

# Lease Agreement

\* \* \* \* \*

**Table 1: Summary of Material Terms**

Lease Name (DBA): Santa Rosa City Schools	Lease Number:	4765-0616-SBV-03858	
	Lease Date:	6/10/2016	
	Start Date: 10/8/2016	End Date: 10/8/2016	
Tenant Name (Legal): Santa Rosa City Schools Office of Curriculum and Instruction		Landlord: CODDINGTOWN MALL, LLC, a Delaware limited liability company	
Office Address: 211 Ridgway Ave Santa Rosa, CA 95401		Shopping Center Trade Name and Address: Coddington Mall 733 Coddington Mall, Santa Rosa, CA 95401	
Tenant's Telephone Number:		Remit Payment to: Coddington Mall 733 Coddington Mall, Santa Rosa, CA 95401	
Contact Name:		<b>Sole purpose for which space can be used by Tenant:</b> On mall tabling event in common area to promote Santa Rosa City Schools District Fall Showcase. Mall will provide 20-30 tables for the event. Event will solely be organized by tenant. Mall will provide 3 locations to display 22"x28" posters, 4 weeks prior to Oct event date. Tenant is financially responsible for all production costs for 22"x28" posters.  Management must approve all displays. If this Agreement contains a Media Rent Table, the display posting period for any advertising medium or component shall be limited to the respective dates therefor set forth in such Media Rent Table.	
	Total Contract Amount: \$500.00 Total Taxes: \$0.00 Grand Total: \$500.00	Security/Damage Deposit Amount:	Security/Damage Deposit Due Date:

## Payment Schedule

Payment Due Date	Amount Due
10/8/2016	\$500.00
<b>Total Due</b>	<b>\$500.00</b>

**Insurance Required Date:** 10/7/2016

**Single Mall Insurance Certificate Holder:** CODDINGTOWN MALL, LLC, a Delaware limited liability company

## Space Rent Table

Shopping Center Name	City/State	Sub Use Type	Location	Sq. Ft. / Dimen.	Space Start Date	Space End Date
Coddington Mall	Santa Rosa/CA	Sampling/Tabling	Common Area	100'x20'	10/8/2016	10/8/2016

### Media Rent Table

Shopping Center Name	City/State	Advertising Medium	Quantity	Display Posting Date	Termination Date
Coddington Mall	Santa Rosa/CA	22x28 Posters	3	10/8/2016	10/8/2016

Landlord owns and operates certain real estate, together with certain buildings and improvements located thereon, commonly known as the Shopping Center. In consideration of the premises, covenants and agreements as stated above and hereinafter set forth, it is agreed by and between the parties as follows:

1. Lease to Occupy and Use: Subject to all of the terms and conditions hereof, Landlord hereby grants to the Tenant a Lease to occupy and use that area(s) of the Shopping Center (the "Space"), and Tenant rents from Landlord the Space, containing the agreed approximate square footage of floor area specified above and/or more precisely described in "Table 1" hereinabove.

2. Permitted Use: (a) The Space may be occupied and used by the Tenant solely for the purpose stated above, and for no other purpose. Addition of product other than those specified above is subject to Landlord's advance written approval, in Landlord's sole discretion. Tenant's display(s), and any and all of Tenant's promotional, marketing, advertising or collateral materials, shall be subject to Shopping Center approval, not to be unreasonably withheld. No third-party displays, signage or materials of any kind will be permitted. (b) Tenant shall use the Space under the trade name specified above; and said trade name shall not be changed at any time during the term without prior written consent by Landlord. (c) Tenant has made its own determination of the suitability of the Space and the Shopping Center for Tenant's use and business, and acknowledges that it is entering into this Lease based solely on its own investigation and not based on any representations or warranties of Landlord or its representatives. Tenant acknowledges that Landlord has made no representations to Tenant as to sales volume. (d) Tenant shall at all times maintain the Space and all portions thereof, in good condition and repair, at Tenant's sole cost and expense. (e) Tenant shall comply with all laws, rules, regulations, orders, ordinances, directions and requirements of any governmental authority or agency, now in force or which may hereafter be in force, including without limitation those which shall impose upon Landlord or Tenant any duty with respect to or triggered by a change in the use or occupation of, or any improvement or alteration to, the Space. (f) Tenant shall not make any use of the Space which is offensive as determined by Landlord at its sole discretion; nor to do any act tending to injure the reputation of the Shopping Center, and Tenant shall abide by all rules and regulations established by Landlord. Tenant shall not store any inventory, equipment or any other materials outside the Space, or do or permit anything to be done in or about the Space or appurtenant common areas which would constitute a nuisance or hazard, or which will in any way obstruct or interfere with the rights of other tenants or occupants of the Shopping Center or injure or annoy them. Tenant shall not obstruct the free flow of pedestrian or vehicular traffic on walkways, sidewalks, stairways, escalators, roads, driveways, parking lots or any other area regularly used for such traffic within the Shopping Center. (g) Tenant's use of display fixtures and Tenant's over-all display of goods or merchandise is subject to Landlord's approval. Landlord shall not be responsible to Tenant for the nonperformance by any other tenant or occupant of the Shopping Center of its lease or of any rules or regulations.

