



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 Trellis Education and Sonoma State University, hereinafter referred to as "CONTRACTOR".

SCHOOL SITE/DEPARTMENT USE ONLY

Check one of the following:

[X] 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

SCHOOL SITE/DEPARTMENT USE ONLY

Funding Source: 01-0500-0-1140-1000-1112-249-H105

Funding Category: [ ] Base [X] Supplemental [ ] Concentration
[ ] Restricted: [ ] Other:

For Billing (if applicable): [ ] Bill to: C+1(7-12) Billing frequency:

Contract is: [X] New [ ] Renewal [ ] Addendum [ ] Amendment

Number of Individuals Served: 5 SRCS Mentor Fellow

Approved at Site by\*: Date:
\* Signature - FOR CONTRACTS ORIGINATED BY SCHOOL SITE

Departmental Approval\*\*: Date:
\*\* Signature - DISTRICT OFFICE DEPT. SIGNATURE

Contract Created by: Rani Goyal, Curriculum & Instruction, 7-12 Phone #: 528-5755
Name of SRCS employee AND dept. or school site

Proposed Contract Start Date: July 1, 2018 Proposed Contract End Date: June 1, 2020

Requisition #:

BUSINESS SERVICES USE ONLY

Verified Receipt of: [X] Insurance(s) [ ] W-9 Form [ ] HR Clearance, if applicable
Funding Source /Funding Category verified: [ ] YES [ ] NO Board Approval Date:

Verified by: Date:
Fiscal Services Authorizer LAST REVISED ON 4-5-17

1. Services.

(a) DISTRICT's Responsibilities and Duties:

**SRCS Mentor Fellows will Effectively Support SRCS Teacher Scholars (Pre-service through Year 5 middle- and high-school math and science teachers) by:**

- Teaching or have teaching experience in district mathematics or science classrooms
- Engaging in full co-teaching with mentees from SSU (student teachers) that includes weekly co-planning, co-teaching, observation and debrief of teaching practice (Pre-service mentoring only)
- Co-creating multi-year Individualized Learning Plans with mentee(s) working to clear their credentials and facilitate, monitor and document their progress (Early in-service mentoring only)
- Using Trellis tools in support of District tools (as appropriate /meaningful) to support and track the growth of their mentees enacting core STEM teaching practices and exceeding all state and district expectations for professional growth
- Participating actively in the Trellis Mentor Fellow community in order to develop mentoring expertise and to continue to employ best practices in STEM teacher mentoring

**Santa Rosa City Schools will Effectively Support SRCS Teacher Scholars by:**

- Supporting partner schools to shift structures that allow first year Teacher Scholars to teach up to a 0.8 FTE course load, without any additional non-teaching responsibilities, while being paid for 1.0 FTE with full salary and benefits
- Trellis will compensate the DISTRICT \$15,000 for any first year Trellis Teacher Scholar with an extra release period SRCS covering any additional direct and indirect costs to support the release period.
- Allowing the Mentor Fellow full access to the Teacher Scholar's classroom

**Santa Rosa City Schools will Effectively Support SRCS Mentor Fellows by:**

- Supporting the expansion of an accomplished, professional community of other STEM teacher mentors working with early-career teachers in the District and in other diverse, California public schools and breaking new ground in STEM teacher education;
- Supporting SRCS Mentor Fellows to facilitate training in content-agnostic and STEM-specific mentoring, including working with Trellis Education to provide induction support to probationary-status STEM teachers;
- Providing ongoing support for mentoring work;
- Supporting opportunities to collaborate with and learn from teacher educators and faculty from Sonoma State University (e.g., co-teaching a university-based methods course).
- Funding \$2,000 (40%) of the annual mentor stipend

(b) CONTRACTOR's Responsibilities and Duties:

**Trellis Education will Effectively Support Teacher Scholars by:**

- Providing \$15,000 to the DISTRICT in Year 1 to fund a Teacher Scholar's extra release period and ensure she/he/they is paid for 1.0 FTE with full salary and benefits (while teaching a 0.8 FTE course load).
- Providing a \$4,000 stipend for each Year 0 Teacher Scholar (credential year).
- Providing personalized tools for the Teacher Scholar - and his or her Mentor Fellow - to gather data about their teaching practice and how it is improving over time
- Covering 100% of the cost to train, support and compensate the Mentor Fellow(s) above the stipend for induction
- Summarizing individual Teacher Scholar's and comparison system-wide data about teacher growth

**Trellis Education will Effectively Support SRCS Mentor Fellows by:**

- Supporting the expansion of an accomplished, professional community of other STEM teacher mentors working with early-career teachers in the District and in other diverse, California public schools and breaking new ground in STEM teacher education;
- Facilitating, co-facilitating, or supporting SRCS Mentor Fellows to facilitate training in content-agnostic and STEM-specific mentoring, including certification to provide induction support to probationary-status STEM teachers;
- Training in content-agnostic and STEM-specific mentoring, including the ability to provide induction support to 1st and 2nd year STEM teachers and other STEM teachers with probationary status
- Providing tools and opportunities for SRCS Mentor Fellows to assess the effectiveness of their mentoring practice and push their mentoring and teaching practice forward;
- Funding at least \$2,000 (40%) and up to \$3000 (60%) of the annual stipend for each Mentor Fellow.
- Covering 100% of the cost to train the Mentor Fellow(s) above the stipend for pre-service and induction mentoring.

**Sonoma State University will Effectively Support SRCS Mentors Fellows By:**

- Placing math and science pre-service teachers in the schools and classrooms of SRCS Mentor Fellows;
- Supporting SRCS Mentor Fellows to receive and ultimately facilitate professional training and learning in content-agnostic and STEM-specific mentoring organized by Trellis and/or SSU and that exceeds the 10 hour training requirement from the state of California for mentors serving pre-service teachers;
- Bringing methods coursework into schools (as appropriate) to ensure university faculty and credential experiences, assignments, and assessments are more connected to clinical work;
- Providing opportunities for SRCS Mentor Fellows to collaborate with and learn from teacher educators and faculty from partner universities and residencies (e.g., co-teaching a university-based methods course) and to develop their leadership skills in teacher education and professional development.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on July 1, 2018, and will continue through June 1, 2020, 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 Ten Thousand Dollars (\$10,000). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

The DISTRICT shall pay Trellis Education \$2,000 for SRCS Mentor Fellow, upon invoice in September of each school year during the term of the contract. For the 2018-19 SY, the number of Mentor Fellows is not to exceed five. The selected Mentor Fellows will be mutually agreed upon between the DISTRICT and Trellis Education. The DISTRICT and CONTRACTORS will agree on the appropriate maximum number of Mentor Fellows for the 2019-20 SY by March 2019.

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?):

Trellis will track the progress of our Teacher Scholars enacting core STEM teaching practices and ensure they are meeting or exceeding a majority of the California Teaching Performance Expectations (TPEs) and California Standards for the Teaching Profession (CSTPs). We are confident that all Teacher Scholars who submit portfolios to EdTPA to earn probationary single-subject teaching credentials will pass on the first submission. Trellis will also ensure that all induction requirements are met for any first and second year Teacher Scholars.

Trellis Education will provide data that illustrates mentor (Mentor Fellow) growth in mentoring practice. Trellis will work with SRCS to track other indicators - including by not limited to teacher retention.

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.

10. Indemnification: Each party shall be responsible for the consequences of any act or failure to act on the part of itself, its officers, employees, agents and volunteers. Accordingly, each party shall be responsible for damages or injuries caused by its own sole negligence of its officers, agents, employees and volunteers, occurring in the performance of this agreement. Each party shall indemnify, defend, and hold the other party harmless from any loss that results there from. No party hereto shall assume any responsibility to any other party for the consequences of any act or failure to act of any person, firm or corporation not a party to the agreement. It is the intention of both parties that the provisions of this paragraph be interpreted to impose on each party, responsibility for the negligence of their respective officers, employees, agents and volunteers.

