telecommunications, Inc., 42 Cal. 4th 920 (2008)

Westside Union SD

Administrative Regulation - Revised

Criminal Background Checks For Contractors

Business and Noninstructional Operations

AR 3515.6(a)

~~Whenever the district contracts for school and classroom janitorial, school site administrative, school site grounds and landscape maintenance, student transportation, and school site food-related services, the Superintendent or designee shall ensure that the contracting entity certifies in writing that any employees who may come into contact with students have not been convicted of a felony as defined in Education Code 45122.1, unless the employee has received a certificate of rehabilitation and a pardon.~~ When the employees of any entity contracting with the district to provide specified services will have contact with students, the entity shall certify in writing to the Superintendent or designee that none of those employees has been convicted of a violent or serious felony as defined in Education Code 45122.1. In the case of a sole proprietor, the Superintendent or designee shall prepare and submit the employee's fingerprints to the Department of Justice. If any contracting employee who may have contact with students has been convicted of a violent or serious felony as defined, a certificate of rehabilitation and a pardon as required pursuant to Education Code 45125.1 shall be submitted to the Superintendent or designee before the contracting employee is authorized to perform the work for the district. (Education Code 45125.1)

These requirements shall apply to a sole proprietor or entity contracting with the district to provide any of the following services: (Education Code 45125.1, 45125.2)

1. School and classroom janitorial services
2. School site administrative services
3. School site grounds and landscape maintenance services
4. Student transportation services
5. School site food-related services
6. Construction, reconstruction, rehabilitation, or repair of a school facility

(cf. 3540 - Transportation)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3600 - Consultants)
(cf. 7140 - Architectural and Engineering Services)

On a case-by-case basis, the Superintendent or designee may also require a contracting entity providing school site services, other than those listed above, to comply with these requirements. (Education Code 45125.1)

These requirements shall not apply if the Superintendent or designee determines that the contracting entity is providing services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.1)

In addition, these requirements shall not apply if the Superintendent or designee determines that the employees of the contracting entity will have limited contact with students. In determining whether a contract employee has limited contact with students, the Superintendent or designee shall consider the totality of the circumstances, including the following factors: (Education Code 45125.1)

1. The length of time the contractors will be on school grounds
2. Whether students will be in proximity with the site where the contractors will be working
3. Whether the contractors will be working by themselves or with others

Upon a determination that an employee shall have limited contact with students, the Superintendent or designee shall take appropriate steps to protect the safety of any student who may come in contact with this employee. (Education Code 45125.1)

These steps may include, but not be limited to, ensuring that the employee is working during nonschool hours, providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is not working alone when students are present, limiting the employee's access to school grounds and/or providing the employee with a visible means of identification.

(cf. 3515.3 - District Police/Security Department)

~~Other Facility Contractors~~

When the district contracts for construction, reconstruction, rehabilitation or repair of a school facility ~~where the employees of the entity will have contact, other than limited contact with students,~~ the Superintendent or designee shall ensure the safety of students by utilizing one or more of the following methods: (Education Code 45125.2)

1. The installation of a physical barrier at the worksite to limit contact with students.
2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.

~~The supervising employee may submit his/her fingerprints to the Department of Justice pursuant to Education Code 45125.1.~~

3. Surveillance of employees of the entity by school personnel.

~~These requirements shall not apply if the Superintendent or designee determines that the contracting entity is providing construction, reconstruction, rehabilitation or repair services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.2)~~

Legal Reference:

EDUCATION CODE

41302.5 School districts, definition

45122.1 Classified employees, conviction of a violent or serious felony

45125.1 Criminal background checks for contractors

45125.2 Criminal background checks for construction

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

Management Resources:

WEB SITES

Department of Justice: <https://oag.ca.gov/fingerprints>

Regulation WESTSIDE UNION SCHOOL DISTRICT

approved: March 1, 1999 Lancaster, California

BOARD AGENDA

December 12, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Wayne Trussell, Director Maintenance & Operations

SUBJECT: Cottonwood Modernization, Change Order No. 1 to Bruns Belmont Construction, Inc.

BACKGROUND:

Changes required to accommodate added safety features, replacements and additions as requested by the District, and missing or unforeseen items found during the course of construction. Such items include:

- Replacement of building corner, utility staking services and concrete foundation forms demolished during the re-grading of the building pad
- Addition of Counselor Room, RSP Room and Speech Room per District request
- Revised sink faucet which resulted in a cost savings
- Upgrade casework plastic laminate material per District request
- Replacement of damaged portions of existing asphalt
- Replacement of existing asphalt and concrete curb damaged by existing tree roots
- Replace damaged asphalt paving at existing trash enclosure with concrete paving
- Labor and materials for the re-institution of the previously suspended AB219 ruling regarding concrete delivery. This resulted in additional costs due to changes levied by the ready-mix concrete suppliers
- Deletion of a portion of concrete scope near Building 900, per District request, resulting in a credit
- Deletion of a portion of expansion and control joints in the fire paving area, resulting in a credit
- Provide re-staking service in the corridor area of Phase 3 due to the existing survey being damaged

PROGRAM/EDUCATIONAL IMPLICATION:

Functionality and safety

COST ANALYSIS/FUNDING SOURCE:

\$84,787.46

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 RECOMMENDATION:

Approval

**AIA****Document G701™ – 2001****Change Order**

PROJECT (Name and address):	CHANGE ORDER NUMBER: 001	OWNER: <input type="checkbox"/>
Cottonwood Elementary School - Phase 2	DATE: November 30, 2017	ARCHITECT: <input type="checkbox"/>
2740 West Avenue P8		CONTRACTOR: <input type="checkbox"/>
Palmdale, CA 93551		FIELD: <input type="checkbox"/>
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: 2540.200	OTHER: <input type="checkbox"/>
Bruns Belmont Construction	CONTRACT DATE: December 1, 2016	
1125 Mabury Road	CONTRACT FOR: General Construction	
San Jose, CA 95133		

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	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 11,203,962.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 84,787.46
The new Contract Sum including this Change Order will be	\$ 11,288,749.46

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 & Moody, Inc.</u>	<u>Bruns Belmont Construction</u>	<u>Westside Union School District</u>
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
<u>1035 West Lancaster Blvd.</u>	<u>1125 Mabury Road</u>	<u>41914 North 50th Street West</u>
<u>Lancaster, CA 93534</u>	<u>San Jose, CA 95133</u>	<u>Quartz Hill, CA 93536</u>
ADDRESS	ADDRESS	ADDRESS
<u></u>	<u></u>	<u></u>
BY (Signature)	BY (Signature)	BY (Signature)
<u>Matthew C. Buchanan, AIA, LEED® AP</u>	<u>Leslie Puccio</u>	<u>Shawn Cabey, Asst. Superintendent</u>
(Typed name)	(Typed name)	(Typed name)
<u>11/30/17</u>	<u></u>	<u></u>
DATE	DATE	DATE



FLEWELLING & MOODY

architects for education

Cottonwood Elementary School – Phase 2

Flewelling & Moody Job No. 2540.200

Change Order No. 1; Page 1 of 4

CHANGE ORDER NO. 1

November 30, 2017

ITEM NO. 1

Description: Provide all labor and material necessary for replacement of building corner and utility staking services and concrete foundation forms demolished during re-grading of building pad.

Requested By: District

Reason: In order to perform revised grading of building pad, contractor needed to remove survey and form work already performed by BBC, the phase 2 general contractor. This work had to be replaced.

Cost: ADD: \$1,464.00

Time Extension: 0 days

ITEM NO. 2

Description: Provide all labor and material necessary for interior revisions, per Instruction Bulletin No. 2.

Requested By: District

Reason: District requested changes to the approved floor plan to add a counselor room, RSP room and speech room. This resulted in additional scope of work.

Cost: ADD: \$28,074.03

Time Extension: 0 days

ITEM NO. 3

Description: Provide credit for all labor and material necessary for revised faucet at sink SK-3, per Instruction Bulletin No. 4.

Requested By: District

Reason: District requested a different style of sink faucet, which resulted in a cost savings.

Cost: DEDUCT: <-\$54.46>

Time Extension: 0 days



FLEWELLING & MOODY
architects for education

Cottonwood Elementary School – Phase 2
Flewellling & Moody Job No. 2540.200
Change Order No. 1; Page 2 of 4

ITEM NO. 4

Description: Provide all labor and material necessary to upgrade casework plastic laminate material from Formica to Wilsonart.

Requested By: District

Reason: District requested plastic laminate colors from a higher price category. This resulted in additional material cost.

Cost: ADD: \$1,313.20

Time Extension: 0 days

ITEM NO. 5

Description: Provide all labor and material necessary to demolish existing AC pavement area and construct new base and AC pavement section, per Instruction Bulletin No. 12.

Requested By: District

Reason: District requested to replace damaged portions of existing asphalt. The existing paving along the saw cut joint line was spalled and cracking. This resulted in added scope of work.

Cost: ADD: \$10,866.69

Time Extension: 0 days

ITEM NO. 6

Description: Provide all labor and material necessary for additional asphalt, base demo and new asphalt and base paving improvements, per Instruction Bulletin No. 14.

Requested By: District

Reason: District requested to replace portion of existing asphalt and concrete curb damaged by the existing tree roots. This resulted in additional scope of work.

Cost: ADD: \$11,008.00

Time Extension: 0 days



FLEWELLING & MOODY
architects for education

Cottonwood Elementary School – Phase 2
Flewelling & Moody Job No. 2540.200
Change Order No. 1; Page 3 of 4

ITEM NO. 7

Description: Provide all labor and material necessary to provide concrete pavement section and concrete curb at trash enclosure, per Instruction Bulletin No. 20.

Requested By: District

Reason: District requested to replace damaged asphalt paving at existing trash enclosure with concrete paving. This resulted in additional scope of work.

Cost: ADD: \$2,518.00

Time Extension: 0 days

ITEM NO. 8

Description: Provide all labor and material necessary for the re-institution of the previously suspended ruling regarding concrete delivery.

Requested By: District

Reason: At time of bid, AB219 was suspended and re-instituted post bid. This has resulted in additional costs due to changes levied by the ready-mix concrete suppliers.

Cost: ADD: \$40,894.00

Time Extension: 0 days

ITEM NO. 9

Description: Provide credit for all labor and material for deleted scope of work at revised concrete walk and planter, per Instruction Bulletin No. 19.

Requested By: District

Reason: District requested to delete a portion of the concrete scope near Building 900. This has resulted in a reduction of cost.

Cost: DEDUCT: <-\$730.00>

Time Extension: 0 days



FLEWELLING & MOODY
architects for education

Cottonwood Elementary School – Phase 2
Flewelling & Moody Job No. 2540.200
Change Order No. 1; Page 4 of 4

ITEM NO. 10

Description: Provide credit for all labor and material necessary to delete portion of expansion joint and saw cut joints in the fire paving area, per RFI No. 19.

Requested By: District

Reason: District accepted general contractor's proposed alternate spacing for expansion and control joints. This has resulted in a reduction of scope.

Cost: DEDUCT: <-\$13,009.00>

Time Extension: 0 days

ITEM NO. 11

Description: Provide all labor and material necessary to provide re-staking service in the corridor area of Phase 3.

Requested By: District

Reason: During construction of Phase 3, existing survey was damaged. District requested BBC to re-survey. This resulted in additional scope of work.

Cost: ADD: \$2,443.00

Time Extension: 0 days



FLEWELLING & MOODY

architects for education

September 19, 2017

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. 1R, to for replacement of building corner and utility staking services and concrete foundation forms demolished during re-grading of building pad, in the amount of \$1,464.00, 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
Irving Carrillo

Bruns Belmont Construction1125 Mabury Road
San Jose, CA 95133Phone: 408.977.1708
Fax: 408.971.3534**PCO #1R****BBC Job #6403 & #6404****PROJECT: Cottonwood S.T.E.A.M.**
2740 West Ave. P-8
Palmdale, CA 93551**DATE: 4.20.17**
6.16.17**TO: Westside Union School District**
41914 No. 50th Street West
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Building Pad:** Replacement of building corner and utility staking services and concrete foundation forms demolished during re-grading of building pad.**6.7.17:** As discussed and agreed upon with all parties present, costs to be divided into three (3) equal amounts for payment.

\$4,392 / 3 = \$1,464 each

ANM
Westside USD
BBCExcluded: Any other work not mentioned in this proposal

Item	Description	Quantity		
Labor:	Cement Mason; 24 hrs @ \$82.22/hr = \$1,973.28		Labor:	\$1,973.28
Material:			Material:	\$0.00
Subcontractor:	Precision Surveyors, Inc.		Subcontractor:	<u>\$1,890.00</u>
			Subtotal	\$3,863.28

Description	Mark Up Percent	Mark Up Amount
BBC Mark up	15%	\$295.99
	10%	\$189.00
Subtotal		\$4,348.27
Bond	1.0%	\$43.48
	Total:	\$4,391.75
BBC:	\$1,464.00	
ANM C.O.:	\$1,464.00	
Westside C.O.:	\$1,464.00	

Total: \$1,464.00

By: _____

By: Leslie Puccio

Date: _____

Date: 6.16.17



November 28, 2017

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. 2R, for interior revisions per Instruction Bulletin No. 2, in the amount of \$28,074.03, 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
Irving Carrillo

Bruns Belmont Construction1125 Mabury Road
San Jose, CA 95133Phone: 408.977.1708
Fax: 408.971.3534**PCO # 2 / I.B. #2R1****BBC Job #6403 & #6404****PROJECT: Cottonwood S.T.E.A.M.**
2740 West Ave. P-8
Palmdale, CA 93551**DATE: 2.9.17 3.31.17****TO: Westside Union School District**
41914 No. 50th Street West
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Rooms 814, 819 & 838:**Interior revisions described per I.B #2, see attached breakdown.
3.31.17; Revised labor rates.

*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:	Per breakdown.	Labor:
Material:	Per breakdown.	Material:
Subcontractor:	Per breakdown.	Subcontractor:

Additional Time Allowance Five (5) days.

		Subtotal	
Description	Mark Up Percent		Mark Up Amount
BBC Mark up	15%	\$1,754.38	<u>\$11,695.89</u>
			<u>\$13,466.04</u>
BBC Mark up	10%	\$1,304.15	<u>\$13,041.50</u>
			<u>\$14,345.65</u>
Subtotal			<u>\$27,795.92</u>
Bond	1.0%		<u>\$278.11</u>
		Total:	\$28,074.03

By: _____

By: Leslie Puccio

Date: _____

Date: 3.31.17



FLEWELLING & MOODY

architects for education

INSTRUCTION BULLETIN

☐ LA Office
816 Colorado Blvd., 2nd 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. 2

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

Project No.: 2540.0200

Attention: Leslie Puccio

Date: January 19, 2017

DESCRIPTION OF WORK TO BE PERFORMED:

Provide the following revisions at Room 814, 819, and 838 and as indicated on drawing IB#2 attached.

1. RSP Room **819**
 - a. Provide finishes as schedule in original drawings (carpet tile floor, 4" rubber base, FRP wainscot over ½" Type 'X' Gyp. Bd. to 38" high with ½" tackboard over 5/8" Type 'X' Gyp. Bd., and Flat T-bar Ceiling at 9'-0")
 - b. Provide Hardware Schedule #21.
 - c. Provide Cabinets as indicated, Provide Corner Station.
 - d. Provide 5x8 Mooreco white board to match teaching alcove.
 - e. Provide Sink "SK-1", per PP0.0.
 - f. Provide credit for deleted full height cabinets.
2. Speech Room **838**
 - a. Provide carpet tile floor, 4" rubber base, FRP wainscot over ½" Type 'X' Gyp. Bd. to 38" high with ½" tackboard over 5/8" Type 'X' Gyp. Bd., and Flat T-bar Ceiling at 9'-0".
 - b. Provide Hardware Schedule #21.
 - c. Provide Cabinets as indicated.
 - d. Provide 5x6 white board.
 - e. Provide 24"x36" Mirror. MFR: Bobrick "B-165 2436" or eq. mounted at 40" max to bottom of reflective surface.
 - f. Provide Sink "SK-1", per PP0.0.
 - g. Provide laminated glass sidelight at 3'x7' hollow metal door with vision panel.
 - h. Provide credit for deleted 6'door, quartz tile, and fire rated ceiling.
3. Counselor Room **814**
 - a. Provide carpet tile floor, 4" rubber base, FRP wainscot over ½" Type 'X' Gyp. Bd. to 38" high with ½" tackboard over 5/8" Type 'X' Gyp. Bd., and Flat T-bar Ceiling at 9'-0".
 - b. Provide 3'x7' plam door with vision panel and hollow metal frame. Hardware to have Classroom Lock Function.