3. Term: Landlord's Right Of Early Termination: Tenant shall occupy and use the Space for the period, stated above, commencing on the Start Date (which may also be referred to herein as the "Commencement Date") and ending on the Ending Date, unless sooner terminated as herein provided. Notwithstanding anything to the contrary herein contained, Landlord may, at any time during the term of this Lease, in its sole discretion and with or without cause, elect to terminate this Lease upon thirty (30) days advance written notice to Tenant. In the event of such election by Landlord, Tenant's obligation hereunder shall be apportioned as of the effective date of such termination. Tenant understands and agrees that it is receiving terms and conditions which have been requested by and are advantageous to Tenant in return for granting Landlord flexibility with regard to the Space on account of the short term of this Lease, the Landlord's right to terminate the Lease on the short notice provided herein, and the other terms and conditions hereof; Tenant understands and agrees that it has no rights to the Space beyond the term set forth herein; and Tenant acknowledges that no one has made any representations or promises to Tenant with regard to renewal or extension of the term hereof, or limiting or eliminating the Landlord's right to terminate on short notice as set forth herein, or regarding relocation or possession of other space in the Shopping Center, or in any other manner contradicting, qualifying, or limiting the express provisions hereof.



## SANTA ROSA CITY SCHOOLS SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Heartspectrum/Debbie Diestler, hereinafter referred to as "CONTRACTOR".

### SITE/DEPARTMENT USE ONLY

☒ Independent Contractor/Business/Organization\* ☐ Professional Services\*\* ☐ Partnership\*\*\*

\*Any person, business, or organization that will be providing non-professional services to the District

\*\*Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

\*\*\*Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

### SITE/DEPARTMENT USE ONLY

Funding Source: 01 - 0500 - 0 - 1140 - 1000 - 5800 - 249 - H204

Funding Category: ☐ Restricted ☐ Unrestricted ☒ Supplemental ☐ Concentration  
☐ Base ☐ Bond Money ☐ Other

Approved at Site by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Departmental Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Contract Created by: Cindy Deuel Contact #: \_\_\_\_\_

Contract Number: \_\_\_\_\_ Requisition Number: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

FORM LAST REVISED ON 1-28-16

1. Services.

**(a) DISTRICT's Responsibilities and Duties:**

**I would like the district to please provide the following:**

1. The exact number of students to be taught (on each day) at each Bridge Academy site two weeks prior to the mutually agreed upon dates.
2. An art room on each of the five Bridge Academy sites, large enough to accommodate two 6-8 ft. tables to be used for art supplies and teaching materials.
3. Two 6-8 ft. tables at each site.
4. Each student should have a working space (desk or table) large enough to hold a 16"X 20" canvas on a table top easel, water containers and paints.
5. Easy access to an electrical outlet to play music and to use a hairdryer for quick drying.
6. Easy access to a water source outside or inside the classroom to fill large buckets for individual water containers and for cleaning supplies.
7. Close access to classroom by car so that art supplies can be transported to classroom. If necessary, a staff member to help carry some items to classroom for set up, and back to car when it's time to tear down.

**I would like the following for planning purposes:**

- A copy of the District calendar
- The name, address, contact person and phone number for each Bridge Academy.
- A list of which school site I will be attending each day of the week I am there.
- A daily schedule of class times and breaks for each individual Bridge Academy site.

**(b) CONTRACTOR's Responsibilities and Duties:**

**Goals and Objectives**

My goal as a credentialed teacher, as well as an art instructor, is to connect with my students through the arts. While maintaining classroom control, I like to integrate opportunities for students to learn through visual art, literature, music and written expression. I use positive teaching methods to encourage creativity and discovery, build skills and confidence and help students explore their unique gifts. As they release the element of surprise and joy from within, it is my sincere hope that a reinforced sense of self-worth and confidence will transfer or bridge positively into other areas of their lives.

**I would like to come for two separate Colorful Creations Events during the school year for maximum student benefit.** Ideally, one event would be held in the fall (5 days during the second and third weeks in November) and the second event in the spring (5 days either the first two weeks in March or April). Dates to be mutually decided by the district and myself. I will provide a minimum of 3 plus hours of integrated art instruction for students from 5 different Bridge School sites for each Event. This will be set up in one general location or in a separate classroom on each individual Bridge Academy site, to be determined by the district.

**My Instruction Will Include:**

Art History, literature, music, direct art instruction, teacher demonstration of painting techniques, visual examples, student drawing, color mixing and finally painting on individual 16" X 20" canvasses.

For evaluation purposes students will be given a one page evaluation form to express their feelings about their experience. They will be given folders to store art handouts and notes to be kept by the classroom teacher to use for further student expression and learning.

I would like to bring my own supplies when I come so that the district will have a model of what works the best for me and the students, before investing in your own supplies.