11. Insurance: With respect to the performance of work under this CONTRACT, each party shall maintain and shall require all of its subcontractors, if any, to maintain insurance as indicated below:

(a) Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. The policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the DISTRICT".

(b) Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than \$1,000,000 per occurrence, \$2,000,000 aggregate.

(a) Automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired, and non-owned vehicles.

(b) Each such comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:

(4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT.

(g) Documentation: The following documentation shall be submitted to the DISTRICT:

(1) Properly executed certificates of insurance clearly evidencing all coverages, limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this CONTRACT.

(2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this CONTRACT.

(3) Upon DISTRICT'S written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of DISTRICT'S request.

(h) Policy Obligations: CONTRACTOR'S indemnity and other obligations shall not be limited by the foregoing insurance requirements.

12. (i) Termination:

(a) Either party may terminate this CONTRACT without cause by giving thirty (30) calendar days written notice to other party. In the event DISTRICT elects to terminate the CONTRACT without cause, it shall pay CONTRACTOR for services satisfactorily rendered to such date.

14. Confidentiality. CONTRACTOR acknowledges the protections afforded to student health and related information under regulations adopted pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), student records under the Family Educational Rights and privacy Act (FERPA), and under provisions of state law and DISTRICT policy relating to privacy. CONTRACTOR shall ensure that all activities undertaken pursuant to this CONTRACT comply with these requirements.

19. Entire CONTRACT/Amendment. This CONTRACT and any attachments constitute the entire CONTRACT among the parties to it and supersede any prior or contemporaneous understanding or CONTRACT with respect to the services contemplated, and may be amended only by a written amendment executed by both parties. Should the CONTRACT terms conflict with any amendments attached hereto, this CONTRACT shall govern.

20. Notice. All notices or demands to be given under this CONTRACT by either to the other shall be in writing and given either by (a) personal service or (b) by postage prepaid U.S. Mail, registered or certified, return receipt requested. Service of notice or demand shall be considered given when received if personally served or, if mailed, on the second day after deposited at any U.S. Post Office. The address to which either party may give notices or demands may be changed by written notice given in accordance with the notice provisions of this section. At the date of this CONTRACT, the addresses of the parties are as follows:

**DISTRICT:**

Santa Rosa City Schools  
211 Ridgway Ave  
Santa Rosa, CA 95401  
707-528-5381  
[mmartin@srcs.k12.ca.us](mailto:mmartin@srcs.k12.ca.us)

**CONTRACTOR:**

Name: Trellis Education  
Street: 692 3rd Avenue  
City/State/Zip: San Francisco, CA 94118  
Phone: 415-999-5827  
Email: [megan@trelliseducation.org](mailto:megan@trelliseducation.org)

Sonoma State University  
Contracts and Procurement  
1801 East Cotati Avenue  
Rohnert Park, CA 94928  
[joy.sun@sonoma.edu](mailto:joy.sun@sonoma.edu)

21. Nondiscrimination. CONTRACTOR shall comply with all applicable federal, state, and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap, or other prohibited basis. All

nondiscrimination rules or regulations required by law to be included in this CONTRACT are incorporated by this reference.

23. Conflict of Interest. Each party represents that it presently has no interest, which would conflict in any manner or degree with the performance of program, contemplated by this CONTRACT. Each party further represents that in the performance of this CONTRACT, no person have such interest will be employed.

24. Severability. If any term, condition, or provision of this CONTRACT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

25. Governing Law. The terms and conditions of this CONTRACT shall be governed by the laws of the State of California with venue in Sonoma County, California, and no other place.