Irvine Carrillo

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



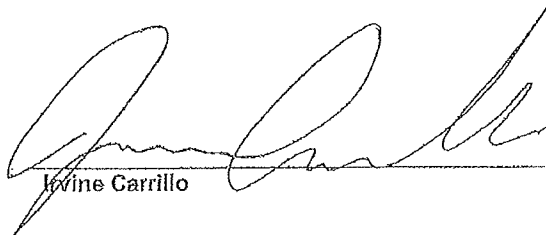
FLEWELLING & MOODY

architects for education

- c. Provide Cabinets as indicated.
- d. Provide credit for deleted fire rated wall, door, and fire smoke dampers.

Provide revision to HVAC, Plumbing, and Electrical Scope as required. Coordinate with IB#3 for low voltage scope.

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 checked="" 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

Cottonwood STEAM IB #2 / PCO #2R1 Revised Labor rates (BBC & *Supervision)

2.6.17, 3.31.17

Description	Rm	Material cost	Material credit	Labor Trade	Hours	Rate	Sub-total / Subcontractor	Cost
Speech Rm #838 / RSP Rm #819 / Counselor Rm #814:								
Framing:								
Revise door location, addition of new window: new track, header build up, window / door jamb, king studs.	838	\$802.96	\$0.00	Fab. Plant	8 hrs	\$48.74/hr	\$389.92	
Revise door location, addition of new window: new track, header build up, window / door jamb, king studs.	819	\$417.95	\$0.00	Fab. Plant	8 hrs	\$48.74/hr	\$389.92	
Revise door location, addition of new window: new track, header build up, window / door jamb, king studs.	814	\$596.65	\$0.00	Fab. Plant	8 hrs	\$48.74/hr	\$389.92	
Credit: Delete ceiling framing	814	\$0.00	-\$117.58	Fab. Plant	(3) hrs	\$48.74/hr	-\$146.19	
Credit: Delete ceiling framing	838	\$0.00	-\$167.30	Fab. Plant	(3) hrs	\$48.74/hr	-\$146.19	
Sub-total Framing:		\$1,817.56	-\$284.88				\$877.38	\$2,410.06
Doors/Frames/Hardware:								
				Mat. Cost Difference:				
Revise door from 6' x 7' to 3' x 7' w/ full laminated glass side lite	838	\$851.13	(\$819.35)	\$31.78	\$0.00	\$0.00		
Revise door hardware to Group #21 from Group #15	838	\$2,677.32	(\$1,343.50)	\$1,333.82	\$0.00	\$0.00		
Revise door type, add sidelite	819	\$533.98	(\$533.98)	\$0.00	\$0.00	\$0.00		
Revise door hardware to Group #21 from Group #22	819	\$2,677.32	(\$3,149.96)	-\$472.64	\$0.00	\$0.00		
Revise door type, add vision panel	814	\$786.92	(\$691.61)	\$95.31	\$0.00	\$0.00		
Revise door hardware to classroom lock	814	\$452.74	(\$403.10)	\$49.64	\$0.00	\$0.00		
Sub-total Doors/Hardware:		\$7,979.41	(\$6,941.50)	\$1,037.91	\$0.00	\$0.00		\$2,075.82
Wall Finishes; Rev walls from Pt. gyp to FRP & Tackbd.					Mark up			
Add Tackboard (T3)	838	\$3,460.00	\$0.00	\$1,640.00	\$510.00		T3	\$5,610.00
Add FRP	838	\$295.04	\$0.00	Carpenter	8 hrs	\$72.28/hr	\$578.24	
Credit finishing & painting gyp.	838	(\$95.00)	\$0.00	Painter & Drywall	2 hrs Paint / 2 hrs Drywall	\$51.04hr & \$72.24/hr	(\$246.56)	
Add Tackboard (T3)	814	Included in amount shown above, Tackboard (T3)						
Add for FRP install	814	\$236.03	\$0.00	Carpenter	8 hrs	\$72.28/hr	\$578.24	
Credit finishing & painting gyp.	814	(\$95.00)	\$0.00	Painter & Drywall	2 hrs Paint / 2 hrs Drywall	\$51.04hr & \$72.24/hr	(\$246.56)	
							\$663.36	
				Supervision	2/hrs	\$95.00	\$190.00	
Sub-total Wall Finishes:	BBC	\$341.07	\$0.00				\$853.36	\$1,194.43
	T3	\$5,610.00						\$5,610.00

Description	Rm	Material cost		Labor / Trade	Hours	Rate	Subcontractor	Cost
<u>Speech Rm #838 / RSP Rm #819 / Counselor Rm #814:</u>								
<u>Flooring Revisions:</u>								
Revise flooring; from quartz tile to carpet tiles	838	No Additional costs / credit						
Revise flooring; from quartz tile to carpet tiles	814	No Additional costs / credit						
<u>Casework Revisions: (Budgetary Costs only)</u>								
ADD: 1 (402), 2 (302), 1 (222), 1 (154)	838	\$4,631.00	\$0.00					
ADD: 3 Computer desk, 1 (253), 2 (302), 1 (222), 1 (154). (Credit): 2 (36") Upper, 1 (4') Tall, 2 (4') Base.	819	\$9,461.50	(\$4,962.00)					
ADD: 2 (222), 1 (253). (Credit): 5 (Tall Storage).	814	\$1,947.00	(\$6,380.00)					
<i>Sub-total Casework;</i>		\$16,039.50	(\$11,342.00)				Stolo Cab	\$4,697.50
<u>Miscellaneous Revisions:</u>								
ADD; Marker Board	838	\$832.94	\$0.00	Carpenter	1 hr	\$72.28/hr	\$72.28	
ADD; Mirror	838	\$202.45	\$0.00	Carpenter	1 hr	\$72.28/hr	\$72.28	
ADD; MooreCo Projector Bd	819	\$979.82	\$0.00	Carpenter	1 hr	\$72.28/hr	\$72.28	
(Credit) Fire smoke-damper	814	<u>\$0.00</u>	<u>(\$342.00)</u>	HVAC	(1 hr)	<u>\$72.99/hr</u>	<u>(\$72.99)</u>	
<i>Sub-total Miscellaneous;</i>		\$2,015.21	(\$342.00)				\$143.85	
				Supervision	0.5/hr	\$95.00	\$47.50	
							\$191.35	
								\$1,864.56
<u>Electrical & Low Voltage Rough-in Revisions:</u>								
Add: 1 quad power outlet, 2 data outlets w/ chase to above ceiling (rough-in only), 2 - 2'x4' LED Troffer Light Fixtures. (Credit) 2-1'x4' Surface mount Light Fixtures.	838	\$1,064.53	(\$594.00)	Electrician	8 hrs	\$88.58/hr	\$708.64	
Add: 20A/120V circuit, 2 duplex outlets, 1 quad power outlets, 2 data outlet (rough-in only), power & low voltage (rough in's only) for new Extron (NIC) System.	819	\$267.77	\$0.00	Electrician	8 hrs	\$88.58/hr	\$708.64	
Add: 1 duplex outlets, 1 quad power outlets, 1 data box w/ chase to above ceiling (rough-in only), 2-2'x4' LED Troffer Light Fixtures. (Credit) 2-1'x4' Surface mount Light Fixtures.	814	\$1,078.94	(\$594.00)	Electrician	8 hrs	\$88.58/hr	\$708.64	
<i>Sub-total Electrical;</i>		\$2,411.24	(\$1,188.00)				\$2,125.92	
				Supervision	3/hrs	\$95.00	\$285.00	\$3,634.16

Description	Rm	Material cost		Labor / Trade	Hours	Rate	Subcontractor	Cost
Speech Rm #838 / RSP Rm #819 / Counselor Rm #814:								
Ceiling Revisions:					(Mark up)			
ADD: T-bar ceiling (T3)	838	\$1,209.00	\$0.00	\$1,276.00	\$249.00		T3	\$2,734.00
ADD: T-bar ceiling (T3)	814	Included in amount shown above.						
(Credit) Fire rated ceiling, painted gyp.	838	\$0.00	(\$187.48)	Carpenter / Painter / Drywall	2 hrs / 1 hr / 1 hr	\$72.28/ \$51.04 / \$72.28	(\$267.88)	
(Credit) Fire rated ceiling, painted gyp.	814	\$0.00	(\$150.42)	Carpenter / Painter / Drywall	2 hrs / 1 hr / 1 hr	\$72.28/ \$51.04 / \$72.28	(\$267.88)	
			(\$337.90)				(\$535.76)	
				Supervision	-1.5/hrs	\$95.00	(\$142.50)	
Sub-total Ceiling Revisions;							(\$678.26)	(\$1,016.16)
Plumbing:								
Addition of sink package	819	\$740.98	\$0.00	Plumber	8 hrs	\$87.13	\$697.04	
				Supervision	\$1.00	\$95.00	\$95.00	
Sub-total Plumbing;							\$792.04	\$1,533.02
						BBC		\$11,695.89
						15%	\$1,754.38	\$13,450.27
						Sub's		\$13,041.50
						10%	\$1,304.15	\$14,345.65
								\$27,795.92
						Bond 1%	\$278.11	\$28,074.03



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

510.440.0157 Voice
510.440.0159 Fax

Correspondence

Date of Transmittal: 01/25/2017
Prepared By: Mike Womack

To: Leslie Puccio Bruns Belmont Const., Inc. P.O. Box 612707 SAN JOSE CA 95161-2707 Fax:	Project: T3 Job#: 165042 Cottonwood ES STEAM 2740 West Ave P-8 Palmdale CA 93551 Subject: IB #2 Acoustical Ceiling and T
--	--

Leslie,
Please see attached breakdown for IB #2 per your request. Work includes new tackpanels and Armstrong 2'x4' Cortega #703 in Speech and Counselors offices. We have no changes in RSP Room.

Add 312 SF of 2'x4' Armstrong Cortega #703 in Speech and Counselors offices:

Labor: 14 hours @ \$91.13: \$1,276.00
Material: \$1,209.00
Mark up 10%: \$249.00

Total add for ceiling: \$2,734.00

Add 27 EA 4'x7' Tackpanels with 13 EA 10' vinyl wrapped aluminum J Mold in Speech and Counselors offices:

Labor: 18 hours @ \$91.13: \$1,640.00
Material: \$3,460.00
Mark up 10%: \$510.00

Total add for tackpanels: \$5,610.00

Total combined add for IB #2: \$8,344.00



FLEWELLING & MOODY

architects for education

September 19, 2017

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. 4, for revised faucet at sink SK-3 per Instruction Bulletin No. 4, in the amount of <-\$54.46>, 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
Irving Carrillo

Bruns Belmont Construction1125 Mabury Road
San Jose, CA 95133Phone: 408.977.1708
Fax: 408.971.3534**PCO #4****BBC Job #6403 & #6404****PROJECT: Cottonwood S.T.E.A.M.**
2740 West Ave. P-8
Palmdale, CA 93551**DATE: 2.14.17****TO: Westside Union School District**
41914 No. 50th Street West
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Stage area:**

Cost difference for revised faucet at sink SK-3.

*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:	Original - Chicago #2300-E2805	(\$243.20)	Material: (\$47.36)
	Revised - Chicago #2302-E2805	<u>\$199.75</u>	
	Difference	(\$43.45)	
Subcontractor:	Tax @ 9%	<u>(\$3.91)</u>	Subcontractor:
		(\$47.36)	

Additional Time Allowance

		Subtotal	(\$47.36)
Description	Mark Up Percent		Mark Up Amount
BBC Mark up	15%	(\$47.36)	(\$7.10)
	10%		
Subtotal			<u>(\$54.46)</u>
Bond	1.0%		
		Total:	(\$54.46)

By: _____

By: Leslie Puccio

Date: _____

Date: 2.14.17



FLEWELLING & MOODY

architects for education

INSTRUCTION BULLETIN

☐ **LA Office**
815 Colorado Blvd., 2nd 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. 4

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

Project No.: 2540.0200

Attention: **Leslie Puccio**

Date: **January 30, 2017**

DESCRIPTION OF WORK TO BE PERFORMED:

At SK-3, provide swing style gooseneck faucet. Provide credit for deleted faucet.

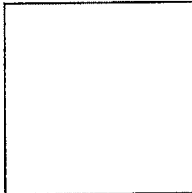
1.	<input checked="" type="checkbox"/>	A cost proposal is requested for the listed items. Do not proceed with the work until written approval is received.
2.	<input type="checkbox"/>	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change 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

Leslie Puccio

Mark,
Pricing for the Chicago faucets
Thanks
Gary



Quotation

GENERAL PLUMBING SUPPLY
P.O. BOX 4666
1530 SAN LUIS ROAD
WALNUT CREEK, CA 94597-3114
925-939-4622 Fax 925-939-1548

Order Date	Order Number
02/13/2017	S4322739
ORDER TO: GENERAL PLUMBING SUPPLY P.O. BOX 4666 1530 SAN LUIS ROAD WALNUT CREEK, CA 94597-3114 Phone: 925-939-4622	

QUOTE TO:
SARAMARK, INC
1125 MABURY RD
P.O.BOX 612196
SAN JOSE, CA 95161

SHIP TO:
SARAMARK, INC
ATTN MARK
SAN JOSE, CA 95161

Customer Number	Customer Order Number	Release Number	Salesperson	
102946	CHICAGO		GARY IMHOFF (1)	
Writer	Ship Via	Terms	Expr Date	Freight Allowed
GARY IMHOFF (1)	BID	2% 25th Net 30	03/15/2017	No
Description		Order Qty	Net Price	Amount
CHI-FCT 2302-E2805-5ABCP SINGLE LEVER DUAL SUPPLY MIXING SINK FAUCET **SPECIAL ORDER - NON RETURNABLE**		1ea	199.746	199.75
CHI-FCT 2300-E2805ABCP SINGLE LEVER DUAL SUPPLY MIXING SINK FAUCET **SPECIAL ORDER - NON RETURNABLE**		1ea	243.202	243.20
			Subtotal	442.95
			Tax	36.54
			Freight	0.00
			Handling	0.00
			Total	479.49



FLEWELLING & MOODY
architects for education

November 28, 2017

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. 7, to upgrade casework plastic laminate material from Formica to Wilsonart, in the amount of \$1,313.20, 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
Irving Carrillo

Bruns Belmont Construction1125 Mabury Road
San Jose, CA 95133Phone: 408.977.1708
Fax: 408.971.3534**PCO #7****BBC Job #6403 & #6404****PROJECT:** Cottonwood S.T.E.A.M.
2740 West Ave. P-8
Palmdale, CA 93551**DATE:** 5.11.17**TO:** Westside Union School District
41914 No. 50th Street West
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Building:**

Upgrade casework plastic laminate material from Formica to Wilsonart.

*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:	Stolo Cabinets	Subcontractor: <u>\$1,182.00</u>
Additional Time Allowance None		

		Subtotal	\$0.00
Description	Mark Up Percent	Mark Up Amount	
BBC Mark up	10%	\$118.20	\$1,300.20
Subtotal			<u>\$1,300.20</u>
Bond	1.0%		<u>\$13.00</u>
		Total:	\$1,313.20

By: _____

By: Leslie Puccio

Date: _____

Date: 5.11.17



CONTRACT CHANGE ORDER 01

DATE: May 8, 2017 TO: Bruns Belmont Construction, Inc
JOB NAME: Cottonwood ES STEAM 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.

Delete all Fomica laminate at casework. Provide Wilsonart laminte.

Countertops shall be Carbon EV - 4820-60

Body laminate shall be Misty Zephyr - 4843-60

1. THE ABOVE CHANGE WILL **INCREASE** THE CONTRACT AMOUNT BY **\$1,182.00**
2. TIME IMPACT: ☐ 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.