**I will provide the following supplies:**

An extensive variety of acrylic paints in numerous colors,  
A variety of sizes of paint brushes,  
Standing easels to display visual examples and table easels for each student to use when painting  
Drawing paper, pencils erasers,  
Large and small containers for water,  
Paper towels and plates  
Plastic table coverings if necessary  
16' X 20" canvasses (one for each student)  
Many colored copies for visual examples  
Books/literature to share with students  
Personal art examples  
Individual folders and student handouts  
Miscellaneous art tools and supplies

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on - **November 8, 2016**, and will continue through **November 9, 10, 15, 16, 2016**, and a second event either **March 1, 2, 7, 8, 9, 2017** or **April 4, 5, 6, 11, 12, 2017** subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed **Five Thousand Dollars (\$5,000)**. DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

For each Colorful Creation Event, my asking fee is \$55 per student, with a minimum of \$2,750 for each five day visit, plus mileage for car travel from Shingletown, CA to Santa Rosa and my return to Shingletown, food and lodging expenses. I would like to arrive the night before teaching and return home on the morning after the event. This fee includes my time for prep work, travel, set up, tear down, 3 plus hours of classroom instruction for all students involved and all necessary student supplies purchased by me.

These are the costs for each time I come for a five day Colorful Creations Event.  
Start and finish times to be mutually determined by district and contractor.

**Service and Expenses**

\*A minimum cost of \$55 a student,  
for 50 students or less.  
Actual student count and additional  
charges added for each additional student  
exceeding 50, two weeks prior finalized  
two weeks before each scheduled event

**Costs**

\* \$ 2,750 minimum  
  
Additional cost of \$55  
for each added student beyond 50  
two weeks prior to event

Mileage round trip 482 mi. @ .54 a mile	\$ 260
7 nights lodging at a hotel @ \$100 a night, or less, if I'm able to bring my motorhome and stay at the Santa Rosa Fairgrounds for \$43 a night	\$ 700
Food for 7 days @ \$40 a day	\$ 280
<b>Total student cost plus travel expenses</b>	<b>* \$ 3,990 minimum</b>

\*(Example: An additional 10 students @ \$55 a student, would change the total to \$4,540.)

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

1. One page student evaluation form
2. Visual expression of art work on 16" X 20" canvas
3. Personal discussion and verbal expression
4. Teacher observation

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☐ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☐ Increases student and family wellness and engagement through the full-service community school model.
- ☒ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.
- ☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided



## SANTA ROSA CITY SCHOOLS SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and The Regents of the University of California on behalf of its Lawrence Hall of Science, hereinafter referred to as "CONTRACTOR".

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### SCHOOL SITE/DEPARTMENT USE ONLY

#### Check one of the following:

☐ Independent Contractor/Business/Organization\*    ☐ Professional Services\*\*    ☐ Partnership\*\*\*

\* Any person, business, or organization that will be providing non-professional services to the District

\*\* Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e., services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

\*\*\* Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

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### SCHOOL SITE/DEPARTMENT USE ONLY

Funding Source: \_\_\_\_\_

Funding Category: ☐ Base    ☐ Supplemental    ☐ Concentration

☐ Restricted: \_\_\_\_\_ ☐ Other: \_\_\_\_\_

For Billing (if applicable): ☐ Bill to: \_\_\_\_\_ Billing frequency: \_\_\_\_\_

Contract is: ☐ New    ☐ Renewal    ☐ Addendum    ☐ Amendment

Number of Individuals Served: \_\_\_\_\_

Approved at Site by\*: \_\_\_\_\_ Date: \_\_\_\_\_

\* Signature - FOR CONTRACTS ORIGINATED BY SCHOOL SITE

Departmental Approval\*\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* Signature - DISTRICT OFFICE DEPT. SIGNATURE

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Contract Created by: Patty Turner \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of SRCS employee AND dept. or school site

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Proposed Contract Start Date: \_\_\_\_\_ Proposed Contract End Date: \_\_\_\_\_

Requisition #: \_\_\_\_\_

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### FOR BUSINESS SERVICES USE ONLY

Funding Source /Funding Category verified: ☐ YES    ☐ NO    Board Approval Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Carolyn Bischof, Fiscal Services Executive Director

LAST REVISED ON 8-3-16

1. Services.

(a) DISTRICT's Responsibilities and Duties:

Recruit middle school teachers, high school pathway leadership team, and district steering committee team with consultation from the Lawrence Hall of Science ("LHS") Coordinate meeting locations and communicate attendance/membership expectations with appropriate committee members/participants/attendees. Coordinate, communicate, and plan with appropriate team members in-between meetings, as applicable .

(b) CONTRACTOR's Responsibilities and Duties:

- 1) Middle school PD x 4 full days @ \$2,500/each (10/6, 12/1, 2/2, 4/6) \$10,000
- 2) High School pathway collaboration meetings x 5 @ \$800/each (8/30, 10/4, 12/6, 2/9, 4/13) \$4,000
- 3) Consulting fees – Steering committee meeting August 23 \$1,800

See attached Schedule B, made a part hereof by reference

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on August 23, 2016, and will continue through June 30, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed fifteen thousand, eight hundred Dollars (\$15,800.00). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

District will provide a purchase order before services begin and will make payments no more than thirty (30) days after the date of issuance of CONTRACTOR'S invoice. Payment in U.S. Dollars should be made to "Regents of the University of California" or "UC Regents" and mailed to Attn: LST, Lawrence Hall of Science, 1 Centennial Drive, University of California, Berkeley, CA 94720-5200.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

NGSS high school pathway decision and identification of next steps of implementation at 9-12;

Increased understanding among secondary teachers 6-12 around NGSS; and

Addressed needs of the district with regards to NGSS implementation (needs to be identified during the consultation and implementation).