THIS CONTRACT IS ENTERED INTO THIS \_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

**DISTRICT**

Signature: \_\_\_\_\_

Rick Edson

Assistant Superintendent

mmartin@srcs.k12.ca.us

707-528-5831

**AUTHORIZED SIGNER *or* CONTRACTOR**

Signature: \_\_\_\_\_

Print Name: Megan Taylor

Title: CEO and Founder

Email: megan@trelliseducation.org

Phone: 415-999-5827

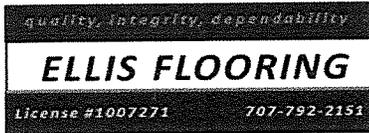
Signature: \_\_\_\_\_

Print Name: Ming-Lan Sun

Title: Manager of Contracts and Procurement

Email: joy.sun@sonoma.edu

Phone: 707-664-2274



CA DGS SB(MB)/DVBE #2000426

**Ellis Flooring Inc**  
515 Frazier Avenue  
Santa Rosa, CA 95404  
Tel: (707) 792-2151  
Fax: (707) 521-9333  
CA Contractor Lic. #1007271  
CA.DIR # 1000035456

# PROPOSAL

CUSTOMER: Erik Oden  
COMPANY: Santa Rosa City Schools  
ADDRESS: 217 Ridgeway Ave  
Santa Rosa, CA 95401  
TELEPHONE: 707-528-5128  
FAX: 707-528-5204

DATE: May 24, 2018  
PROJECT: **SRCS Brook Hill ES MPR LVT**  
LOCATION: Brook Hill ES  
Santa Rosa, CA  
MEASURED DATE: May 18, 2018

**We herewith submit proposal for labor and materials to be supplied at the request of above party and at premises set forth above.**

**AREA INCLUDED IN BID:**

- 1. Brook Hill Elementary MPR to receive Mannington LVT Color Anchor / Stride with Quickstix tape color to be determined.

**SCOPE OF WORK:**

- 1. Remove and dispose of existing resilient flooring and wall base.
- 2. Prepare floor as needed for new flooring products.
- 3. Furnish & install Mannington LVT Color Anchor / Stride with Quickstix tape color to be determined. Quickstix Tape systems allow for installation in high moisture areas.
- 4. Furnish & install 4" Burke covered rubber wall base, color to be determined.
- 5. Payment / performance bonds are included in price.

**EXCLUSIONS:**

- 1. Non-standard work hours (beyond 5am - 5pm, Monday - Friday)
- 2. Furniture and equipment moving.
- 3. Borders, inlays, logos, or custom designs.
- 4. Extra; floor patch, repair, leveling compounds, and underlayment required to mitigate floor conditions beyond ASTM standards.
- 5. Testing and treatment of concrete for moisture emission rate and alkalinity beyond the manufacturer's allowable limits.
- 6. Removal of materials containing asbestos or lead.
- 7. Final cleaning, wax or sealers, and protection of stored or installed products.

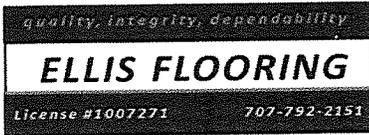
**Total Materials, Freight, Sales Tax and Installation Labor: \$ 26,758.79**

**NOTES:**

- 1. Terms are net 30 days. Deposit or progress payment may be required for materials.
- 2. The prices listed on this proposal are valid for a period of 60 days from proposal date.
- 3. If this proposal is accepted, please submit a signed purchase order, or execute the Terms & Condition contract prepared by Ellis Flooring.
- 4. Payment / performance bonds are included in price unless specifically noted above.
- 5. Unless itemized on this proposal, Ellis Flooring, is not responsible for the testing or treatment of concrete vapor emissions and alkalinity.
- 6. Ellis Flooring is not responsible for substrate failures (such as alkalinity and moisture) after the flooring installation is complete, unless a moisture protection system was sold, and the failed area is below the manufacturer's limits.
- 7. If existing flooring is to be removed, our price would include standard prep (scraping excess material, skim coat uneven areas, and primer if needed). Any floor patch required from removal of existing floor is not included in price. Our price does not include removal of asbestos tiles below existing carpet.