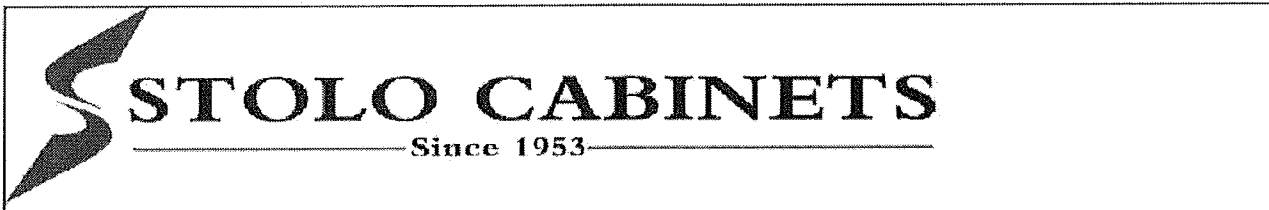
Matt James
Project Manager

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			Delete all Formica Laminate at casework. Provide Wilsonart Laminate				
SCOR 1							5/8/2017
ITEM	COMMENTS	UOM	ORIG. QTY	NEW QTY	DIFFERENCE	UNIT COST	TOTAL
Material TOTAL			\$39,212	\$40,240	\$1,028	1	\$ 1,028.00
SUB-TOTAL							\$1,028
15% P & O							\$154
TOTAL							\$1,182

Leslie Puccio

From: Irving Carrillo <icarrillo@flewelling-moody.com>
Sent: Wednesday, May 10, 2017 9:47 AM
To: Leslie Puccio; Brian Lyons
Subject: FW: Cottonwood - STEAM

Leslie please see below.

From: Trussell, Joseph [mailto:w.trussell@westside.k12.ca.us]
Sent: Wednesday, May 10, 2017 9:08 AM
To: icarrillo@flewelling-moody.com; 'robert abel'
Subject: RE: Cottonwood - STEAM

I'm ok with the change

Wayne Trussell

Director, Maintenance & Operations
41910 N. 50th Street West
Quartz Hill, CA 93536
(661) 722-0716, ext. 72127 (office)
(661) 943-1298 (fax)

FOR TIME SENSITIVE CORRESPONDENCE, PLEASE CC: facilities@westside.k12.ca.us

From: Irving Carrillo [mailto:icarrillo@flewelling-moody.com]
Sent: Tuesday, May 09, 2017 1:13 PM
To: Trussell, Joseph; 'robert abel'
Subject: FW: Cottonwood - STEAM

Wayne

See attached for increase in cost to switch to WilsonArt on the Phase 2 project.

From: Leslie Puccio [mailto:lpuccio@1125maburyrd.com]
Sent: Tuesday, May 09, 2017 12:45 PM
To: icarrillo@flewelling-moody.com
Cc: Brian Lyons
Subject: Cottonwood - STEAM

Irving;

Please see the attached change order request from Stolo Cabinets for the plastic laminate change to Wilsonart from Formica.

Let us know your thoughts and we'll process accordingly.

Leslie Puccio,

Project Manager
Bruns Belmont Construction, Inc.
P.O. Box 612707, San Jose, CA 95161



FLEWELLING & MOODY
architects for education

September 19, 2017

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. 8, to demolish existing AC pavement area and construction new base and AC pavement section per Instruction Bulletin No. 12, in the amount of \$10,866.69, 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
Irving Carrillo

Bruns Belmont Construction1125 Mabury Road
San Jose, CA 95133Phone: 408.977.1708
Fax: 408.971.3534**PCO #8 / IB #12****BBC Job #6403 & #6404****PROJECT: Cottonwood S.T.E.A.M.**
2740 West Ave. P-8
Palmdale, CA 93551**DATE: 6.8.17****TO: Westside Union School District**
41914 No. 50th Street West
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL**

AC Paving; Demo, offhaul existing AC pavement area indicated per I.B. #12.
Construct new base and AC pavement section (Costs are per base bid original unit pricing).

Excluded: Any other work not mentioned in this proposal

Item	Description	Quantity
Labor:		Labor: \$0.00
Material:		Material: \$0.00
Subcontractor:	ANM \$9,781.00	Subcontractor: \$9,781.00
		Subtotal \$9,781.00

Description	Mark Up Percent	Mark Up Amount
BBC Mark up	15% \$0.00	\$0.00
	10% \$9,781.00	\$978.10
Subtotal		\$10,759.10
Bond	1.0%	\$107.59
Total:		\$10,866.69

By: _____

By: Leslie Puccio

Date: _____

Date: 6.8.17

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: 06/07/17
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, Bulletin# 12 BD.1

Job Description: Demo Improvements.

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	
1	Demo Existing Asphalt and Base:	1,560	SF	1L5	\$4,165.00
2	Construct Base Section per Base Bid	1,560	SF	\$1.30	\$2,028.00
	Original Unit Price:				
3	Construct Asphalt Section per Base Bid	1,560	SF	\$2.30	\$3,588.00
	Original Unit Price:				
Note:	Asphalt & Base are a lump sum item in the contract, since this work has not been done at this point, I am charging the same price as original bid. It will be cheaper for the school.				
	Labor for Demo: 1,280.00				
	Equipment for Demo: 1136.00				
	Dumping: 1210.00				
	ANM Markup 15%: 539.00	Total		\$4,165.00	
	THIS PRICE IS VALID FOR 30 DAYS			TOTAL	\$9,781.00

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
- 5
- 6
- 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



FLEWELLING & MOODY

architects for education

INSTRUCTION BULLETIN

- | | |
|---|---|
| <input type="checkbox"/> LA Office
815 Colorado Blvd., 2 nd Floor
Los Angeles, CA 90041
323.543.8300
323.543.8198 FAX | <input checked="" type="checkbox"/> Lancaster Office
1035 West Lancaster Blvd.
Lancaster, CA 93534
661.949.0771
661.949.2843 FAX |
|---|---|

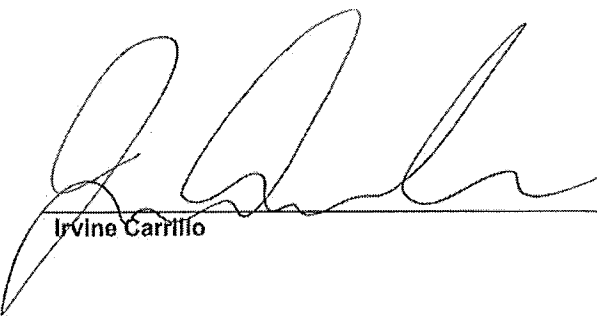
I.B. No. 12

Project: **Cottonwood Elementary School – S.T.E.A.M. Building** Project No.: 2540.0200
To: **Bruns Belmont Construction, Inc.**
Attention: **Leslie Puccio**
Date: **May 05, 2017**

DESCRIPTION OF WORK TO BE PERFORMED:

Demo (e) paving and provide new paving as shown on IB#12 drawing 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



FLEWELLING & MOODY

architects for education

November 28, 2017

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. 11R, for additional asphalt, base demo and new asphalt and base paving improvements per Instruction Bulletin No. 14, in the amount of \$11,008.00, 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
Irving Carrillo

Bruns Belmont Construction1125 Mabury Road
San Jose, CA 95133Phone: 408.977.1708
Fax: 408.971.3534**PCO #11 / I.B.#14****BBC Job #6403 & #6404****PROJECT:** Cottonwood S.T.E.A.M.
2740 West Ave. P-8
Palmdale, CA 93551**DATE:** 6.26.17 9.26.17**TO:** Westside Union School District
41914 No. 50th Street West
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Parking Lot:** Demo, off-haul and replacement of existing damaged AV pavement and concrete curb at two driveway locations, per I.B. #14.** Demo and off-haul work was completed previously during the original demo phase to reduce additional costs, under the verbal approval of Wayne Trussell.*9.26.17: Revised costs and labor breakdown from concrete subcontractor (MCL).Excluded: Any other work not mentioned in this proposal

Item	Description	Quantity
Labor:	BBC Supervision; 1 hr @ \$95/hr = \$95.	Labor: \$95.00
Material:		Material: \$0.00
Subcontractor:	MCL \$1,305.00 ANM \$8,504.00	Subcontractor: \$9,809.00

		Subtotal	\$9,904.00
Description	Mark Up Percent	Mark Up Amount	
BBC Mark up	15%	\$95.00	\$14.25
	10%	\$9,809.00	\$980.90
Subtotal			\$10,789.90
Bond	1.0%		\$108.99

Total: \$11,008.00

By: _____

By: Leslie Puccio

Date: _____

Date: 9.26.17



FLEWELLING & MOODY

architects for education

INSTRUCTION BULLETIN

☐ LA Office
815 Colorado Blvd., 2nd 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. 14

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

Project No.: 2540.0200

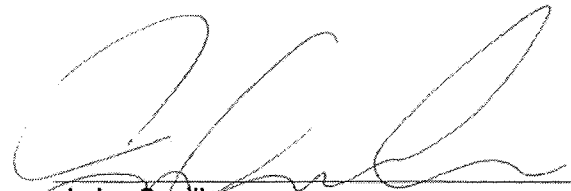
Attention: Leslie Puccio

Date: June 06, 2017

DESCRIPTION OF WORK TO BE PERFORMED:

Demo (e) paving and provide new paving as shown on IB#14 drawings 14.1 and 14.2 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

6.6 ANM / MCL

MCL Construction, Inc.

24008 Telegraph Hill Valencia, CA 91355 - Phone: 661 260-3560 Fax: 661 260-3429

Sept 26th, 2017

Change Order – RE: IB#14

To: Bruns Belmont Construction, Inc.
1125 Mabury Rd.
San Jose, CA 95133
Office:408-977-1708

Re: Instructional Bulletin #14 – Replacement of damaged curb at west entrance.

Project: Cottonwood Elementary – Phase II - Sitework

MCL Construction, Inc., in compliance with your Invitation to Bid, proposes to furnish and install all material to complete (except as excluded herein) the structural concrete portion of this job.

- Replace damaged curb at west entrance to project as drawn on IB#14 documents.
 - Demo and/or export - - - - - EXCLUDED
 - Asphalt paving - - - - - EXCLUDED
 - 20 linear feet of PCC curb per detail "H/C.501" - - INCLUDED
 - **Price** - - - - - **\$1,305.00**

This proposal is firm for sixty (60) days and is subject to adjustment or withdrawal thereafter. Please print, sign, and date if accepted.

BBC Representative (print)

Wade McConnell
President,
MCL Construction

BBC Representative (sign)

Labor				Material			
	Men	Hours	Total hrs		Unit	Price	Total
Formwork	2	2.5	5.0	Concrete	1	\$ 150.00	\$ 150
Rebar Installation	1	2.0	2.0	Rebar	2	\$ 6.50	\$ 13
Place and Finish	2	3.0	6.0				
Total hours			13.00	Total			\$ 163
Union Labor Rate			\$ 41.25	Labor			\$ 972
Union Trust Fund Rate			\$ 18.57	Material			\$ 163
25% Labor Burden			\$ 14.96				
Rate			\$ 74.78	Subtotal			\$ 1,135
Subtotal			\$ 972	OHP	15%		\$ 170
				Total			\$ 1,305

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: 06/07/17
 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
 Job Description: Additional Asphalt, Base Demo and New Asphalt & Base Paving Improvements.

NOTE: We were asked to proceed with the work per School District & Brian.

*Xtra AC demo
already complete*

Now IB#14

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	
1	Demo Existing Asphalt and Base at 2 Driveways.	1,251	SF	1LS	\$4,000.00
2	Construct Base Section per Base Bid Original Unit Price.	1,251	SF	\$1.30	\$1,626.30
3	Construct Asphalt Section per Base Bid Original Unit Price.	1,251	SF	\$2.30	\$2,877.30
Note: Asphalt & Base are a lump sum item in the contract, sense this work has not been done at this point, I am charging the same price as original bid. It will be cheaper for the school.					
	Labor for Demo: 1,280.00				
	Equipment for Demo: 1136.00				
	Dumping: 1135.00				
	ANM Markup 15%: 449.00	Total		\$4,000.00	
THIS PRICE IS VALID FOR 30 DAYS				TOTAL	\$8,503.60

GENERAL CONDITIONS

- Proposal is based on both parties reaching mutually agreeable terms and conditions prior to the start of work.
- 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.
- A "Preliminary Lien Notice" will be issued on all projects. This is a legal precaution and is not a lien.
- ANM Construction & Engineering will not guarantee drainage on asphalt with a slope of less than 1%.
- Asphalt paving may experience "scuffing" due to vehicle movement in confined areas.
- The language and conditions of this proposal must be included in any subsequent contracts.
- 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.
- 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

- Permits, fees, or bond premiums unless specifically noted in this proposal.
- Surveying, staking, testing or engineering.
- Engineered traffic control plans.
-
-
-
-
-
-
-
-
-
-
-
-

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



FLEWELLING & MOODY

architects for education

November 28, 2017

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. 13, to provide concrete pavement section and concrete curb at trash enclosure per Instruction Bulletin No. 20, in the amount of \$2,518.00, 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
Irving Carrillo

Bruns Belmont Construction1125 Mabury Road
San Jose, CA 95133Phone: 408.977.1708
Fax: 408.971.3534**PCO #13 / I.B.#20****BBC Job #6403 & #6404****PROJECT: Cottonwood S.T.E.A.M.**
2740 West Ave. P-8
Palmdale, CA 93551**DATE: 7.20.17****TO: Westside Union School District**
41914 No. 50th Street West
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Trash Enclosure:** Place concrete per detail D, sheet C5.01 and add 6" h x 6" w concrete curb at Trash Enclosure,
per I.B. #20.** Time sensitive: Formal approval necessary in order to maintain concrete placement scheduled for 7.28.17.*Excluded: Any other work not mentioned in this proposal

Item	Description	Quantity
Labor:		Labor: \$380.00
Material:		Material: \$0.00
Subcontractor: MCL	\$2,266.00	Subcontractor: \$2,266.00

		Subtotal	\$2,266.00
Description	Mark Up Percent	Mark Up Amount	
BBC Mark up	15%		\$0.00
	10%	\$2,266.00	\$226.60
Subtotal			\$2,492.60
Bond	1.0%		\$24.93

Total: \$2,518.00

By: _____

By: Leslie Puccio

Date: _____

Date: 7.20.17



FLEWELLING & MOODY

architects for education

INSTRUCTION BULLETIN

☐ **LA Office**
815 Colorado Blvd., 2nd 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. 20

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

Project No.: 2540.0200

Attention: **Leslie Puccio**

Date: **July 18, 2017**

DESCRIPTION OF WORK TO BE PERFORMED:

At Existing Trash Enclosure within Service Yard:

1. Provide concrete pavement section per Detail D, Sheet C5.01.
2. Provide 6" high, 6" wide concrete curb. Similar to Detail H, Sheet C5.01.

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

MCL Construction, Inc.

24008 Telegraph Hill Valencia, CA 91355 - Phone: 661 260-3560 Fax: 661 260-3429

July 19, 2017

Change Order – RE: IB#20

To: Bruns Belmont Construction, Inc.
1125 Mabury Rd.
San Jose, CA 95133
Office:408-977-1708

Re: Instructional Bulletin #20 – Trash Enclosure Slab and Curb
Project: Cottonwood Elementary – Phase II - Sitework

MCL Construction, Inc., in compliance with your Invitation to Bid, proposes to furnish and install all material to complete (except as excluded herein) the structural concrete portion of this job.

Trash Slab	153 SF	\$ 1,258.00
Trash Curb	36 LF	\$ 1,008.00
	Total	\$ 2,266.00

This proposal is firm for sixty (60) days and is subject to adjustment or withdrawal thereafter. Please print, sign, and date if accepted.

BBC Representative (print)

Wade McConnell

BBC Representative (sign)

		<u>Labor</u>		
		Men	Hours	Total hrs
Form		1	4.835	4.835
Pour		1	4.835	4.835
	Total hours			9.67
	Rate			\$ 81.50
	Subtotal			\$ 788.00
		<u>Material</u>		
Concrete	CY	Price	Total	
	7.89	\$ 150.00	\$ 1,183.00	
Labor				\$ 788.00
Material				\$ 1,183.00
	Subtotal			\$ 1,971.00
	OHP	15%		\$ 295.00
	Total			\$ 2,266.00



FLEWELLING & MOODY

architects for education

September 19, 2017

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. 14R1, regarding re-institution of the previously suspended ruling regarding concrete delivery, in the amount of \$40,894.00, 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
Irving Carrillo

Bruns Belmont Construction1125 Mabury Road
San Jose, CA 95133Phone: 408.977.1708
Fax: 408.971.3534**PCO #14 R1****BBC Job #6403 & #6404****PROJECT:** Cottonwood S.T.E.A.M.
2740 West Ave. P-8
Palmdale, CA 93551**DATE:** 7.20.17 8.8.17**TO:** Westside Union School District
41914 No. 50th Street West
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****AB 219 - Concrete Driver/Delivery Wages:**

Please review the attached letter regarding re-institution of the previously suspended ruling regarding concrete delivery / driver wages known as AB 219.