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

☒ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.

☐ Increases student and family wellness and engagement through the full-service community school model.

☐ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.

☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

8. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this CONTRACT. CONTRACTOR'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

9. Taxes. Federal Internal Revenue Service's regulations require that school districts report all payments to individuals for CONTRACTOR services. If applicable, CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this



**SANTA ROSA CITY SCHOOLS  
SERVICE CONTRACT**

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Maxine Freitas, hereinafter referred to as "CONTRACTOR".

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**DISTRICT USE ONLY**

☐ Independent Contractor/Business/Organization\*

\*Any person, business, or organization that will be providing non-professional services to the District

☒ Professional Services\*\*

\*\*Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

☐ Partnership\*\*\*

\*\*\*Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

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**DISTRICT USE ONLY**

Funding Source: 01-1100-0-1500-4200-1113-249-9995

Funding Category: ☐ Restricted ☐ Unrestricted ☒ Supplemental ☐ Concentration

☐ Base ☐ Bond Money ☐ Other \_\_\_\_\_

Approved at Site by: N/A Date: \_\_\_\_\_  
Signature

Departmental Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Jason A. Lea, Assistant Superintendent, Human Resources

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Contract Number: \_\_\_\_\_ Requisition Number: \_\_\_\_\_ Stipend Amount \$5,322.00

Board Approval Date: Pending 8/24/16

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Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

1. Services.

(a) DISTRICT's Responsibilities and Duties:

District will pay consultant in three (3) stipend amounts of \$1,774.00 totaling \$5,322.00. \*\*See Attachment "A"

District will also requisition payments made directly to the American Red Cross for course records per offering and purchase supplies needed for class. The funding source is State Lottery funds designated for athletic stipends. Classes will be held at District facilities and provide access to room, heating and/or air conditioning during scheduled date/time.

(b) CONTRACTOR's Responsibilities and Duties:

Consultant will Provide First Aid, Adult & Child CPR/AED training for certification of athletic coaches. Schedule classes, complete course record summaries for each offering, and provide students with valid American Red Cross certificate once course is successfully completed. Provide, maintain and submit three (3) Consultant Time Logs to the Assistant Superintendent, Human Resources. Consultant will communicate with the Assistant Superintendent of HR when supplies are needed.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on – August 1, 2016, and will continue through June 30, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of one (1) year.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total annual fee not to exceed five thousand, three-hundred and twenty-two Dollars (\$ 5,322.00 ). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

Consultant for Certification of Athletic Coaches will provide the resource and support services to provide certified American Red Cross CPR, AED and First Aid instruction to the District's athletic coaches for the 2016-2017 school year.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

Consultant will provide certified American Red Cross CPR and First Aid instruction to the District's athletic coaches, teaching valuable lifesaving skills responding to our students and staff in case of emergency situations.



## SANTA ROSA CITY SCHOOLS SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and Callahan Consulting, Inc., hereinafter referred to as "CONTRACTOR".

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### SITE/DEPARTMENT USE ONLY

☒ Independent Contractor/Business/Organization\* ☐ Professional Services\*\* ☐ Partnership\*\*\*

\*Any person, business, or organization that will be providing non-professional services to the District

\*\*Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e. services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

\*\*\*Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

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### SITE/DEPARTMENT USE ONLY

Funding Source: 01 - 0500 - 0 - 1140 - 1000 - 5800 - 249 - H105

Funding Category: ☐ Restricted ☐ Unrestricted ☒ Supplemental ☐ Concentration  
☐ Base ☐ Bond Money ☐ Other \_\_\_\_\_

Approved at Site by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Departmental Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Contract Created by: Brent Jackson Contact #: \_\_\_\_\_

Contract Number: \_\_\_\_\_ Requisition Number: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

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Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

FORM LAST REVISED ON 1-28-16

1. Services.

(a) DISTRICT's Responsibilities and Duties:

Coordinate with Callahan Consulting to design and plan professional development workshops for the "Assessment" and "Evidence Based Revisions" projects.  
Coordinate and provide room(s)/facilities for trainings as necessary.  
Publicize and recruit teachers to participate in workshops.  
Provide audio-visual equipment, workshop supplies and duplicating services for workshop documents.

Provide substitutes for teachers as needed to participate in workshops.

See attachment for descriptions of the "Assessment" and "Evidence Based Revisions" projects.

(b) CONTRACTOR's Responsibilities and Duties:

Coordinate with the Santa Rosa City Schools Curriculum & Instruction team to design, prepare and deliver professional development workshops for the "Assessment" and "Evidence Based Revisions" projects.

Conduct 34 days of professional development workshops to math teachers in grades Math 7 through Algebra 2, as part of the "Assessment" and "Evidence Based Revisions" projects.

See attachment for descriptions of the "Assessment" and "Evidence Based Revisions" projects.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on August, 2016, and will continue through June, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed One-hundred nineteen thousand Dollars (\$119,000.00). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

The CONTRACTOR will invoice quarterly upon completion of delivery of professional development and support as described above. Each day of professional development will be invoiced at \$3,500 per day, including travel and expenses. Total number of days invoiced over the term of the contract will not exceed 34 days.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

See attachment.