SUBMITTED BY Zach Ellis  
Zach Ellis

TEL: (707) 792-2151  
FAX: (707) 521-9333



CA DGS SB(MB)/DVBE #2000426

**Ellis Flooring Inc**  
515 Frazier Avenue  
Santa Rosa, CA 95404  
Tel: (707) 792-2151  
Fax: (707) 521-9333  
CA Contractor Lic. #1007271  
CA.DIR # 1000035456

# PROPOSAL

CUSTOMER: Erik Oden  
COMPANY: Santa Rosa City Schools  
ADDRESS: 217 Ridgeway Ave  
Santa Rosa, CA 95401  
TELEPHONE: 707-528-5128  
FAX: 707-528-5204

DATE: May 24, 2018  
PROJECT: **SRCS Monroe ES Carpeting**  
LOCATION: Monroe ES  
Santa Rosa, CA

MEASURED DATE: May 18, 2018

**We herewith submit proposal for labor and materials to be supplied at the request of above party and at premises set forth above.**

**AREA INCLUDED IN BID:**

1. Monroe Elementary classrooms B3, B4, B5, B6, B7, & B8. to receive Mannington Carthage Legacy w/ Integra HP Backing color to be determined.

**SCOPE OF WORK:**

1. Remove and dispose of existing carpet flooring and wall base.
2. Prepare floor as needed for new flooring products.
3. Furnish & install Mannington Carthage Legacy w/ Integra HP Backing color to be determined.
4. Furnish & install 4" Burke coved rubber wall base, color to be determined.
5. California CARE mandatory non-tax fee of \$0.25 per square yard is applied.
6. Payment / performance bonds are included in price

**EXCLUSIONS:**

1. Non-standard work hours (beyond 5am - 5pm, Monday - Friday)
2. Furniture and equipment moving.
3. Borders, inlays, logos, or custom designs.
4. Extra; floor patch, repair, leveling compounds, and underlayment required to mitigate floor conditions beyond ASTM standards.
5. Testing and treatment of concrete for moisture emission rate and alkalinity beyond the manufacturer's allowable limits.
6. Removal of materials containing asbestos or lead.
7. Final cleaning, wax or sealers, and protection of stored or installed products.

**Total Materials, Freight, Sales Tax and Installation Labor:**

**\$ 32,142.33**

**NOTES:**

1. Terms are net 30 days. Deposit or progress payment may be required for materials.
2. The prices listed on this proposal are valid for a period of 60 days from proposal date.
3. If this proposal is accepted, please submit a signed purchase order, or execute the Terms & Condition contract prepared by Ellis Flooring.
4. Payment / performance bonds are included in price unless specifically noted above.
5. Unless itemized on this proposal, Ellis Flooring, is not responsible for the testing or treatment of concrete vapor emissions and alkalinity.
6. Ellis Flooring is not responsible for substrate failures (such as alkalinity and moisture) after the flooring installation is complete, unless a moisture protection system was sold, and the failed area is below the manufacturer's limits.
7. If existing flooring is to be removed, our price would include standard prep (scraping excess material, skim coat uneven areas, and primer if needed). Any floor patch required from removal of existing floor is not included in price. Our price does not include removal of asbestos tiles below existing carpet.

SUBMITTED BY Zach Ellis  
Zach Ellis

TEL: (707) 792-2151  
FAX: (707) 521-9333



**B.T. Mancini Co., Inc.**

2985 Dutton Avenue, Suite 1  
Santa Rosa, CA 95407-5715  
707-568-5300 fax:707-568-5302  
www.btmancini.com

R19-001410  
242615

CA Contractors Lic. #229210  
NV Contractors Lic. #0010497

**Floorcovering Scope**

<b>TO:</b> Erik Oden Santa Rosa City Schools 211 Ridgway Avenue Santa Rosa, CA 95401 707-528-5128 707-528-5204 Addendums: DIR # 1000002989	<b>Date:</b> 6/1/2018
	<b>NAME OF JOB:</b> HS MS Portable Classroom #42 & Kitchen
	<b>LOCATION:</b> 3500 Sonoma Avenue, Santa Rosa
	<b>PLANS BY:</b> N/A
	<b>DATE OF PLANS:</b> N/A

We propose to (furnish , furnish and install , install only ) the following for the above project in accordance with the following terms and conditions and those appearing on the reverse side of this sheet.