8.8.17; Revised breakdown included.Excluded: Any other work not mentioned in this proposal

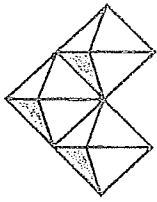
Item	Description	Quantity	
Labor:			Labor: \$0.00
Material:	Site concrete;	\$24,968.54	Material: \$40,894.00
	Building concrete;	<u>\$15,925.37</u>	
		\$40,893.91	
Subcontractor:			Subcontractor: \$0.00
			Subtotal \$40,894.00
		Description	Mark Up Percent
		BBC Mark up	15%
			10%
		Subtotal	\$0.00
		Bond	1.0%
			<u>\$0.00</u>
Total:			\$40,894.00

By: _____

By: Leslie Puccio

Date: _____

Date: 8.8.17



6404

BRUNS BELMONT CONSTRUCTION, INC.
P.O. Box 612707 • San Jose, CA 95161-2707 • 408.977.1708 • Fax: 408.294.1078

July 6, 2017

Westside Union School District
41914 50th Street West
Quartz Hill, CA 93536.

Attn: Mr. Shawn Cabey
Re: Cottonwood Elementary School Phase II – STEAM Building

Dear Mr. Cabey;

We, as members of a trade organization named "Associated Builders and Contractors" were recently notified of activity pertaining to AB219. AB219 pertains to concrete delivered to a public works project, specifically that the drivers must be paid prevailing wages and certified payroll reports must be furnished to the general contractor as well as uploaded to the DIR website.

At the time we submitted our proposal to the District, AB219 had been stayed by a district court so we did not include the added cost incurred by this legislation. We used current market conditions to deliver the best possible proposal to the District. In fact, since the bill took effect there have been several twists and turns as shown in the following narrative provided by ABC:

- July 1, 2016—AB 219 takes effect.
- Oct. 21, 2016—District Court issues preliminary injunction suspending enforcement of AB 219. AB 219 not in effect.
- Dec. 16, 2016—Court of Appeals stays the preliminary injunction pending appeal. AB 219 back in effect.
- Mar. 14, 2017—District Court issues permanent injunction overturning AB 219. AB 219 not in effect.
- Apr. 19, 2017—Court of Appeals stays the preliminary injunction pending appeal. AB 219 back in effect.

Now that we know there will be no further modifications until it is heard by the 9th Court of Appeals in 12-18 months, we will be forced to pay the concrete supplier an additional \$218.50 per load to comply with this bill. As a result, we respectfully request the District process a change order in the amount of \$40,894. This amount is a direct pass thru from our concrete subcontractor and does not include any markup for our firm.



ARROW TRANSIT MIX, INC.

Telephone (661) 945-7600

June 19, 2017

Fax (661) 942-3815

AB 219 - update

Subject:

Date: 2017-04-20 09:00 AM

From: Charley Rea <crea@calcima.org>

To: Charley Rea <crea@calcima.org>

To Ready Mix Producers - **AB 219 is back in effect pending final decision** - Three weeks ago, the U.S. District Court in Los Angeles issued a permanent injunction and ruled that AB 219 is unconstitutional and cannot be enforced by the Department of Industrial Relations. This week, the U.S. Court of Appeals for the Ninth Circuit ordered a stay of that ruling, pending a final decision on appeal. This means that AB 219 is back in effect and will remain so until the Court of Appeals makes its final decision, most likely sometime in 2018.

Charley Rea,

CalcIMA

www.calcima.org

Wade, The above paragraph was copied from an email we receiver April 20th 2017. This was the last we have heard about AB 219. The Bill is in Affect until further notice

***Projects that are associated with Assembly Bill 219 will be required to pay an additional AB219 fee of \$200.00 per load regardless of quantity ordered. (Applies to projects Awarded on or after 7-1-16)**

Respectfully Submitted,

Donny Thompson

507 East Ave L-12 Lancaster, Ca 93535

MCL Construction, Inc.

24008 Telegraph Hill Valencia, CA 91355 - Phone: 661 260-3560 Fax: 661 260-3429

May 16, 2017

REQUEST FOR CHANGE #1

To: Bruns Belmont Construction
P. O. Box 612707, San Jose, CA 95161
408 977-1708 x 152 Fax 408 971-3534
a.martinez@1125maburyrd.com

Re: Concrete Driver Prevailing Wage per AB219 for Concrete Site Work
Project: Cottonwood Elem. School S.T.E.A.M. Building, Palmdale, CA

Concrete Driver Prevailing Wage per AB219 1,063 CY\$ ~~29,340.00~~ \$ 24,968⁹⁴

Please sign and return this document acknowledging acceptance of this change condition.

Ann Martinez

Date

MCL Construction, Inc.

24008 Telegraph Hill Valencia, CA 91355 - Phone: 661 260-3560 Fax: 661 260-3429

May 16, 2017

REQUEST FOR CHANGE #1

To: Bruns Belmont Construction
P. O. Box 612707, San Jose, CA 95161
408 977-1708 x 152 Fax 408 971-3534
a.martinez@1125maburyrd.com

Re: Concrete Driver Prevailing Wage per AB219 for Building Concrete
Project: Cottonwood Elem. School S.T.E.A.M. Building, Palmdale, CA

Concrete Driver Prevailing Wage per AB219 678 CY\$ ~~18,713.00~~ \$ 15,925³⁷

Please sign and return this document acknowledging acceptance of this change condition.

Ann Martinez

Date



FLEWELLING & MOODY

architects for education

September 19, 2017

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. 15, to provide credit for deleted scope of revised concrete walk and planter per Instruction Bulletin No. 19, in the amount of <-\$730.00>, 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
Irving Carrillo

Bruns Belmont Construction1125 Mabury Road
San Jose, CA 95133Phone: 408.977.1708
Fax: 408.971.3534**PCO #15 / I.B. #19****BBC Job #6403 & #6404****PROJECT: Cottonwood S.T.E.A.M.**
2740 West Ave. P-8
Palmdale, CA 93551**DATE: 7.20.17****TO: Westside Union School District**
41914 No. 50th Street West
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Building 900 - Southeast Corner Concrete Revs:**Revise concrete walk and planter per drawings DBD 19.1. Provide credit for
deleted scope, per I.B. #19.**Excluded:** Any other work not mentioned in this proposal

Item	Description	Quantity		
Labor:			Labor:	\$380.00
Material:			Material:	\$0.00
Subcontractor:	MCL (\$664.00)		Subcontractor:	(\$664.00)
			Subtotal	(\$664.00)
			Description	Mark Up Percent
			BBC Mark up	15%
				10% (\$664.00)
			Subtotal	(\$730.40)
			Bond	1.0%
				\$0.00
			Total:	(\$730.00)

By: _____

By: Leslie Puccio

Date: _____

Date: 7.20.17



FLEWELLING & MOODY

architects for education

INSTRUCTION BULLETIN

☐ **LA Office**
815 Colorado Blvd., 2nd 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. 19

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

Project No.: 2540.0200

Attention: **Leslie Puccio**

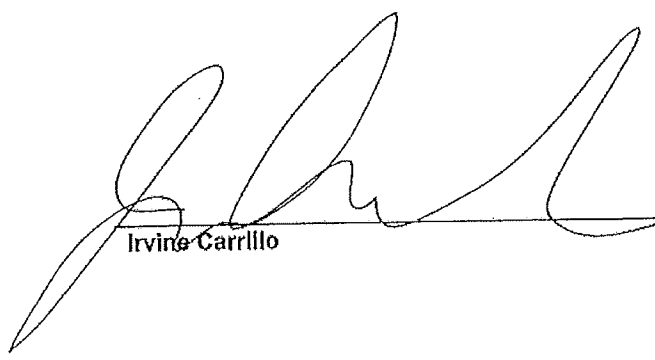
Date: **July 5, 2017**

DESCRIPTION OF WORK TO BE PERFORMED:

At Southeast corner of Building 900:

1. Revise 10'-0" wide concrete walk and planter as shown in attached drawing BD19.1.
2. Provide credit to delete concrete sitework.
3. Ground cover by others.

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

MCL Construction, Inc.

24008 Telegraph Hill Valencia, CA 91355 - Phone: 661 260-3560 Fax: 661 260-3429

July 19, 2017

REQUEST FOR CHANGE IB #19

To: Bruns Belmont Construction
P. O. Box 612707, San Jose, CA 95161
408 977-1708 x 152 Fax 408 971-3534
a.martinez@1125maburyrd.com

Re: Sidewalk Credit per IB #19

Project: Cottonwood Elem. School S.T.E.A.M. Building Concrete Site Work,
Palmdale, CA

Deleted Sidewalk

93 SF

\$ <664.00>

Please sign and return this document acknowledging acceptance of this change condition.

Ann Martinez

Date

		<u>Labor</u>		
		Men	Hours	Total hrs
Form		1	2.66	2.66
Pour		1	2.67	2.67
	Total hours			5.33
	Rate			\$ 81.50
	Subtotal			\$ 434
		<u>Material</u>		
Concrete	CY	Price	Total	
	1.13	\$ 150.00	\$	170
Labor			\$	434
Material			\$	170
	Subtotal		\$	604
	OHP	10%	\$	60
	Total		\$	664



FLEWELLING & MOODY
architects for education

November 28, 2017

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. 17R1, to delete portion of expansion joint and saw cut joints in the fire paving area per RFI No. 19, in the amount of <-\$13,009.00>, 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
Irving Carrillo

Bruns Belmont Construction1125 Mabury Road
San Jose, CA 95133Phone: 408.977.1708
Fax: 408.971.3534**PCO #17R1****BBC Job #6403 & #6404****PROJECT: Cottonwood S.T.E.A.M.**
2740 West Ave. P-8
Palmdale, CA 93551**DATE: 8-9-17 9.25.17****TO: Westside Union School District**
41914 No. 50th Street West
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Site:**

Per RFI#19, delete 1,602/l.f. of expansion joint and 534/l.f. of saw cut joints in the fire paving area.

9.25: Revised labor cost breakdown.

Excluded: Any other work not mentioned in this proposal

Item	Description	Quantity
Labor:		Labor: \$380.00
Material:		Material: \$0.00
Subcontractor:	MCL (\$5,979.00) Expansion Joint: \$1,602. X \$3.65/LF = (\$5,847).	Subcontractor: (\$11,826.00)

		Subtotal	(\$11,826.00)
Description	Mark Up Percent	Mark Up Amount	
BBC Mark up	15%	\$0.00	
	10% (\$11,826.00)	-\$1,182.60	
Subtotal		(\$13,008.60)	
Bond	1.0%	\$0.00	

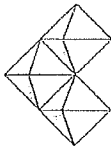
Total: (\$13,009.00)

By: _____

By: Leslie Puccio

Date: _____

Date: 9.25.17



Bruns Belmont Construction, Inc.
P.O. Box 612707, San Jose, CA 95161
(408) 977-1708 Fax: (408) 971-3534

REQUEST FOR INFORMATION # 19

PROJECT NAME:		Cottonwood S.T.E.A.M. - SITEWORK		BBC JOB NO.		6403	
TO:		Flewelling & Moody Architects 1035 W. Lancaster Blvd. Lancaster, CA 93534		FROM:		Bruns Belmont Construction, Inc. P.O. Box 612707 San Jose, CA 95161	
DATE:		8.1.17		RFI NUMBER:		19	
SUBJECT:		Construction Joints at Fire Access					
CATEGORY:							
<input type="checkbox"/> NEED ADDITIONAL INFORMATION							
<input type="checkbox"/> UNFORSEEN CONDITION							
<input type="checkbox"/> COORDINATION PROBLEM OR CONFLICT WITHIN DOCUMENTS							
<input type="checkbox"/> OTHER							
SPEC. SECTION		PARAGRAPH NO.		DRAWING NO.		DETAIL NO	
				C5.01		C notes 2 & 3	
DESCRIPTION:							
<p>See notes #2 and #3 on Detail C on Sheet C5.01 regarding Fire Access paving - This detail states that construction/expansion joints should be placed at every 10' o/c each way in addition to control joints at every 5' o/c each way. Is it acceptable to install expansion joints at every 40' o/c each way (similar to note #3 on Detail D on Sheet C5.01) and saw cuts at every 10' o/c each way?</p> <p>See subcontractor RFI attached.</p>							
CONTRACTOR'S PROPOSED RESOLUTION:							
<input type="checkbox"/> ATTACHMENTS							
<input type="checkbox"/> COST IMPACT		\$ _____ EST.		<input type="checkbox"/> TIME IMPACT		_____ 0 _____ DAY S	
CONTRACTOR'S SIGNATURE:					DATE:		
RESPONSE:							
<p>Please refer to response from Stantec on following page. Provide credit for deleted materials and scope.</p>							
<input type="checkbox"/> ATTACHMENTS							
ARCHITECT SIGNATURE:		Irvine Carrillo			DATE:		08.1.17

MCC 8.1.17.

MCL Construction, Inc.

24008 Telegraph Hill Valencia, CA 91355 - Phone: 661 260-3560 Fax: 661 260-3429

September 22, 2017

Change Order – RE: RFI #19

To: Bruns Belmont Construction, Inc.
1125 Mabury Rd.
San Jose, CA 95133
Office: 408-977-1708

Re: RFI #19 Change Expansion Joint and Sawcut Joint Spacing for Fire Pavement
Project: Cottonwood Elementary – Phase II and III - Sitework

MCL Construction, Inc., in compliance with your Invitation to Bid, proposes to furnish and install all material to complete (except as excluded herein) the structural concrete portion of this job.

Delete 1,602 LF of Expansion Joint and 534 LF of Sawcut Joint in the Fire Paving Per RFI #19 \$ **<5,979.00>**

This proposal is firm for sixty (60) days and is subject to adjustment or withdrawal thereafter. Please print, sign, and date if accepted.

BBC Representative (print)

Wade McConnell
President,
MCL Construction

BBC Representative (sign)

Contract		RFI 19		Credit	
Fire Pavement	10,680 SF	Fire Pavement	10,680 SF	Fire Pavement	0 SF
Expansion Joint @ 10' OC	2,136 LF	Expansion Joint @ 40' OC	534 LF	Expansion Joint @ 40' OC	1,602 LF
Sawcut Joint @ 5' OC	2,136 LF	Sawcut Joint @ 10' OC	1,602 LF	Sawcut Joint @ 10' OC	534 LF

Labor				Material			
	Men	Hours	Total hrs		Unit	Price	Total
Formwork	4	-8.0	-32.0	Dowels	641	\$ (1.31)	\$ (840)
Dowel	1	-8.0	-8.0	Expansion Felt	1602	\$ (0.81)	\$ (1,298)
Sawcut Layout	2	-2.0	-4.0	Sawcut	534	\$ (0.50)	\$ (267)
Total hours			-44.00	Total			\$ (2,404)
Union Labor Rate			\$ 41.25	Labor			\$ (3,290)
Union Trust Fund Rate			\$ 18.57	Material			\$ (2,404)
25% Labor Burden			\$ 14.96	Subtotal			\$ (5,695)
Rate			\$ 74.78	OHP	5%		\$ (285)
Subtotal			\$ (3,290)	Total			\$ (5,979)

Lic. No. 971967 - ESTIMATING@MCLConstruction.net



FLEWELLING & MOODY
architects for education

November 28, 2017

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. 22, to provide re-staking service in the corridor area of Phase 3, in the amount of \$2,443.00 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
Irving Carrillo

Bruns Belmont Construction1125 Mabury Road
San Jose, CA 95133Phone: 408.977.1708
Fax: 408.971.3534**PCO #22****BBC Job #6403 & #6404****PROJECT:** Cottonwood S.T.E.A.M.
2740 West Ave. P-8
Palmdale, CA 93551**DATE:** 9.29.17**TO:** Westside Union School District
41914 No. 50th Street West
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Phase III - Corridor Area**

Provide re-staking service in the corridor area of Phase III, Per Wayne Trussell.

Excluded: Any other work not mentioned in this proposal

Item	Description	Quantity
Labor:	BBC Supervision; 1 hr @ \$95/hr = \$95.	Labor: \$95.00
Material:		Material: \$0.00
Subcontractor:	Precision Surveyors, Inc. \$2,100.00	Subcontractor: \$2,100.00

Description	Mark Up Percent	Subtotal	Mark Up Amount
BBC Mark up	15%	\$95.00	\$14.25
	10%	\$2,100.00	\$210.00
Subtotal			\$2,419.25
Bond	1.0%		\$24.19

Total: \$2,443.00

By: _____

By: Leslie Puccio

Date: _____

Date: 9.29.17

P R E C I S I O N

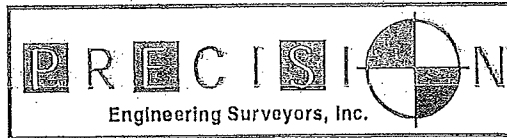
Engineering Surveyors, Inc.