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

☒ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.

☐ Increases student and family wellness and engagement through the full-service community school model.

☒ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.

☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this CONTRACT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.



**SANTA ROSA CITY SCHOOLS  
SERVICE CONTRACT**

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and The Regents of the University of California on behalf of its Lawrence Hall of Science, hereinafter referred to as "CONTRACTOR".

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**SCHOOL SITE/DEPARTMENT USE ONLY**

**Check one of the following:**

☐ Independent Contractor/Business/Organization\*    ☐ Professional Services\*\*    ☐ Partnership\*\*\*

\* Any person, business, or organization that will be providing non-professional services to the District

\*\* Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e., services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

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**SCHOOL SITE/DEPARTMENT USE ONLY**

**Funding Source:** \_\_\_\_\_

**Funding Category:**    ☐ Base    ☐ Supplemental    ☐ Concentration

☐ Restricted: \_\_\_\_\_    ☐ Other: \_\_\_\_\_

**For Billing (if applicable):**    ☐ Bill to: \_\_\_\_\_    Billing frequency: \_\_\_\_\_

**Contract is:**    ☐ New    ☐ Renewal    ☐ Addendum    ☐ Amendment

**Number of Individuals Served:** \_\_\_\_\_

**Approved at Site by\*:** \_\_\_\_\_    Date: \_\_\_\_\_

\* Signature - FOR CONTRACTS ORIGINATED BY SCHOOL SITE

**Departmental Approval\*\*:** \_\_\_\_\_    Date: \_\_\_\_\_

\*\* Signature - DISTRICT OFFICE DEPT. SIGNATURE

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**Contract Created by:** \_\_\_\_\_    **Phone #:** \_\_\_\_\_

Name of SRCS employee AND dept. or school site

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**Proposed Contract Start Date:** \_\_\_\_\_    **Proposed Contract End Date:** \_\_\_\_\_

**Requisition #:** \_\_\_\_\_

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**FOR BUSINESS SERVICES USE ONLY**

**Funding Source /Funding Category verified:**    ☐ YES    ☐ NO    **Board Approval Date:** \_\_\_\_\_

**Verified by:** \_\_\_\_\_    **Date:** \_\_\_\_\_

Carolyn Bischof, Fiscal Services Executive Director

**LAST REVISED ON 8-3-16**

1. Services.

(a) DISTRICT's Responsibilities and Duties:

Coordinate with Harold Asturias to design and plan professional development workshops for Santa Rosa City Schools' mathematics teacher leaders and administration. Coordinate and provide room(s)/facilities for trainings as necessary. Publicize and recruit teachers to participate in workshops. Provide audio-visual equipment, workshop supplies and duplicating services for workshop documents. Provide substitutes for teachers as needed to participate in workshops.

(b) CONTRACTOR's Responsibilities and Duties:

Coordinate with the Santa Rosa City Schools Curriculum & Instruction team to design, prepare and deliver professional development workshops for Santa Rosa City Schools' mathematics teacher leaders and administration.

Conduct six (6) days of professional development workshops.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on August 24, 2016, and will continue through June 30, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed fifteen thousand Dollars (\$15,000.00). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

The CONTRACTOR will invoice quarterly upon completion of delivery of professional development and support as described above. Each day of professional development will be invoiced at \$2,500 per day, including travel and expenses. The total number of days invoiced over the term of the contract will not exceed six (6) days.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

**Purpose:**

University's employee, Harold Asturias, will provide high-quality professional development that strengthens teachers' and administrators' leadership abilities, content knowledge and capacities to observe mathematics instruction to identify the dimensions of mathematically powerful classrooms.

**Description of Services:**

Harold Asturias will coordinate with Santa Rosa City Schools office of Curriculum and Instruction to design and deliver professional development (PD) for mathematics department chairs and site administrators over the course of the 2016-17 academic year. The PD shall consist of 1) developing understanding of the Five Dimensions of the Mathematically Powerful Classroom, 2) building the capacities of leaders to observe the dimensions in live classroom settings, 3) building the capacities of leaders to advocate for and help teachers design lessons that make affordances for the Five Dimensions, and 4) developing understanding regarding issues of equity as it relates to mathematics instruction.

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☒ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☐ Increases student and family wellness and engagement through the full-service community school model.
- ☒ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.
- ☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR shall assume full responsibility for payment of all federal, state, and



## SANTA ROSA CITY SCHOOLS

### SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and **Hoaison H. Nguyen**, hereinafter referred to as "CONTRACTOR".

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#### DISTRICT USE ONLY

☐ Independent Contractor/Business/Organization\* ☐ Professional Services\*\* ☐ Partnership\*\*\*

\*Any person, business, or organization that will be providing non-professional services to the District

\*\*Any person, business, or organization that will be providing professional services to the District (i.e. services that require extensive technical knowledge or training in their particular area of expertise.)

\*\*\*Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

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#### DISTRICT USE ONLY

Funding Source: 01-6500-0-5710-1110-5800-398-5198

Funding Category: ☐ Restricted ☐ Unrestricted ☐ Supplemental ☐ Concentration

☐ Base ☐ Bond Money ☐ Other \_\_\_\_\_

Approved at Site by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Departmental Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Contract Number: \_\_\_\_\_ Requisition Number: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

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Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

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1. Services.