**Scope of Work:** Furnish & install materials listed below over existing floor. District is to Re-Nail / fasten down existing subfloor prior to our arrival. Walk off matt at entrance door.

1. Resilient Sheet: Forbo Marmoleum Real 2.5mm sheet, Color TBD with heat welded seams.
2. Underlayment: Powerhold 6-mm 4'x 5' wood underlayment.
3. Base: Burke 4" & 6" TS Rubber base, Color TBD.
4. Entrance Mat: Milliken Quadrus Altitude Brush, ORB119-27 Streamline
5. All transitions and sundries needed to complete scope of work.

**Exclusions:**

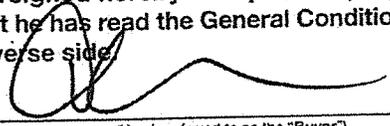
1. Moisture testing, Sealing or Polishing of concrete.
2. Recycling of existing carpet.
3. Leveling, grinding, sloping, scarification, Walk of mats.
4. Final clean, protection, wax, buff, polish, vacuum, removal of patching compounds, solvent paints/markers, and Filling of saw cuts. Moving of any furniture or equipment.

**Total \$ 17,363.00**

**QUOTATION ACCEPTANCE:**

This quotation, unless otherwise noted, will remain in effect for 30 days from the above date. Upon acceptance by the Buyer and credit approval by B.T. Mancini Co., Inc. this instrument shall constitute a binding contract. In the event the Buyer elects to issue his own purchase order or contract based on this quotation, the conditions contained herein shall be deemed to be incorporated in said purchase order or contract. This proposal expressly limits acceptance to the terms of The General Conditions of Sale contained herein. No terms additional or different from the General Conditions will be accepted, including, but not limited to, any terms which establish a "condition precedent" to the Buyer making payment to the Seller other than any "condition precedent" already contained in this proposal.

The undersigned hereby accepts this proposal and states that he has read the General Conditions of Sale on the reverse side.

Accepted   
(Herein referred to as the "Buyer")

B.T. MANCINI CO. INC.  
By Elliott Schnur

By Erik Oden  
Date 5/30/18

Date \_\_\_\_\_



**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 Tonya Ward Singer, hereinafter referred to as "CONTRACTOR".

**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

**SCHOOL SITE/DEPARTMENT USE ONLY**

**Funding Source:** 01-4203-0-4760-1000-5800-119-5197 @ \$3,650; 01-4203-0-4760-1000-5800-249-5197 @ \$3,650

**Funding Category:**     Base     Supplemental     Concentration  
 Restricted: \_\_\_\_\_     Other: Title II

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

**Contract is:**     New     Renewal     Addendum     Amendment

**Number of Individuals Served:**    80 Staff

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

\* Signature - FOR CONTRACTS ORIGINATED BY SCHOOL SITE

**Departmental Approval\*\*:** *Aracely Ramos-Gloria*    **Date:** 6-7-18  
\*\* Signature - DISTRICT OFFICE DEPT. SIGNATURE

**Contract Created by:** Melanie Martin    **Phone #:** 528-5381  
Name of SRCS employee AND dept. or school site

**Proposed Contract Start Date:**    June 1, 2018    **Proposed Contract End Date:**    June 30, 2018

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

**BUSINESS SERVICES USE ONLY**

**Verified Receipt of:**     Insurance(s)     W-9 Form     HR Clearance, if applicable

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

Fiscal Services Authorizer

**LAST REVISED ON 4-5-17**

1. Services.

(a) DISTRICT's Responsibilities and Duties:

**Set-Up**

DISTRICT agrees to pre-purchase a copy of Tonya Ward Singer's Book *EL Excellence Every Day* for each participant and ensure each participant has this resource in-hand during the institute. When additional handouts are needed, CONSULTANT will send a master pdf file of participant handouts to DISTRICT a week before each professional learning experience. DISTRICT will reproduce participant handouts and provide set up including: participant seating, screen, projector, microphone, PA system, and necessary extension cords.