Bill To
Bruns Belmont Construction, Inc. PO Box 612707 San Jose, CA 95161

Date	Change Order
8/30/2017	7579

Phone: (909) 862-6326 Fax: (909) 862-6328

...ue, #534
...2346
(909) 862-6326
Fax (909) 862-6328



Project No.: 11-1109
Project Name: STEAM BLD
Date: 08-24-17 6:00

AUTHORIZATION FOR EXTRA OR RESTAKE WORK

ORDERED BY BRIAN E BRUNS - BELMONT
FOR: STEAM BLD / COTTONWOOD BS
PALMDALE, CA

DEPARTMENT _____

TASK	DESCRIPTION OF EXTRA OR RESTAKE WORK	HOURS
1)	RE-STAKE FS, EDGE CONC, PLANTERS, ETC @ CORRIDOR - PHASE 3	8.0

④

TO BE ACCOMPANIED WITH FIELD TIMECARD

(REV. 11/00) • PR-PRINTING (909) 237-0717

P.F.C.O.
#7579

A handwritten signature in black ink, appearing to read "Clyde M. ...".

FIELD/SUPERINTENDENT'S AUTHORIZED SIGNATURE

Leslie Puccio

From: Brian Lyons
Sent: Saturday, August 26, 2017 7:43 AM
To: Wayne Trussell; Frank Large
Cc: Leslie Puccio; Clyde Gregston
Subject: Fwd: 16-169 STEAM Classroom at Cottonwood ES - Field Notes 08/24/17
Attachments: image002.jpg; ATT00001.htm; image003.jpg; ATT00002.htm; 16-169 fn 08-24-17.pdf; ATT00003.htm; 16-169 PLOT 08-24-17.pdf; ATT00004.htm

Attached, please find the plot regarding survey and staking conducted in the center corridor area of the Cottonwood project.

Thank you,
Brian M. Lyons
Bruns Belmont Construction, Inc.

Begin forwarded message:

From: Krysta Díaz <kdiaz@precisionsurveyor.com>
Date: August 25, 2017 at 2:47:49 PM PDT
To: Brian Lyons <blyons@1125maburyrd.com>, Clyde Gregston <Clyde@1125maburyrd.com>, "a.martinez@1125maburyrd.com" <a.martinez@1125maburyrd.com>
Cc: "scheduling@precisionsurveyor.com" <scheduling@precisionsurveyor.com>
Subject: 16-169 STEAM Classroom at Cottonwood ES - Field Notes 08/24/17

Good afternoon,

Attached are the Field Notes and Plot for 08/24/17. Please let us know if you should have any questions. Thank you and have a nice weekend.

Sincerely,

Krysta Diaz



F.B. 37
REF: 23-26
(05-19-17)

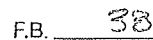
GRADE SHEET FOR 16-169 BRNS. BELMONT / STEAM. COTTONWOOD RD CREW —
NAME OF STREET OR IMPROVEMENTS "RESTAKE" CONC. FLAT. C. CORRIDOR. PHASE 3
GRADES FOR TC/FS DATE 08-24-17 (TABLE 5)
AGENCY APPROVAL DATE 10-24-16 LAST REV. DATE — COMPUTED BY SK CHECKED BY JD
PLAN NO. PHASE 3 CIVIL. GRADING C3.01 SHEET NO. — OF — SHEETS (1 OF 4)

Grades are given from top of stakes or nails in feet and hundredths of a foot. - cuts and fills are normally marked on lath for contractor's convenience only and are not to be used for construction. - When using grade stakes, contractor shall observe the following rules: (1) Three (3) consecutive points on the same rate of grade and on the same line must be used in common. (2) When a discrepancy is found, it must be reported to this office immediately, otherwise this office cannot be held responsible for any error in the grade of the finished work. (3) Contractor to verify join prior to any construction.

All grade sheets and stakes are void after 15 days.

Copies Received By —

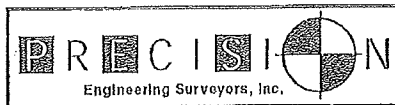
STATION	STAKE	GRADE	CUT	FILL	OFFSET	REMARKS
<u>π # 91210 (F. STA)</u>		<u>5001/91171, 91208, etc / ± 0.005' H/V</u>				
<u>N. SIDE</u>	<u>CORRIDOR</u>					
<u>#261=3001</u>	<u>68.62</u>	<u>69.74 FS</u>		<u>1.12</u>	<u>2'x2' EDGE CONC</u>	<u>END 0' CE / 4' PT CONC (#91271)</u>
<u>16' NORTH</u>	<u>68.87</u>	<u>69.78 FS</u>		<u>0.91</u>	<u>2'x2' EC</u>	<u>JOIN (#91212)</u>
<u>11' N. OF 3002</u>	<u>69.58</u>	<u>70.07 FS</u>		<u>0.49</u>	<u>2'x2' EDGE CONC</u>	<u>4' PT - JOIN BLDG (#73)</u>
<u># 3002</u>	<u>69.43</u>	<u>70.02 FS</u>		<u>0.59</u>	<u>2'x2' EC</u>	<u>4' PT (#74)</u>
<u>3003</u>	<u>69.51</u>	<u>70.50 FS</u>		<u>0.99</u>	<u>2'x2' EC</u>	<u>4' PT (#75)</u>
<u>3004</u>	<u>69.64</u>	<u>70.74 FS</u>		<u>1.10</u>	<u>2' EC</u>	<u>CB (#76)</u>
<u># 3005</u>	<u>69.82</u>	<u>70.84 FS</u>		<u>1.02</u>	<u>2'x2' EC</u>	<u>4' PT - JOIN BLDG (#77)</u>
<u>#3006</u>	<u>70.05</u>	<u>70.84 FS</u>		<u>0.79</u>	<u>2'x2' EC</u>	<u>4' PT - JOIN BLDG (#78)</u>
<u>3007</u>	<u>69.75</u>	<u>70.74 FS</u>		<u>0.99</u>	<u>2' EC</u>	<u>CB (#79)</u>
<u>3008</u>	<u>69.58</u>	<u>70.50 FS</u>		<u>0.92</u>	<u>2'x2' EC</u>	<u>4' PT (#91280)</u>
<u>3009</u>	<u>69.55</u>	<u>70.28 FS</u>		<u>0.73</u>	<u>2'x2' EC</u>	<u>4' PT (#81)</u>
<u>3011</u>	<u>69.65</u>	<u>70.38 FS</u>		<u>0.73</u>	<u>2'x2' EC</u>	<u>JOIN BLDG (#82)</u>
<u># 3012</u>	<u>(70.19)</u>	<u>70.23 FS</u>	<u>(SHOT EXIST. FS)</u>			<u>JOIN BLDG (#91283)</u>
<u># 3013</u>	<u>(70.11)</u>	<u>70.04 FS</u>	<u>(SHOT EXIST. FS)</u>			<u>4' PT JOIN (#91284)</u>
<u>3014</u>	<u>69.33</u>	<u>70.17 FS</u>		<u>0.84</u>	<u>2'x2' EC</u>	<u>4' PT (#85)</u>
<u>3015</u>	<u>69.69</u>	<u>70.25 FS</u>		<u>0.56</u>	<u>2' EC</u>	<u>CB (#86)</u>
<u>3016</u>	<u>69.68</u>	<u>70.26 FS</u>		<u>0.58</u>	<u>2'x2' EC</u>	<u>4' PT (#87)</u>
<u>3017</u>	<u>69.66</u>	<u>70.34 FS</u>		<u>0.68</u>	<u>2'x2' EC</u>	<u>4' PT (#88)</u>
<u>3018</u>	<u>69.76</u>	<u>70.34 FS</u>		<u>0.58</u>	<u>2'x2' EC</u>	<u>4' PT (#89)</u>
<u># 3019</u>	<u>69.60</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>2'x2' EC</u>	<u>JOIN BLDG (#91290)</u>
<u># 3020</u>	<u>69.82</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>2'x2' EC</u>	<u>JOIN BLDG (#91)</u>
<u>3021</u>	<u>69.73</u>	<u>70.34 FS</u>		<u>0.61</u>	<u>2'x2' EC</u>	<u>4' PT (#92)</u>
<u>3022</u>	<u>69.68</u>	<u>70.34 FS</u>		<u>0.66</u>	<u>2'x2' EC</u>	<u>4' PT (#93)</u>



PLAN NO. PHASE 3 CIVIL GRADING C3.01 SHEET NO. — OF — SHEETS (2 OF 4)

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GRADE SHEET



F.B. 39

GRADE SHEET FOR 16-169 BRIDGE - BELMONT / STREAM - COTTONWOOD ES. - CA CREW PAULMAGE

NAME OF STREET OR IMPROVEMENTS "RE-PAVING" - CONC. FLAT. & CORRIDOR - PHASE 3

GRADES FOR TC / FS DATE 08-24-17 (THURS)

AGENCY APPROVAL DATE 10-24-16 LAST REV. DATE --- COMPUTED BY SK CHECKED BY CD

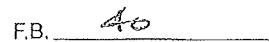
PLAN NO. PHASE 3 CIVIL - GRADING C8.01 SHEET NO. --- OF --- SHEETS (3 OF 4)

Grades are given from top of stakes or nails in feet and hundredths of a foot. - cuts and fills are normally marked on lath for contractor's convenience only and are not to be used for construction. - When using grade stakes, contractor shall observe the following rules: (1) Three (3) consecutive points on the same rate of grade and on the same line must be used in common. (2) When a discrepancy is found, it must be reported to this office immediately, otherwise this office cannot be held responsible for any error in the grade of the finished work. (3) Contractor to verify join prior to any construction.
All grade sheets and stakes are void after 15 days. Copies Received By ---

GRADE SHEET

STATION	STAKE	GRADE	CUT	FILL	OFFSET	REMARKS
# 22	BS # 5001					
#3039	(70.30)	70.35 TC	(SHOT EX ST. FS)	(BUILT @ # 1' W/LY)	JOIN, 0" CF	(#91310)
#3040	70.57	70.39 TC	0.18		2' CF	GB, 6" CF (11)
3041	70.18	70.94 TC		0.76	2' CF	H.P. (12)
3042	70.21	70.93 TC		0.72	2' CF	X PT, 6" CF (13)
3043	70.24	70.92 TC		0.68	2' CF	X PT (14)
"	"	70.52 FS		0.28		
3044	70.05	70.91 FS		0.86	2'x2' EC	X PT, 8" CF (15)
#3046	70.11	70.89 FS		0.78	2' EC	X PT (16)
#3047	(71.11)	-	(EXIST FS)	(BUILT @ # 20' W/LY)	JOIN EX FS	(#91317)
#3096	69.41	71.15 FS		1.54	2'x2' EC	JOIN EC @ BLDG (18)
#3045	70.24	70.95 FS		0.71	2'x2' EC	X PT (19)
3046	70.20	70.50 FS		0.30	2' EC	X PT (#91320)
3047	70.22	70.38 FS		0.16	2' EC	X PT (21)
3048	70.19	70.36 FS		0.17	2' EC	GB (22)
3049	70.11	70.39 FS		0.28	2'x2' EC	X PT (23)
#3050	70.21	71.95 FS		1.74	2'x2' EC	JOIN @ BLDG (24)
#3052	69.52	70.42 FS		0.90	2' EC	X PT (25)
3053	69.44	70.41 FS		0.97	2' EC	GB, BOT RAMP (26)
3058	69.30	70.28 FS		0.98	2' EC	GB (27)
"	"	71.74 FS		2.44		
#3059	70.09	70.29 FS		0.20	2'x2' EC	X PT (28)
"	"	71.74 FS		1.65	"	
#3057	70.19	71.85 FS		1.66	2'x2' EC	X PT (29)
#3060	70.29	71.84 FS		1.55	2'x2' EC	X PT (#91330)
#3061	70.15	70.34 FS		0.19	2'x2' EC	X PT (31)

O/S N.W. - FORMS @ BLDG RAMP



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[illegible]

7231 Boulder Avenue, #531 • Highland, CA 92346 • (909) 862-6326 • Fax (909) 862-6328
(Rev. 10/08) • PR PRINTING (909) 387-0717

BOARD AGENDA

December 12, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Wayne Trussell, Director Maintenance & Operations

SUBJECT: Cottonwood Modernization, Change Order No. 4 to Monet Construction, Inc.

BACKGROUND:

Changes required to accommodate added safety features, replacements and additions as requested by the District, and missing or unforeseen items found during the course of construction. Such items include:

- Addition of multiple paint colors at exterior doors and exterior walls
- Add a recessed hose bibb and upsize existing water main at Building 1200
- Lower existing irrigation main to correct depth and delete decomposed granite at rear of Building 1200 from scope of work
- Replace existing ductwork at Building 1200
- Add a fire alarm pull station at Building 700 to allow for testing of system
- Delete weed fabric under synthetic turf
- Add electrical outlets at storage rooms and extend existing electrical outlets to face of new furred wall
- Remove and re-install low voltage pull boxes at Buildings 900, 1000 and 1100
- Provide power for low voltage security panels and projection screen

PROGRAM/EDUCATIONAL IMPLICATION:

Functionality and safety

COST ANALYSIS/FUNDING SOURCE:

\$15,399.34

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 RECOMMENDATION:

Approval

**AIA**[®]**Document G701[™] – 2001****Change Order**

PROJECT (Name and address): Cottonwood Elementary School - Phase 3 2740 West Avenue P8 Palmdale, CA 93551	CHANGE ORDER NUMBER: 004 DATE: November 21, 2017	OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Monet Construction, Inc. 3455 Ocean View Blvd., Suite 200 Glendale, CA 91208	ARCHITECT'S PROJECT NUMBER: 2540.300 CONTRACT DATE: February 28, 2017 CONTRACT FOR: 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	\$	2,595,000.00
The net change by previously authorized Change Orders	\$	554,382.11
The Contract Sum prior to this Change Order was	\$	3,149,382.11
The Contract Sum will be increased by this Change Order in the amount of	\$	15,399.34
The new Contract Sum including this Change Order will be	\$	3,164,781.45

The Contract Time will be increased by forty-eight (48) days.

The date of Substantial Completion as of the date of this Change Order therefore is October 1, 2017.

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 & Moody, Inc.</u> ARCHITECT (Firm name) 1035 West Lancaster Blvd. Lancaster, CA 93534 ADDRESS	<u>Monet Construction, Inc.</u> CONTRACTOR (Firm name) 3455 Ocean View Blvd., Suite 200 Glendale, CA 91208 ADDRESS	<u>Westside Union School District</u> OWNER (Firm name) 41914 North 50th Street West Quartz Hill, CA 93536 ADDRESS
BY (Signature) Matthew C. Buchanan, AIA, LEED® AP (Typed name)	BY (Signature) Richard Boctor, President (Typed name)	BY (Signature) Shawn Cabey, Asst. Superintendent (Typed name)
DATE	DATE	DATE



FLEWELLING & MOODY
architects for education

Cottonwood Elementary School – Phase 3
Flewelling & Moody Job No. 2540.300
Change Order No. 4; Page 1 of 4

CHANGE ORDER NO. 4
November 21, 2017

ITEM NO. 1

Description: Provide all labor and material to add multiple paint colors at exterior doors and exterior walls, per RFI No. 30.

Requested By: District

Reason: Paint at exterior elevations was approved by District post-bid.

Cost: ADD: \$8,430.98

Time Extension: 0 days

ITEM NO. 2

Description: Provide all labor and material to add a recessed hose bibb at Building 1200.

Requested By: District

Reason: District requested recessed hose bibb. This is added scope of work.

Cost: ADD: \$1,028.34

Time Extension: 0 days

ITEM NO. 3

Description: Provide all labor and material to upsize existing water main into Building 1200.

Requested By: District

Reason: Existing piping was not sized per record drawings. This was an unforeseen condition.

Cost: ADD: \$3,056.00

Time Extension: 0 days



FLEWELLING & MOODY
architects for education

Cottonwood Elementary School – Phase 3
Flewelling & Moody Job No. 2540.300
Change Order No. 4; Page 2 of 4

ITEM NO. 4

Description: Provide all labor and material to lower existing irrigation main to correct depth, per IB No. 23. Delete D.G. at rear of Building 1200 from scope of work.