(a) DISTRICT's Responsibilities and Duties:

(b) CONTRACTOR's Responsibilities and Duties:

Telephonic interpretation services; English to Vietnamese and Vietnamese into English.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on July 1<sup>st</sup> 2016, and will continue through June 30<sup>th</sup> 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed **One Thousand Two Hundred Dollars (\$1,200.00)**. DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

Upon receipt of invoice. \$60.00 per hour.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

[Develop metrics – Describe the metrics to be used to measure the effectiveness of services. Indicate benchmark metrics as well as the goal by the end of the contract. Data to be gathered by the CONTRACTOR and provided to the DISTRICT]

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

☒ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.

☒ Increases student and family wellness and engagement through the full-service



## SANTA ROSA CITY SCHOOLS

### SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and **Kathleen Farrell**, hereinafter referred to as "CONTRACTOR".

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#### DISTRICT USE ONLY

☐ Independent Contractor/Business/Organization\* ☐ Professional Services\*\* ☐ Partnership\*\*\*

\*Any person, business, or organization that will be providing non-professional services to the District

\*\*Any person, business, or organization that will be providing professional services to the District (i.e. services that require extensive technical knowledge or training in their particular area of expertise.)

\*\*\*Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

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#### DISTRICT USE ONLY

Funding Source: **01 - 6500 - 0 - 5710 - 1110 - 5800- 119 - 5198**

Funding Category: ☐ Restricted ☐ Unrestricted ☐ Supplemental ☐ Concentration  
☐ Base ☐ Bond Money ☐ Other \_\_\_\_\_

Approved at Site by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Departmental Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Contract Number: \_\_\_\_\_ Requisition Number: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

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Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

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1. Services.

(a) DISTRICT's Responsibilities and Duties:

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(b) CONTRACTOR's Responsibilities and Duties:

<b>Individual Physical Therapy per Student's IFSP.</b>
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2. Term. CONTRACTOR shall commence providing services under this CONTRACT on July 1<sup>st</sup>, 2016, and will continue through June 30<sup>th</sup>, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed **Two thousand one hundred twenty five Dollars (\$2,125.00).** DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

**Upon receipt of invoice, \$85.00 per hour.**

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4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

[Develop metrics – Describe the metrics to be used to measure the effectiveness of services. Indicate benchmark metrics as well as the goal by the end of the contract. Data to be gathered by the CONTRACTOR and provided to the DISTRICT]

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☒ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☒ Increases student and family wellness and engagement through the full-service community school model.



## SANTA ROSA CITY SCHOOLS

### SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and **Robynne Neuhaus-Basta**, hereinafter referred to as "CONTRACTOR".

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#### DISTRICT USE ONLY

☐ Independent Contractor/Business/Organization\* ☐ Professional Services\*\* ☐ Partnership\*\*\*

\*Any person, business, or organization that will be providing non-professional services to the District

\*\*Any person, business, or organization that will be providing professional services to the District (i.e. services that require extensive technical knowledge or training in their particular area of expertise.)

\*\*\*Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

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#### DISTRICT USE ONLY

Funding Source: 01 - 6500 - 0 - 5710 - 1110 - 5800 - 5198

Funding Category: ☐ Restricted ☐ Unrestricted ☐ Supplemental ☐ Concentration

☐ Base ☐ Bond Money ☐ Other \_\_\_\_\_

Approved at Site by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Departmental Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

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Contract Number: \_\_\_\_\_ Requisition Number: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

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Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

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1. Services.

(a) DISTRICT's Responsibilities and Duties:

(b) CONTRACTOR's Responsibilities and Duties:

Individual Occupational Therapy per Student's IFSP.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on July 1<sup>st</sup>, 2016, and will continue through June 30<sup>th</sup>, 2017, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed Two thousand one hundred twenty five Dollars (\$2,125.00). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

Upon receipt of invoice, \$85.00 per hour.

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4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

[Develop metrics – Describe the metrics to be used to measure the effectiveness of services. Indicate benchmark metrics as well as the goal by the end of the contract. Data to be gathered by the CONTRACTOR and provided to the DISTRICT]

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☒ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☒ Increases student and family wellness and engagement through the full-service community school model.



## SANTA ROSA CITY SCHOOLS

### SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as "DISTRICT", OR "BOARD" and **Robert Rowen-Herzog**, hereinafter referred to as "CONTRACTOR".

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#### DISTRICT USE ONLY

☐ Independent Contractor/Business/Organization\* ☐ Professional Services\*\* ☐ Partnership\*\*\*

\*Any person, business, or organization that will be providing non-professional services to the District

\*\*Any person, business, or organization that will be providing professional services to the District (i.e. services that require extensive technical knowledge or training in their particular area of expertise.)

\*\*\*Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

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#### DISTRICT USE ONLY

Funding Source: 01-6500-0-5710-1110-5800-119-5198

Funding Category: ☐ Restricted ☐ Unrestricted ☐ Supplemental ☐ Concentration

☐ Base ☐ Bond Money ☐ Other \_\_\_\_\_

Approved at Site by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Departmental Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

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Contract Number: \_\_\_\_\_ Requisition Number: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

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Funding Source and Funding Category verified by Business Services: ☐ YES ☐ NO

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

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1. Services.

