



Superintendent Michael Watenpaugh, Ed.D  
San Rafael City Schools  
310 Nova Albion Way  
San Rafael, CA 94903

June 16, 2017

Dear Dr. Watenpaugh,

It is a pleasure to submit this proposal for a 20 hour a week program to expand attendance related interventions, supporting each site's School Attendance Review Team (SART) and the District's School Attendance Review Board (SARB).

NBSG will provide support to families of students who are chronically truant or at risk of becoming chronically truant within San Rafael City Schools. NBSG will be available to assist school site administrators and Central Services with home visits and residency verifications as needed.

NBSG will be providing support to the administration at San Rafael High, Terra Linda High, Davidson Middle School and Venetia Valley 3-4 days a week and attending SART and SARB's when requested. NBSG will also be available to assist staff with other issues that may arise and also assist SRC Elementary Schools as needed.

NBSG will provide a weekly report to Director of Student Services Michael Gardner, outlining services provided for the week. This is a one year contract, beginning August 21, 2017 and ending on June 15, 2018.

NBSG will follow the school calendar, taking Thanksgiving week, Christmas Break, Mid-winter break and Spring break off, as well as all holidays and staff development days that SRCS observe.

The total amount charged to SRCS for this contract will be \$40,000.00. A monthly invoice in the amount of \$4,000.00 will be sent to Director of Student Services Michael Gardner, on the first day of each month, beginning on October 1, 2017. Payment is due within 15 days upon receipt of the invoice.



Notices. Any written notice to Consultant shall be sent to:

Attn. Bill Welch  
North Bay Security Group  
936 B Seventh Street #167  
Novato, Ca 94945  
(415) 235-2340  
[bill@northbaysecuritygroup.com](mailto:bill@northbaysecuritygroup.com)

Any written notice to the San Rafael City School District shall be sent to:

Mike Gardner, Director of Student Services  
310 Nova Albion Way  
San Rafael, CA 94903  
(415) 492-3220

The above stated scope of service is hereby accepted and authorized NBSG to provide services to SRCS.

Agency

San Rafael City School District

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{Superintendent Michal Watenpaugh}

**Date:**

CONSULTANT:

North Bay Security Group

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(Bill Welch, Owner)

**Date:**