Requested By: District

Reason: Existing irrigation main was not installed to correct depth. District opted to keep AC paving and delete proposed D.G. at rear of building 1200. This was an unforeseen condition.

Cost: DEDUCT: <-\$115.59>

Time Extension: 0 days

ITEM NO. 5

Description: Provide all labor and material to replace existing ductwork at Building 1200.

Requested By: District

Reason: District requested to replace the existing ductwork at Building 1200. This is added scope of work.

Cost: ADD: \$1,984.15

Time Extension: 0 days

ITEM NO. 6

Description: Provide all labor and material to add a fire alarm pull station.

Requested By: District

Reason: District requested to add a fire alarm pull station at Building 700 to allow for testing of system. This added scope of work.

Cost: ADD: \$159.98

Time Extension: 0 days



FLEWELLING & MOODY
architects for education

Cottonwood Elementary School – Phase 3
Flewelling & Moody Job No. 2540.300
Change Order No. 4; Page 3 of 4

ITEM NO. 7

Description: Provide credit for all labor and material associated with weed fabric under synthetic turf.

Requested By: District

Reason: District requested to delete weed fabric from the project.

Cost: DEDUCT: <-\$6,216.00>

Time Extension: 0 days

ITEM NO. 8

Description: Provide labor and material to add electrical outlets at storage rooms.

Requested By: District

Reason: District requested additional electrical outlets at storage rooms. This is added scope of work.

Cost: ADD: \$2,380.09

Time Extension: 0 days

ITEM NO. 9

Description: Provide labor and material to extend electrical outlets to be flush with furred walls.

Requested By: District

Reason: District requested existing outlets remain and be extended to face of new furred wall. This added scope of work.

Cost: ADD: \$572.95

Time Extension: 0 days



FLEWELLING & MOODY

architects for education

Cottonwood Elementary School – Phase 3

Flewelling & Moody Job No. 2540.300

Change Order No. 4; Page 4 of 4

ITEM NO. 10

Description: Provide labor and material to remove and re-install low voltage pull boxes at Building 900, 1000 and 1100.

Requested By: District

Reason: Due to discovered deficiencies that deviated from original plans, existing pull boxes had to be removed to allow for CCD-A No. 2 scope of work.

Cost: ADD: \$2,716.11

Time Extension: 0 days

ITEM NO. 11

Description: Provide labor and material to provide power for low voltage security panels and projection screen.

Requested By: District

Reason: District requested power be provided to accommodate low voltage equipment.

Cost: ADD: \$1,402.33

Time Extension: 0 days



FLEWELLING & MOODY
architects for education

November 21, 2017

Richard Bactor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewelling & Moody Job No. 2540.300

Dear Mr. Bactor:

On behalf of the Westside Union School District, your Proposed Change Order No. 23R2, to add multiple paint colors at exterior doors and exterior walls per RFI No. 30, in the amount of \$8,430.98, 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: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200

Glendale, CA 91208

(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

TITLE: RFI #30, Paint Colors Revised again

PROPOSED CHANGE ORDER

NO. 23R2

PROJECT: Cottonwood Elementary School
Modernizaion of Existing Modular Buildings

DATE: 09/05/2017

JOB: 2540.0300

TO: Attn: Irvine Carrillo
Flewelling & Moody, Inc.
1035 W Lancaster Blvd
Lancaster, CA 93534
Phone:661-949-0771 Fax:661-949-2843

SUBMITTED:

COMPLETED:

REQUIRED:

DESCRIPTION

Revised again per your request. Please see new proposal from RayMac Painting

This PCO has been revised to remove graphics per your request. Please see revised proposal from RayMac Painting.


The following are the costs associated with your response to our RFI#30 regarding the paint colors. The plans did not show all of these different colors and graphics as you have depicted in your response to RFI#30. Please see attached proposal and breakdown from Raymac painting to complete the work depicted.

Please note that for building 900,1000,1100,1200 will be accomplished in the extensions of time already requested and we will complete 1300/1400 in our original contract time.

Please review and let me know if you have any concerns,

Num	Item	Description	Ref	Qty	Unit	Unit Price	Amount
1		RayMac Quote		1.000		7,950.00	7,950.00
2		Mark up @5%		0.050		7,950.00	397.50
3		Bond @1%		0.010		8,347.50	83.48
Item Total:							\$8,430.98
Total:							\$0.00
Total:							\$8,430.98

APPROVAL

By: 
Richard Bactor

By: _____

Date: 07/21/2017

Date: _____

Monet Construction

Contract Modification Proposed Change Order (PCO) Estimate

June 30, 2017

Contract Title: Cottonwood Elementary School

PO

Contract No.: -----

PCO

Description: CO- RFI # 30. Add multiple color locations and graphics. The color locations are for Bldg. 1400, 1300, 1200, 1100, 1000 and 900. The graphics are

PRIME CONTRACTOR'S WORK				
1	Direct Materials			\$ -
2	Sales Tax on Materials	8.75%	of line #1	\$ -
3	Direct Labor			\$ -
4	Insurance, Taxes & Fringe Benefits	0.00%	of line #3	\$ -
5	Rental Equipment			\$ -
6	Sales Tax on Rental Equipment	8.75%	of line #5	\$ -
7	Outside Expenses			\$ -
8	Subtotal		(add lines 1 thru 7)	\$ -
8.A	Field Office Overhead (FOOH)/Gen Conditions	0%	of line #8	\$ -
9	Prime Ktr Material Overhead Rate	0%	of line #1 + #2	\$ -
10	Prime Ktr Labor Overhead Rate	0%	of line #3 + #4	\$ -
11	Prime Ktr Equipment Rental Overhead Rate	0%	of line #5 + #6	\$ -
12	Prime Ktr Other Items & Expenditures O/H Rate	0%	of line #7	\$ -
13	Subtotal	0		\$ -
14	Prime Contractor's Subtotal		(add lines 8 thru 13)	\$ -

Prime's Remarks:

SUBCONTRACTOR'S WORK - Ray Mac Painting				
15	Direct Materials			\$ 42.08
17	Sales Tax on Materials	8.75%	of line #15	\$ 3.68
16	Direct Labor			\$ 5,485.00
19	Insurance, Taxes & Fringe Benefits	25.00%	of line #16	\$ 1,373.75
20	Rental Equipment			\$ -
21	Sales Tax on Rental Equipment	8.75%	of line #20	\$ -
22	Owned Equipment & Operating Expenses			\$ -
23	Subtotal		(add lines 15 thru 22)	\$ 6,914.51
23.A	Field Office Overhead (FOOH)/Gen Conditions	0%	of line #23	\$ -
24	Sub's Ktr Material Overhead Rate	15%	of line #16	\$ 8.68
25	Sub's Ktr Labor Overhead Rate	15%	of line #16 + #19	\$ 1,030.31
26	Sub's Ktr Equipment Rental Overhead Rate	10%	of line #20	\$ -
27	Sub's Ktr Other Items & Expenditures O/H Rate	10%	of line #22	\$ -
28	Subtotal			\$ 1,037.17
29	Subcontractors Subtotal		(add lines 24 & 28)	\$ 7,951.68

SUMMARY				
32	Prime Contractor's Work		(from line 14)	\$ -
33	Subcontractor's Work		(from line 29)	\$ 7,951.68
34	Subtotal		(add lines 32 & 33)	\$ 7,951.68
35	Prime Ktr's O/H & P Rate on Subs	0.00%	(from line 33)	\$ -
36	Prime Ktr's O/H & P Rate on KTR	0.00%	(from line 32)	\$ -
37	Subtotal			\$ 7,951.68
38	Prime's Bond Premium	0.00%	of line #37	\$ -
39	Subtotal			\$ 7,951.68
40	Prime's Liability Insurance Premium	0.00%	of line #39	0.00
41	TOTAL COST		(add lines 37 & 40)	\$ 7,951.68

Estimated Time Extension and Justification:

Signature & Title of Preparer: Ray McGee, Operations Manager

June 30, 2017



RAY-MAC PAINTING, INC.

79 DAILY DRIVE, SUITE 189 CAMARILLO, CA 93010

VENTURA: (800) 939-0676 • LOS ANGELES: (310) 456-1292 • FAX: (805) 676-1900

WWW.RAYMACPAINTING.COM • raymacpainting@roadrunner.com

August 1, 2017

330-7306

Attn: Richard Bactor

TEL (818)

FAX (818) 330-7308

CELL (818) 897 1700

E-MAIL: rich@monetinc.net

Monet Construction Inc.

3455 Ocean View Blvd.

Suite 200

Glendale, CA 91208

PROJECT: Cottonwood Elementary School
Palmdale, CA

SUBJECT: Cost Proposal/Estimate - Painting - CO - Revised

The following is a cost proposal/estimate for the above referenced project. CO- RFI # 30. Add multiple color locations. The color locations are for Bldg. 1400, 1300,1200,1100,1000 and 900.

Additionally please provide height of color Storm Cloud DE 6362.

Total: \$ 7,950.00

Excludes all and other work not noted.

Ray-Mac Painting, Inc. is looking forward to working with you on a mutually rewarding project. Some of our work can be viewed on Raymacpainting.com web site.

All work will be according to standard practices and in a workmanlike manner to include all labor, materials, equipment, taxes, and insurance. All surfaces not to be painted will be protected. Upon acceptance this proposal shall be incorporated in total into the subcontract.

Questions or clarifications please contact our office.

Respectfully Submitted,

Accepted By:

Ray McGee, Operations Manager

Cell (805)857-5308

raymacpainting@roadrunner.com

cc: file

Signature

Printed Name

Dated

Contract Modification Proposed Change Order (PCO) Estimate

Monet Construction

Contract Title: Cottonwood Elementary School

June 30, 2017

Contract No: -----

PCO

Description: CO- RFI # 30. Add multiple color locations and graphics. The color locations are for Bldg. 1400,1300,1200,1100,1000 and 900. The graphics are for Bldg. 900.

Sheet B

BREAKDOWN OF DIRECT COSTS:

Item No.	Description	QTY	UNIT	Material Cost UNIT COST	total cost	Labor UNIT COST	total cost	EQUIPMENT r o	qty	unit	rate	total cost
CONTRACTOR: Monet Construction												
1				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-	Contractor's Subtotal				0.00		0.00					0.00
5 SUBCONTRACTOR: Ray Mac Painting												
6												
7		-	hrs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8		-	hrs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9		-	hrs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10		-	gal	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11		-	ls	152.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	ADD:	-	hrs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	Lebor	140.00	hrs	0.00	0.00	39.25	5,495.00	0.00	0.00	0.00	0.00	0.00
14	ADD:	-	hrs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	ADD:	-	hrs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	ADD: Material	-	gal	37.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	ADD: Sundries - sand paper, tape, cheese cloth, rags, putty, caulking, etc.	16.00	ls	2.63	42.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	Paint recovery fee	0		1.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	Subcontractor's Subtotal				42.08		5,495.00					0.00



FLEWELLING & MOODY
architects for education

November 21, 2017

Richard Bector
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewellling & Moody Job No. 2540.300

Dear Mr. Bector:

On behalf of the Westside Union School District, your Proposed Change Order No. 24, to add a recessed hose bibb at Building 1200, in the amount of \$1,028.34, 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: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200

Glendale, CA 91208

(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

TITLE: Hose Bib at Building 1200

PROPOSED CHANGE ORDER

NO. 24

PROJECT: Cottonwood Elementary School
Modernizaion of Existing Modular Buildings

DATE: 07/06/2017

JOB: 2540.0300

TO: Attn: Irvine Carrillo
Flewelling & Moody, Inc.
1035 W Lancaster Blvd
Lancaster, CA 93534
Phone:661-949-0771 Fax:661-949-2843

SUBMITTED:

COMPLETED:

REQUIRED:

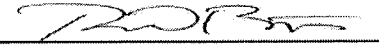
DESCRIPTION

The following are the costs associated with your request to add a recessed hose bib at building 1200. Frank knows about the hours on site for the plumber.

Please review and let me know if you have any concerns.

Num Item	Description	Ref	Qty Unit	Unit Price	Amount
1	Plumber 4 hrs to install Hose bib		4.000	90.09	360.36
2	Hose bib Acorn 8101 w tax		1.000	425.00	425.00
3	Misc. fittings and materials, cutting hole etc.		1.000	100.00	100.00
4	Mark up at 15%		0.150	885.36	132.80
5	Bond @1%		0.010	1,018.16	10.18
Item Total:					\$1,028.34
Total:					\$0.00
Total:					\$1,028.34

APPROVAL

By: 
Richard Boctor

By: _____

Date: 06/30/2017

Date: _____



FLEWELLING & MOODY
architects for education

November 21, 2017

Richard Bactor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewelling & Moody Job No. 2540.300

Dear Mr. Bactor:

On behalf of the Westside Union School District, your Proposed Change Order No. 25R, to upsize existing water into Building 1200, in the amount of \$3,056.00, 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: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200

Glendale, CA 91208

(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

TITLE: Upsize watermain to 2"

PROPOSED CHANGE ORDER

NO. 25R

PROJECT: Cottonwood Elementary School
Modernizaion of Existing Modular Buildings

DATE: 09/05/2017

JOB: 2540.0300

TO: Attn: Irvine Carrillo
Flewelling & Moody, Inc.
1035 W Lancaster Blvd
Lancaster, CA 93534
Phone:661-949-0771 Fax:661-949-2843

SUBMITTED:

COMPLETED:

REQUIRED:

DESCRIPTION


Revised as discussed, lowered hours from 16 to 12.

The following are the costs associated with your request to upsize the existing watermain into the building to 2". I have detailed the work in the line items and Frank knows about the hours.

Please review and let me know if you have any concerns,

Num Item	Description	Ref	Qty	Unit	Unit Price	Amount
1	Plumber Labor 12 hours		12.000		90.09	1,081.08
2	30 "2" type L copper pipe		30.000		35.00	1,050.00
3	Misc. Fittings, solder,, Insulation etc. lump sum w delivery		1.000		500.00	500.00
4	Mark up at 15%		0.150		2,631.08	394.66
5	Bond @1%		0.010		3,025.74	30.26
Item Total:						\$3,056.00
Total:						\$0.00
Total:						\$3,056.00

APPROVAL

By: 
Richard Bactor

By: _____

Date: 07/06/2017

Date: _____



FLEWELLING & MOODY
architects for education

November 21, 2017

Richard Bactor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewelling & Moody Job No. 2540.300

Dear Mr. Bactor:

On behalf of the Westside Union School District, your Proposed Change Order No. 27R, to lower existing irrigation main to correct depth per Instruction Bulletin No. 23 and delete D.G. at rear of Building 1200 from scope of work, in the amount of <-\$115.59>, 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: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200
Glendale, CA 91208
(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

TITLE:	IB #23 Lower Mainline by 1300/1400	PROPOSED CHANGE ORDER
		NO. 27R
PROJECT:	Cottonwood Elementary School Modernizaion of Existing Modular Buildings	DATE: 10/09/2017
		JOB: 2540.0300
TO:	Attn: Irvine Carrillo Flewelling & Moody, Inc. 1035 W Lancaster Blvd Lancaster, CA 93534 Phone:661-949-0771 Fax:661-949-2843	SUBMITTED:
		COMPLETED:
		REQUIRED:

DESCRIPTION

Revised per our discussion, providing credits for DG and Demo and add for patch back.

The following are the costs associated with IB #23 and your request to lower the existing mainline by 1300/1400.

Please see attached quote from Senel Construction. I have detailed the costs to remove and patch back the asphalt in the line items.

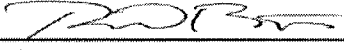
Please expedite as we are trying to pour on Monday.