(a) DISTRICT's Responsibilities and Duties: *[Stipulate specific activities, times, locations, etc. Attach separate exhibit if appropriate.]*

(b) CONTRACTOR's Responsibilities and Duties: *[Stipulate scope of work (specific activities, times, locations, etc.). Attach separate exhibit if appropriate.]*

**Individual Physical Therapy per Student's IFSP**

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on **July 1<sup>st</sup>, 2016** and will continue through **June 30<sup>th</sup>, 2017**, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed **Two thousand four hundred Dollars (\$2,400.00)**. DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

**Upon receipt of invoice.**

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

[Develop metrics – Describe the metrics to be used to measure the effectiveness of services. Indicate benchmark metrics as well as the goal by the end of the contract. Data to be gathered by the CONTRACTOR and provided to the DISTRICT]

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

- ☒ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.
- ☒ Increases student and family wellness and engagement through the full-service community school model.



## Redwood Empire Food Bank Backpack Program Agreement 2016-2017 School Year

Agreement between the Redwood Empire Food Bank (REFB) located at 3900 Brickway Blvd. Santa Rosa, CA and Brookhill Elementary School located at 1850 Vallejo St. Santa Rosa, CA 95404 (hereinafter referred to as "BackPack Program"). By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration of the Backpack Program.

The mission of the Backpack Program is to help solve child hunger by providing nutritious and easy-to-prepare food to children to take home on weekends and school vacations when other resources are not available.

### A. REDWOOD EMPIRE FOOD BANK AGREES TO:

- The safe and proper handling of food, which conforms to all local, state and federal regulations.
- Willingness to abide by the policies, procedures, and record keeping requirements of the REFB.
- Staff or volunteers of the program will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as a protected veteran.
- Identify and procure staple food items and/or supplies necessary for the operation of the Program.
- Provide or coordinate training opportunities for Program staff and volunteers as appropriate, such as program administration, safe food handling and nutrition education.
- Ensure that Program partners meet national and local Program objectives through monitoring and periodic site visits during designated hours of operation. Any issues will be communicated in writing to the Program partner within seven business days.
- Ensure staff with direct repetitive contact with children pass a national background check.
- At least one representative must receive some form of food safety training, such as ServSafe Food Handler for Food Banking developed by Feeding America and the National Restaurant Association, or an equivalent training.
- Appoint a primary REFB contact for the Program to provide administrative oversight and leadership.
- Identify a Backpack coordinator to be the primary contact for school coordination the Backpack program.

#### **REFB contact:**

Contact name: Monse Calderon  
Email: [mcalderson@refb.org](mailto:mcalderson@refb.org)  
Phone: (707) 523-7900 x 116

#### **Program Contact:**

Contact name: Joe Maurer  
Email: [jmaurer@fcbconnect.com](mailto:jmaurer@fcbconnect.com)  
Phone: (707) 636-9736

### B. BACKPACK PROGRAM PARTNER AGREES TO:

- Distribute healthy, nutritious food to children free of charge.
- Ensure the school and/or program complies with all applicable federal and local statutes, ordinances and regulations.
- Maintain all food 6 inches off the floor while packing and distributing.
- Distribute the Backpacks to program participants in accordance with the pre-determined schedule.
- Identify children to participate in the Backpack Program.



- Allow the Redwood Empire Food Bank to monitor the Backpack operations regularly.
- Distribute the Backpacks to program participants in accordance with the pre-determined schedule:

**Distribution day(s): Fridays**

**Distribution time(s): after school and during Boys and Girls Club operating hours**

- Receive deliveries on the designated day and time: Friday Mornings, 8:30am-9:30am
- Communicate problems and requests to REFB in a timely manner.

### C. GENERAL PROVISIONS

This Agreement may be terminated at will by either party with two weeks written notice.

### D. SIGNATURES

The Program's authorized representative's signature below confirms that the Program site is accepting and agrees to abide by all terms of this agreement.

**Program Partner Signature:**

\_\_\_\_\_  
BackPack Program Partner Signature (Principal or Executive Director)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of representative who signed this agreement

**Food Bank Signature:**

\_\_\_\_\_  
Food Bank Signature (Director of Programs)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of representative who signed this agreement

## CONTRACT

THIS CONTRACT is made by and between the Santa Rosa City School District, hereinafter called the District, and Dan George Roofing, Contractor, hereinafter called the contractor.

The District and the Contractor hereby agree as follows:

1. Description of Work

The Contractor agrees to furnish all labor, materials, equipment, plant, tools, supervision, appurtenances, and services, including transportation and utilities, required to perform and complete the Albert Biella Elementary School, Multi-purpose Bldg. Project.

The Contract Documents consist of the Contract, any amendment to Contract

All Contract Documents are intended to coordinate so that any work called for in one document and not mentioned in another document is to be executed as if mentioned in all documents.

2. Compensation

As full compensation for the Contractor's complete performance of the work in this Contract, the District agrees to pay the Contractor, and the Contractor agrees to accept the sum of One Hundred and Twenty Five Thousand Dollars, (\$125,000.00), which shall be paid to the Contractor according to the General Conditions Article on "Payments".