Thanks

Please review and let me know if you have any concerns,

Num Item	Description	Ref	Qty Unit	Unit Price	Amount
1	Senel Quote		1.000	3,904.41	3,904.41
2	Senel DG credit		1,300.000	-2.00	-2,600.00
3	Demo asphalt as I demoed 260 sq ft		1,040.000 Sq. Ft.	-2.00	-2,080.00
4	Haul asphalt and dirt to dump, 1 hauled 2 loads		3.000	-300.00	-900.00
5	Patch back asphalt and base 3 over 4" base		260.000 Sq. Ft.	6.00	1,560.00
Item Total:					(\$115.59)
Total:					\$0.00
Total:					(\$115.59)

APPROVAL

By: 
Richard Bactor

Date: 07/21/2017

By: _____

Date: _____



FLEWELLING & MOODY
architects for education

November 21, 2017

Richard Bactor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewelling & Moody Job No. 2540.300

Dear Mr. Bactor:

On behalf of the Westside Union School District, your Proposed Change Order No. 30R, to replace existing ductwork at Building 1200, in the amount of \$1,984.15, 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: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200
Glendale, CA 91208
(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

TITLE: Ductwork at MPR 1200 Building Revised
PROJECT: Cottonwood Elementary School
Modernizaon of Existing Modular Buildings

TO: Attn: Irvine Carrillo
Flewelling & Moody, Inc.
1035 W Lancaster Blvd
Lancaster, CA 93534
Phone:661-949-0771 Fax:661-949-2843

PROPOSED CHANGE ORDER
NO. 30R
DATE: 09/08/2017
JOB: 2540.0300

SUBMITTED:
COMPLETED:
REQUIRED:

DESCRIPTION

Revised Per your request, please see attached wage sheet from Simco and revised proposal.


The following are the costs associated with your request to change out the ductwork in the MPR building. Please see attached quote from Simco Mechanical detailing the work.

Thanks

Please review and let me know if you have any concerns,

Num Item	Description	Ref	Qty	Unit	Unit Price	Amount
1	Simco Quote		1.000		1,870.95	1,870.95
2	Mark up @5%		0.050		1,870.95	93.55
3	Bond @ 1%		0.010		1,964.50	19.65
Item Total:						\$1,984.15
Total:						\$0.00
Total:						\$1,984.15

APPROVAL

By: 
Richard Bactor

Date: 08/10/2017

By: _____

Date: _____

CHANGE ORDER REQUEST



PROJECT:	Modernization of Existing Modular Buildings at Cottonwood Elementary 2740 West Avenue P-8 Palmdale, CA 93551	REQUEST NO.:	03 Rev1
		REQUEST DATE:	09/06/2017
		PROJECT NO.:	2540-0300
TO:	Monet Construction Inc. 3455 Ocean View Blvd Glendale, CA 91208	CONTRACT FOR:	Mechanical
		WORK PERFORMED:	TBD

A change order is requested for the subject contract as described below:

- Replacement of existing MPR duct with new duct.

PRICE:	Labor	\$	964.80
	Material	\$	607.44
	Taxes	\$	54.67
	Subtotal	\$	<u>1,626.91</u>
	General Conditions	\$	<u>244.04</u>
	Total	\$	1,870.95

[See attached price sheet]

REQUESTED BY:

Alex Harbachian
President

TEL 818-957-4994
FAX 818-957-4804
3795 LA CRESENTA AVE.
#102, GLENDALE, CA 91208
LICENSE NO. 974288

SIMCO MECHANICAL, INC.

3795 LA CRESCENTA AVE, #102, GLENDALE, CA 91208 || O (818) 957-4994 / F (818) 957-4804

CHANGE ORDER REQUEST PRICING SHEET - COR 03 REV1 - REPLACEMENT OF MPR DUCTS

COTTONWOOD ELEMENTARY SCHOOL; PALMDALE, CA

A. ITEM NO.	B. ITEM DESCRIPTION	C. QTY	D. UNIT	E. LABOR		F. EQUIPMENT/MATERIAL		G. TOTAL
				1. UNIT COST	2. TOTAL (E.1 X C)	1. UNIT COST	2. TOTAL (F.1 X C)	
1	REPLACEMENT LABOR	12	HOURS	\$ 80.40	\$ 964.80		\$ -	\$ 964.80
2	REPLACEMENT MATERIAL	1	PER		\$ -	\$ 607.44	\$ 607.44	\$ 607.44
3				\$ -	\$ -		\$ -	\$ -
4					\$ -	\$ -	\$ -	\$ -
5				\$ -	\$ -		\$ -	\$ -
6				\$ -	\$ -	\$ -	\$ -	\$ -
7					\$ -	\$ -	\$ -	\$ -
8				\$ -	\$ -	\$ -	\$ -	\$ -
9				\$ -	\$ -	\$ -	\$ -	\$ -
10				\$ -	\$ -	\$ -	\$ -	\$ -

LABOR SUBTOTAL	\$ 964.80
PROFIT & OVERHEAD	\$ 144.72
LABOR TOTAL	\$ 1,109.52

EQUIP/MATERIAL SUBTOTAL	\$ 607.44
TAX ON MATERIALS	\$ 54.67
PROFIT & OVERHEAD	\$ 99.32
MATERIAL TOTAL	\$ 761.43

GRAND TOTAL	\$ 1,870.95
--------------------	--------------------

HOURLY LABOR RATE WORKSHEET

PROJECT: Cottonwood Elementary School Modernization

PRIME CONTRACTOR: Monet Construction, Inc.

SUBCONTRACTOR: Simco Mechanical, Inc.

TRADE: Mechanical

DIR CLASSIFICATION: LOS-2016-2 Sheet Metal (HVAC)

BID PACKAGE NO: N/A

PROJECT NO: N/A

DATE: 9/6/2017

EFFECTIVE THRU: 12/31/2017

Item	% Rate	Prevailing Wage Rate - Journeyman			Notes
		Regular Time	Overtime	Double Time	
Base Labor Rate =	0.39416	\$ 31.69	\$ 47.54	\$ 63.38	
Fringe Benefits:					
Pension =	0.18421	14.81	14.81	14.81	
Health/Welfare =	0.12276	9.87	9.87	9.87	
Training/Certification =	0.02077	1.67	1.67	1.67	
Vacation/Holiday =	0	-	-	-	
Other =	0.00435	0.35	0.35	0.35	
Fringe Benefits Subtotal =	0.3321	\$ 26.70	\$ 26.70	\$ 26.70	
Total Hourly Rate =	0.72626	\$ 58.39	\$ 74.24	\$ 90.08	
Burden:					
Taxes & Insurance =	0				
FICA =	0.04503	3.62	4.60	5.58	
Medicare =	0.01053	0.85	1.08	1.31	
Federal Unemployment =	0.00581	0.47	0.59	0.72	
California Unemployment =	0.04503	3.62	4.60	5.58	
CA Employment Training Tax =	0.00073	0.06	0.07	0.09	
Medicare Additional Tax =	0.00654	0.53	0.67	0.81	
Workers Compensation =	0.13396	10.77	10.77	10.77	
Liability Ins. Premium =	0.02612	2.10	2.73	3.41	
Other (Provide Description) =	0	-	-	-	
Burden Subtotal =	0.27374	\$ 22.01	\$ 25.12	\$ 28.28	
Contractor Liability Insurance		N/A	N/A	N/A	
Small Tools		TBD	TBD	TBD	
Other (warranty, record drawings, payment & performance bonds, etc)		TBD	TBD	TBD	
TOTAL HOURLY RATE		\$ 80.40	\$ 99.36	\$ 118.36	

Alex Harbachian

Rates Certified by (Print Name)

Simco Mechanical, Inc.

Company Name

Signature



FLEWELLING & MOODY
architects for education

November 21, 2017

Richard Boctor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewellling & Moody Job No. 2540.300

Dear Mr. Boctor:

On behalf of the Westside Union School District, your Proposed Change Order No. 31R, to add a fire alarm pull station, in the amount of \$159.98, 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: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200

Glendale, CA 91208

(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

TITLE: Added FA device Revised**PROPOSED CHANGE ORDER****NO.** 31R**PROJECT:** Cottonwood Elementary School
Modernizaion of Existing Modular Buildings**DATE:** 09/05/2017**JOB:** 2540.0300**TO:** Attn: Irvine Carrillo
Flewelling & Moody, Inc.
1035 W Lancaster Blvd
Lancaster, CA 93534
Phone:661-949-0771 Fax:661-949-2843**SUBMITTED:****COMPLETED:****REQUIRED:**


DESCRIPTION

See revised Proposal from JAM.

The following are the costs associated with your request to add a FA device by the old panel. Please see attached quote from JAM Fire protectiobn detailing the work.

Thanks

Num	Item	Description	Ref	Qty	Unit	Unit Price	Amount
1		JAM Quote		1.000		150.86	150.86
2		Mark up @5%		0.050		150.86	7.54
3		Bond @ 1%		0.010		158.40	1.58
							<hr/>
							Item Total:
							\$159.98
							Total:
							\$0.00
							<hr/>
							Total:
							\$159.98

APPROVAL**By:** 
Richard Bactor**By:** _____**Date:** 08/10/2017**Date:** _____



CHANGE ORDER PROPOSAL

No. 7

TITLE : Add Manual Pull Station in MDF Room Building 7
 PROJECT : Cottonwood Elementary School Portables Modernization
 TO : Rich Boctor
 Monet Construction
 3455 Ocean View Blvd., Suite 200
 Glendale, CA 91208

DATE : 09/01/17
 JOB NO : 2540.0300
 DSA NO : 03-116991

FROM : Larry Erbe

DESCRIPTION OF PROPOSAL:

Per Instruction Bulletin 26, provide labor, material and equipment to add one (1) manual pull station at MDF Room in Building 700 to allow for initiation of fire alarm signal.

A. SUBCONTRACTOR COST OF WORK:

_____	_____	
_____	_____	
_____	_____	Subtotal A: \$ -

B. CONTRACTOR COST OF WORK:

Total Labor		\$ 60.84	
Total Material and Equipment (excluding tax)		\$ 55.66	
Payroll Taxes and Insurance	14.91%	\$ 9.07	
General Conditions		\$ -	
Indirect Costs		\$ -	
		Subtotal B: \$	125.57

C. CONTRACTOR/SUBCONTRACTOR FEES:

Subcontractor Fee:	0%	\$ -
OH&P:	15%	\$ 18.84
Other:	0%	\$ -
		Subtotal C: \$ 18.84

D. BOND COST:

1.00%	Subtotal D: \$ 1.44
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E. MATERIAL AND EQUIPMENT TAX:

9.00%	Subtotal E: \$ 5.01
-------	---------------------

TOTAL \$ 150.86

1930 South Myrtle Avenue • Monrovia • CA • 91016 • 626 256 4400 • www.jamcorporation.com

Add Manual Pull Station in MDF Room Building 7

Date 09/01/17

[illegible]



FLEWELLING & MOODY
architects for education

November 21, 2017

Richard Bactor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewellling & Moody Job No. 2540.300

Dear Mr. Bactor:

On behalf of the Westside Union School District, your Proposed Change Order No. 32, to provide credit for all labor and material associated with weed fabric under synthetic turf, in the amount of <-\$6,216.00>, 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: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200

Glendale, CA 91208

(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net


TITLE: Delete Weed Fabric**PROPOSED CHANGE ORDER****NO.** 32**PROJECT:** Cottonwood Elementary School
Modernizaion of Existing Modular Buildings**DATE:** 08/24/2017**JOB:** 2540.0300**TO:** Attn: Irvine Carrillo
Flewelling & Moody, Inc.
1035 W Lancaster Blvd
Lancaster, CA 93534
Phone:661-949-0771 Fax:661-949-2843**SUBMITTED:****COMPLETED:****REQUIRED:**

DESCRIPTION

The following are the credits associated with your request to delete the weed fabric under the synthetic turf. The fabric costs about .21C/ sq ft and I gave you install .21C for install. I have attached the quote for the fabric from the supplier for your reference.

Please review and let me know if you have any concerns,

Num Item	Description	Ref	Qty Unit	Unit Price	Amount
1	Delete weed fabric under turf		14,800.000	-0.42	-6,216.00
Item Total:					(\$6,216.00)
Total:					\$0.00
Total:					(\$6,216.00)

APPROVAL**By:** 
Richard Bector**By:** _____**Date:** 08/24/2017**Date:** _____

Working Order



Palmdale CA - American Builders Supply #451
 843 E Avenue R
 Palmdale, CA 93550-4628
 W: (661)947-2117

Ordered	Master Order#	PO#
08/24/2017	78478266	

Printed	Customer Contact	Sales Associate
08/24/2017	THANK YOU FOR YOUR BUSINESS !!!!	Julio Gomez

Sold To:

Cash Contractor - Store 451 Palmdale, CA (#1351176)
 843 E Avenue R
 Palmdale, CA 93550-4628
 W: (661)947-2117

Ship To:

Cash Contractor - Store 451 Palmdale, CA (#1351176)
 843 E Avenue R
 Palmdale, CA 93550-4628
 W: (661)947-2117

**For Chemical Emergency Spill, Leak, Fire,
 Exposure, or Accident Emergency Response
 Assistance, call: CHEMTREC
 Day or Night- 1 (800) 424-9300**

Order#: 96962274		Ship Via: Customer Pick up							
LN	Item #	Description	Qty Ordered	Qty Cancelled	Qty Shipped	Qty Open	Net Price	Ext. Price	
1	WCB6300-ABS	WEED CONTROL 6 X 300	7	0	0	7	79.990 / EA	559.930	

Subtotal: \$559.93
 Sales Tax: \$51.79
 Freight: \$0.00
 Estimated Total: \$611.72

This working order is for reviewing purposes only. This is not a receipt.

CUSTOMER SIGNATURE:

AB Supply warrants that all products conform to the description on the label. Because conditions of use, which are of critical importance are beyond our control, seller makes no warranty, expressed or implied, concerning the use of these products. No employee of the company is authorized to make any warranty or representation, expressed or implied, concerning our products. Always follow directions and carefully observe all precautions on the label or manufacturer's instructions. Products used contrary to directions may cause serious plant or personal injury. Buyer assumes all risk of use of handling whether in accordance with direction or not and accepts the products sold to him by this company on these conditions.



FLEWELLING & MOODY
architects for education

November 21, 2017

Richard Bactor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewelling & Moody Job No. 2540.300

Dear Mr. Bactor:

On behalf of the Westside Union School District, your Proposed Change Order No. 37, to add electrical outlets at storage rooms, in the amount of \$2,380.09, 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: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200

Glendale, CA 91208

(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

TITLE: Add Outlets at Storage rooms

PROJECT: Cottonwood Elementary School
Modernizaion of Existing Modular Buildings

PROPOSED CHANGE ORDER

NO. 37
DATE: 10/30/2017
JOB: 2540.0300

TO: Attn: Irvine Carrillo
Flewelling & Moody, Inc.
1035 W Lancaster Blvd
Lancaster, CA 93534
Phone:661-949-0771 Fax:661-949-2843

SUBMITTED:
COMPLETED:
REQUIRED:


DESCRIPTION

The following are the costs to add outlets to the storage rooms per your request. Please see attached quote from JAM with T&M tickets.
Please let me know if you have any concerns,

Thanks

Num	Item	Description	Ref	Qty	Unit	Unit Price	Amount
1		Jam Quote		1.000		2,244.30	2,244.30
2		Mark up @ 5%		0.050		2,244.30	112.22
3		Bond @ 1%		0.010		2,356.52	23.57
Item Total:							\$2,380.09
Total:							\$0.00
Total:							\$2,380.09

APPROVAL

By: 
Richard Bactor

Date: 10/30/2017

By: _____

Date: _____



CHANGE ORDER PROPOSAL

No. 10

TITLE : Additional Outlets in Storage Room and Kitchen (T&M)
 PROJECT : Cottonwood Elementary School Portables Modernization
 TO : Rich Boctor
Monet Construction
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

DATE : 10/27/17
 JOB NO : 2540.0300
 DSA NO : 03-116991

FROM : Larry Erbe

DESCRIPTION OF PROPOSAL:

As directed, provide, on a T&M basis, labor, material and equipment required to add four (4) additional electrical outlets. Two (2) in the Storage Room and two (2) in the Kitchen Storage Room. See signed T&M ticket included with this proposal.

A. SUBCONTRACTOR COST OF WORK:

_____	_____	
_____	_____	
_____	_____	Subtotal A: \$ _____

B. CONTRACTOR COST OF WORK:

Total Labor		\$	1,440.20	
Total Material and Equipment (<i>excluding tax</i>)		\$	257.37	
Payroll Taxes and Insurance	14.91%	\$	214.73	
General Conditions		\$	-	
Indirect Costs		\$	-	
		Subtotal B: \$	1,912.30	

C. CONTRACTOR/SUBCONTRACTOR FEES:

Subcontractor Fee:	0%	\$	-
OH&P:	15%	\$	286.85
Other:	0%	\$	-
		Subtotal C: \$	286.85

D. BOND COST:

1.00%	Subtotal D: \$	21.99
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E. MATERIAL AND EQUIPMENT TAX:

9.00%	Subtotal E: \$	23.16
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This proposal does not affect the contract time.