3. Prevailing Wages

As required by Labor Code Section 1773.2, the District has on file in its office copies of the general prevailing rate of per diem wages for workers employed on public works as determined by the Director of Industrial relations. This document shall be available to any interested party on request and shall be posted at the job site by the Contractor.

4. Time for Completion

The starting date of the Contract shall be the day listed by the District in the Notice to Proceed and the Contractor shall fully complete all the work before\_\_\_\_\_.

Time is of the essence in the performance of this Contract.

Liquidated damages for Contractor's failure to complete the Contract within the time fixed for completion are established in the amount of Five Hundred Dollars (\$500.00) per calendar day.

5. Contractors' State License Board

Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

IN WITNESS WHEREOF, the parties to these present have set their hands hereto on the day and year written below

\_\_\_\_\_  
District Signature

\_\_\_\_\_  
Contractor

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

\_\_\_\_\_  
Contractor License and Exp. Date

Date \_\_\_\_\_

\_\_\_\_\_  
Individual Signature

\_\_\_\_\_  
. Date

For: \_\_\_\_\_  
Corporation or Partnership

If Corporation, Seal Below.

## CONTRACT

THIS CONTRACT is made by and between the Santa Rosa City School District, hereinafter called the District, and Dan George Roofing, Contractor, hereinafter called the contractor.

The District and the Contractor hereby agree as follows:

1. Description of Work

The Contractor agrees to furnish all labor, materials, equipment, plant, tools, supervision, appurtenances, and services, including transportation and utilities, required to perform and complete the Piner High School, Building H-80, H-81 & H-82 Project.

The Contract Documents consist of the Contract, any amendment to Contract

All Contract Documents are intended to coordinate so that any work called for in one document and not mentioned in another document is to be executed as if mentioned in all documents.

2. Compensation

As full compensation for the Contractor's complete performance of the work in this Contract, the District agrees to pay the Contractor, and the Contractor agrees to accept the sum of Forty Eight Thousand Dollars, (\$48,000.00), which shall be paid to the Contractor according to the General Conditions Article on "Payments".

3. Prevailing Wages

As required by Labor Code Section 1773.2, the District has on file in its office copies of the general prevailing rate of per diem wages for workers employed on public works as determined by the Director of Industrial relations. This document shall be available to any interested party on request and shall be posted at the job site by the Contractor.

4. Time for Completion

The starting date of the Contract shall be the day listed by the District in the Notice to Proceed and the Contractor shall fully complete all the work before\_\_\_\_\_.

Time is of the essence in the performance of this Contract.

Liquidated damages for Contractor's failure to complete the Contract within the time fixed for completion are established in the amount of Five Hundred Dollars (\$500.00) per calendar day.

5. Contractors' State License Board

Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

IN WITNESS WHEREOF, the parties to these present have set their hands hereto on the day and year written below

\_\_\_\_\_  
District Signature

\_\_\_\_\_  
Contractor

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

\_\_\_\_\_  
Contractor License and Exp. Date

Date \_\_\_\_\_

\_\_\_\_\_  
Individual Signature

\_\_\_\_\_  
. Date

For: \_\_\_\_\_  
Corporation or Partnership

If Corporation, Seal Below.

## CONTRACT

THIS CONTRACT is made by and between the Santa Rosa City School District, hereinafter called the District, and Westech Roofing, Inc., Contractor, hereinafter called the contractor.

The District and the Contractor hereby agree as follows:

1. Description of Work

The Contractor agrees to furnish all labor, materials, equipment, plant, tools, supervision, appurtenances, and services, including transportation and utilities, required to perform and complete the Piner High School, Building H-83 Project.

The Contract Documents consist of the Contract, any amendment to Contract

All Contract Documents are intended to coordinate so that any work called for in one document and not mentioned in another document is to be executed as if mentioned in all documents.

2. Compensation

As full compensation for the Contractor's complete performance of the work in this Contract, the District agrees to pay the Contractor, and the Contractor agrees to accept the sum of Twenty Five Thousand Seven Hundred Fifty Seven Dollars, (\$25,757.00), which shall be paid to the Contractor according to the General Conditions Article on "Payments".

3. Prevailing Wages

As required by Labor Code Section 1773.2, the District has on file in its office copies of the general prevailing rate of per diem wages for workers employed on public works as determined by the Director of Industrial relations. This document shall be available to any interested party on request and shall be posted at the job site by the Contractor.

4. Time for Completion

The starting date of the Contract shall be the day listed by the District in the Notice to Proceed and the Contractor shall fully complete all the work before\_\_\_\_\_.

Time is of the essence in the performance of this Contract.

Liquidated damages for Contractor's failure to complete the Contract within the time fixed for completion are established in the amount of Five Hundred Dollars (\$500.00) per calendar day.

5. Contractors' State License Board

Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

IN WITNESS WHEREOF, the parties to these present have set their hands hereto on the day and year written below

\_\_\_\_\_  
District Signature

\_\_\_\_\_  
Contractor

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

\_\_\_\_\_  
Contractor License and Exp. Date

Date \_\_\_\_\_

\_\_\_\_\_  
Individual Signature

\_\_\_\_\_  
. Date

For: \_\_\_\_\_  
Corporation or Partnership

If Corporation, Seal Below.