TOTAL \$ 2,244.30

1930 South Myrtle Avenue • Monrovia • CA • 91016 • 626 256 4400 • www.jamcorporation.com

Additional Outlets in Storage Room and Kitchen (T&M)

Date 10/27/17

COP-010 102717 - Cottonwood \$2244.30



PROTECTING YOUR FUTURE

BILL TO:
Monet Construction 3455 Ocean View Blvd, Suite 200 Glendale, CA 91208

PROJECT
Cottonwood Elementary School Mod. 2740 W. Ave. P-8 Palmdale, CA 93551

TIME		
NAME	HOURS	O/T HOURS
Corey Magillo	10	
Serge Sanchez	10	
2 - additional outlets in storage room		
2 - additional outlets in kitchen storage room		

MATERIALS		
QTY	UNIT	DESCRIPTION
4		RECEPS
4		STAINLESS STEEL COVERS
4		45 BOXES WITH DIMPLES & "4" style gang rings
4		SLIDER BRACKETS
80 FT		3/4" EMT
4		PLW CORN.
4		PLW TO EMT CORN.
20 FT		PLW
4		grounding rods
80 FT X 3		#12 wire
15		3/4" steel straps

DATE SIGNED: _____ DATE WORK PERFORMED: _____

MONET CONSTRUCTION SIGNATURE: Frederick Sari



FLEWELLING & MOODY

architects for education

November 21, 2017

Richard Bactor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewelling & Moody Job No. 2540.300

Dear Mr. Bactor:

On behalf of the Westside Union School District, your Proposed Change Order No. 38, to extend electrical outlets to be flush with furred walls, in the amount of \$572.95, 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: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200

Glendale, CA 91208

(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

TITLE: Extend Outlets at MPR seating walls

PROPOSED CHANGE ORDER

NO. 38

PROJECT: Cottonwood Elementary School
Modernizaion of Existing Modular Buildings

DATE: 10/30/2017

JOB: 2540.0300

TO: Attn: Irvine Carrillo
Flewelling & Moody, Inc.
1035 W Lancaster Blvd
Lancaster, CA 93534
Phone:661-949-0771 Fax:661-949-2843

SUBMITTED:

COMPLETED:

REQUIRED:


DESCRIPTION

The following are the costs to extend the outlets at the MPR seating walls per your request. Please see attached quote from JAM with T&M tickets.
Please let me know if you have any concerns,

Thanks

Num Item	Description	Ref	Qty Unit	Unit Price	Amount
1	Jam Quote		1.000	540.27	540.27
2	Mark up @ 5%		0.050	540.27	27.01
3	Bond @ 1%		0.010	567.28	5.67
Item Total:					\$572.95
Total:					\$0.00
Total:					\$572.95

APPROVAL

By: 
Richard Bactor

By: _____

Date: 10/30/2017

Date: _____

**CHANGE ORDER PROPOSAL****No. 11**

TITLE : Extend Outlets in Partition Walls in MPR Seating Area (T&M)
PROJECT: Cottonwood Elementary School Portables Modernization
TO : Rich Boctor
Monet Construction
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

DATE: 10/27/17
JOB NO: 2540.0300
DSA NO: 03-116991

FROM: Larry Erbe

DESCRIPTION OF PROPOSAL:

As directed, provide, on a T&M basis, labor, material and equipment required to add extend electrical outlets in the partition walls in the MPR Seating Area. See signed T&M ticket included with this proposal.

A. SUBCONTRACTOR COST OF WORK:

_____	_____	Subtotal A: \$ _____
_____	_____	
_____	_____	

B. CONTRACTOR COST OF WORK:

Total Labor		\$	360.05	
Total Material and Equipment (<i>excluding tax</i>)		\$	47.72	
Payroll Taxes and Insurance	14.91%	\$	53.68	
General Conditions		\$	-	
Indirect Costs		\$	-	
		Subtotal B: \$		461.45

C. CONTRACTOR/SUBCONTRACTOR FEES:

Subcontractor Fee:	0%	\$	-
OH&P:	15%	\$	69.22
Other:	0%	\$	-
		Subtotal C: \$	69.22

D. BOND COST:	1.00%	Subtotal D: \$	5.31
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E. MATERIAL AND EQUIPMENT TAX:	9.00%	Subtotal E: \$	4.29
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This proposal does not affect the contract time.

TOTAL \$ 540.27

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Extend Outlets in Partition Walls in MPR Seating Area (T&M)

Date 10/27/17

COP-011 102717 - Cottonwood \$540.27



PROTECTING YOUR FUTURE

BILL TO:

Monet Construction
3455 Ocean View Blvd, Suite 200
Glendale, CA 91208

PROJECT

Cottonwood Elementary School Mod.
2740 W. Ave. P-8
Palmdale, CA 93551

TIME

NAME	HOURS	O/T HOURS
Corey Mangillo	5	
extend outlets on partition walls in MPA storage area.		

MATERIALS

QTY	UNIT	DESCRIPTION
4		1/2 EMT to FLO. Conn.
12 ft		1/2" FLO.
4		1/2" FLO. Conn.
4		1/2" FLO. STOPS
40 ft	X 3	#12 wire

DATE SIGNED: _____ DATE WORK PERFORMED: _____

MONET CONSTRUCTION SIGNATURE: _____



FLEWELLING & MOODY
architects for education

November 21, 2017

Richard Bactor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewelling & Moody Job No. 2540.300

Dear Mr. Bactor:

On behalf of the Westside Union School District, your Proposed Change Order No. 39, to remove and re-install low voltage pull boxes at Building 900, 1000 and 1100, in the amount of \$2,716.11, 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: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200

Glendale, CA 91208

(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net


TITLE: Demo Pull Boxes and add new for 4" Underground**PROPOSED CHANGE ORDER****NO.** 39**PROJECT:** Cottonwood Elementary School
Modernizaion of Existing Modular Buildings**DATE:** 10/30/2017**JOB:** 2540.0300**TO:** Attn: Irvine Carrillo
Flewelling & Moody, Inc.
1035 W Lancaster Blvd
Lancaster, CA 93534
Phone:661-949-0771 Fax:661-949-2843**SUBMITTED:****COMPLETED:****REQUIRED:**

DESCRIPTION

The following are the costs to demo the existing pull boxes and add new boxes per your request. Please see attached quote from JAM with T&M tickets.
Please let me know if you have any concerns,

Thanks

Num Item	Description	Ref	Qty Unit	Unit Price	Amount
1	Jam Quote		1.000	2,561.16	2,561.16
2	Mark up @ 5%		0.050	2,561.16	128.06
3	Bond @ 1%		0.010	2,689.22	26.89
Item Total:					\$2,716.11
Total:					\$0.00
Total:					\$2,716.11

APPROVAL**By:** 
Richard Bactor**By:** _____**Date:** 10/30/2017**Date:** _____



CHANGE ORDER PROPOSAL

No. 12

TITLE : Demo Exstg and Install New Pull Boxes for Underground (T&M)
 PROJECT : Cottonwood Elementary School Portables Modernization
 TO : Rich Bactor
 Monet Construction
 3455 Ocean View Blvd., Suite 200
 Glendale, CA 91208

DATE : 10/27/17
 JOB NO : 2540.0300
 DSA NO : 03-116991

FROM : Larry Erbe

DESCRIPTION OF PROPOSAL:

As directed, provide, on a T&M basis, labor, material and equipment required to demo existing pull boxes and provide and install new NEMA 3R pull boxes for 4 inch underground. See signed T&M ticket included with this proposal.

A. SUBCONTRACTOR COST OF WORK:

		Subtotal A: \$ -

B. CONTRACTOR COST OF WORK:

Total Labor	\$	864.12	
Total Material and Equipment (excluding tax)	\$	1,124.92	
Payroll Taxes and Insurance 14.91%	\$	128.84	
General Conditions	\$	-	
Indirect Costs	\$	-	
	Subtotal B:	\$	2,117.88

C. CONTRACTOR/SUBCONTRACTOR FEES:

Subcontractor Fee:	0%	\$	-
OH&P:	15%	\$	317.68
Other:	0%	\$	-
	Subtotal C:	\$	317.68

D. BOND COST:

1.00%	Subtotal D:	\$	24.36
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E. MATERIAL AND EQUIPMENT TAX:

9.00%	Subtotal E:	\$	101.24
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This proposal does not affect the contract time.

TOTAL \$ 2,561.16

1930 South Myrtle Avenue • Monrovia • CA • 91016 • 626 256 4400 • www.jamcorporation.com

CHANGE ORDER PROPOSAL
Demo Exstg and Install New Pull Boxes for Underground (T&M)

Date 10/27/17

[illegible]



PROTECTING YOUR FUTURE

BILL TO:
Monet Construction 3455 Ocean View Blvd, Suite 200 Glendale, CA 91208

PROJECT
Cottonwood Elementary School Mod. 2740 W. Ave. P-8 Palmdale, CA 93551

TIME		
NAME	HOURS	O/T HOURS
JOSL FUIX	6	
Jorge Sanchez	6	
Demo and install pull boxes for underground 4"		

MATERIALS		
QTY	UNIT	DESCRIPTION
10ft		SHALLOW SHOOT
20		1/4" WARD LAPS & WASHERS
6		3" LOCK NUTS
14		3" PLASTIC BUSHINGS
3		12X18X24 NEMA 3R PULL BOXES

DATE SIGNED: _____

DATE WORK PERFORMED: _____

MONET CONSTRUCTION SIGNATURE: _____

8/21/17
8/22/17



FLEWELLING & MOODY
architects for education

November 21, 2017

Richard Bactor
President
MONET CONSTRUCTION, INC.
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

RE: **Cottonwood Elementary School – Phase 3**
Westside Union School District
Flewelling & Moody Job No. 2540.300

Dear Mr. Bactor:

On behalf of the Westside Union School District, your Proposed Change Order No. 40, to provide power f or low voltage security panels and projection screen, in the amount of \$1,402.33, 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: Sam Naguib
Shawn Cabey
Paula Sterk
Wayne Trussell
Cyndi Vidinha
Frank Large
Irving Carrillo

Monet Construction Inc.

3455 Ocean View Blvd., Suite 200

Glendale, CA 91208

(818)-330-7306 PH (818)-330-7308 Fax, info@monetinc.net

TITLE:	Power for Security Panels and Projection Screen	PROPOSED CHANGE ORDER
		NO. 40
PROJECT:	Cottonwood Elementary School Modernizaion of Existing Modular Buildings	DATE: 10/30/2017
		JOB: 2540.0300
TO:	Attn: Irvine Carrillo Flewelling & Moody, Inc. 1035 W Lancaster Blvd Lancaster, CA 93534 Phone:661-949-0771 Fax:661-949-2843	SUBMITTED:
		COMPLETED:
		REQUIRED:

DESCRIPTION

The following are the costs to install power for the security Panels and the projection screen per your request. Please see attached quote from JAM with T&M tickets.
Please let me know if you have any concerns,

Thanks

Num Item	Description	Ref	Qty Unit	Unit Price	Amount
1	Jam Quote		1.000	1,322.33	1,322.33
2	Mark up @ 5%		0.050	1,322.33	66.12
3	Bond @ 1%		0.010	1,388.45	13.88
Item Total:					\$1,402.33
Total:					\$0.00
Total:					\$1,402.33

APPROVAL

By: 
Richard Bactor

Date: 10/30/2017

By: _____

Date: _____

**CHANGE ORDER PROPOSAL****No. 13**

TITLE : Provide Power To Security Panels and Projector Screen (T&M)
PROJECT: Cottonwood Elementary School Portables Modernization
TO : Rich Bactor
Monet Construction
3455 Ocean View Blvd., Suite 200
Glendale, CA 91208

DATE: 10/27/17
JOB NO: 2540.0300
DSA NO: 03-116991

FROM: Larry Erbe

DESCRIPTION OF PROPOSAL:

As directed, provide, on a T&M basis, labor, material and equipment to run power to two (2) security panels and one (1) projector screen. See signed T&M ticket included with this proposal.

A. SUBCONTRACTOR COST OF WORK:

_____	_____	Subtotal A: \$ _____
_____	_____	
_____	_____	

B. CONTRACTOR COST OF WORK:

Total Labor		\$	864.12	
Total Material and Equipment <i>(excluding tax)</i>		\$	135.04	
Payroll Taxes and Insurance	14.91%	\$	128.84	
General Conditions		\$	-	
Indirect Costs		\$	-	
			Subtotal B: \$	1,128.00

C. CONTRACTOR/SUBCONTRACTOR FEES:

Subcontractor Fee:	0%	\$	-	
OH&P:	15%	\$	169.20	
Other:	0%	\$	-	
			Subtotal C: \$	169.20

D. BOND COST:

1.00%	Subtotal D: \$	12.97
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E. MATERIAL AND EQUIPMENT TAX:

9.00%	Subtotal E: \$	12.15
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This proposal does not affect the contract time.

TOTAL \$ 1,322.33

Provide Power To Security Panels and Projector Screen (T&M)

Date 10/27/17

[illegible]



PROTECTING YOUR FUTURE

BILL TO:
Monet Construction 3455 Ocean View Blvd, Suite 200 Glendale, CA 91208

PROJECT
Cottonwood Elementary School Mod. 2740 W. Ave. P-8 Palmdale, CA 93551

TIME		
NAME	HOURS	O/T HOURS
Louis Perdomo	8	
Ala Felix	4	
Power to 2 security panels & 1 projector screen		

MATERIALS		
QTY	UNIT	DESCRIPTION
100 ft		12-2 M/C
4-		MC-connectors
10 ft		1/8" EMT
2-		1/8" EMT conn.
2		1/8" straps
15 ft		3/4" PUL
2		3/4" PUL conn.
1		T-condc. 1/2"
1		L.B. 1/2"
60 ft		#12 wire

DATE SIGNED: _____ DATE WORK PERFORMED: 10/10/17

MONET CONSTRUCTION SIGNATURE:

BOARD AGENDA

December 12, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Hillview Solar Decommissioning

BACKGROUND:

With the proceeds from successful passage of Measure WS in 2008, the District was able to undertake several major capital projects including the completion of the Gregg Anderson Academy, the 21st Century Education Technology upgrade program, Anaverde Hills elementary school, the IDEA Academy at Cottonwood, and the CPV (Concentrated Photovoltaic) Solar Energy Savings program. All of these initiatives provided significant benefits to the District over the past several years. However the operational and financial success of the CPV Solar program was tempered by concerns among some members of the Rancho Vista/Hillview community. To address those concerns the Board of Trustees committed to revisit the issue when the solar rebates from Southern California Edison were due to expire in 2018. Administrative Services is therefore requesting direction from the Board as to whether or not the District should proceed with the decommissioning of the CPV panels at Hillview, with the understanding that the working components will be utilized as spare parts for the remaining installations at Leona Valley, Quartz Hill, Cottonwood and Del Sur.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING:

Current estimated cost to remove panels and pedestals to ground level is approximately \$325,000. The ongoing annual value (at current Edison pricing) of electrical production is approximately \$46,000. The \$46k figure includes the reduction in savings due to the 5pm voluntary stowing.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

The cost is within the District's ability to responsibly absorb. As the Board knows, technology is continuously advancing, and in the time since the CPV arrays were installed new technologies have been developed that provide opportunities to install lower-profile arrays, potentially with load-balancing battery technology that could be financially advantageous should the Board choose to move in this direction.

BOARD AGENDA

December 12, 2017

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Prop 39 Clean Energy Jobs Act Final Allocations / PacificWest

BACKGROUND:

On October 20, 2017 the California Department of Education posted the Proposition 39 K-12 Program funding allocation for fiscal year 2017-18. This is the final allocation for the five year program. Pacific West Energy Solutions, our Prop 39 energy consulting firm, informed us that the final allocations were posted, and that the funding came in approximately \$150,000 higher than was originally anticipated, which was not typical for the majority of school districts state-wide. PacWest believes that this is most likely a reflection of our growing enrollment which is counter to the state-wide trend.

In the spring of 2015 the District issued a Request for Proposal (RFP) to solicit the services of a professional services consultant to conduct an energy audit and develop an energy plan for submission to the CEC to qualify for Prop 39 CEJA funds. Based on a review of the top three firms' RFP submittal responses, interviews and reference checks, Pacific West Energy Solutions was selected. In the time since this selection and throughout the Prop 39 process, PacWest has performed outstanding work for the District, and Administrative Services is recommending that we continue to utilize their services with respect to the additional funding.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING:

Additional funding of approximately \$157,957 less program coordination management fees of \$15,200, for net funding increase of approximately \$134,800.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES

Approved