(b) CONTRACTOR's Responsibilities and Duties:

**1. Services** Consultant services include the following scheduled on mutually agreeable dates:

Design and facilitate two days of EL Excellence professional learning for two cohorts of teachers on June 11th and June 15th.

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on June 1, 2018, and will continue through June 30, 2018, 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 \$8,000 Dollars (\$7,300.00). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

**Compensation**

DISTRICT agrees to compensate CONSULTANT for services rendered under this agreement at a rate of \$7,300.00 invoiced to the DISTRICT. This rate includes a 35% local-client discount for Santa Rosa City Schools.

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]

Teachers who participate in the two-day EL Excellence institutes will use academic conversations strategies and strategic scaffolds to deepen student thinking and language use with open-ended, text-dependent tasks. Professional Development instructor will administer a survey at the end of each onsite day to determine participants' reflections of impact.

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.

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

9. Taxes. Federal Internal Revenue Service's regulations require that school districts report all payments to individuals for CONTRACTOR services. CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this CONTRACT. In the event DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on these earnings.

10. Indemnification:

- (a) CONTRACTOR shall indemnify, defend with counsel acceptable to DISTRICT, and hold harmless to the full extent permitted by law, DISTRICT and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONTRACTOR'S performance or failure to perform its obligations under this CONTRACT, except such Liability caused by the active negligence, sole negligence or willful misconduct of the DISTRICT. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for CONTRACTOR or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.
- (b) CONTRACTOR shall be liable to DISTRICT for any loss or damage to DISTRICT property arising from or in connection with CONTRACTOR'S performance hereunder.

11. Insurance: With respect to the performance of work under this CONTRACT, CONTRACTOR shall maintain and shall require all of its subcontractors, if any, to maintain insurance as indicated below:

(a) Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. The policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the DISTRICT".

(b) Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Such insurance shall include, but not be limited to premises and operations liability, independent CONTRACTOR's liability, and personal injury liability.

(c) Automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired, and non-owned vehicles.

(d) Each such comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:

(1) DISTRICT, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this CONTRACT.

(2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(3) The insurance provided herein is primary coverage to DISTRICT with respect to any insurance or self-insurance programs maintained by DISTRICT and no insurance held or owned by DISTRICT shall be called upon to contribute to a loss.

(4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT.

(e) Sexual Abuse and Molestation coverage in an amount no less than \$1,000,000 per occurrence, with an annual aggregate of \$2,000,000, endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT." **[Required if Contractor will be directly supervising children]**

(f) Professional Liability (Errors and Omissions) Insurance for all activities of the CONTRACTOR arising out of or in connection with this CONTRACT is an amount no less than \$1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT." **[Required if Professional Services is checked on first page]**

(g) Documentation: The following documentation shall be submitted to the DISTRICT:

(1) Properly executed certificates of insurance clearly evidencing all coverages, limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this CONTRACT.

(2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this CONTRACT.

(3) Upon DISTRICT'S written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of DISTRICT'S request.

(h) Policy Obligations: CONTRACTOR'S indemnity and other obligations shall not be limited by the foregoing insurance requirements.

(i) Material Breach: If CONTRACTOR, for any reason, fails to maintain insurance coverage, which is required pursuant to this CONTRACT; the same shall be deemed a material breach of contract. DISTRICT, at its sole option, may terminate this CONTRACT and obtain damages from the CONTRACTOR resulting from the breach. Alternatively, DISTRICT may purchase such required insurance coverage, and without further notice to CONTRACTOR, County may deduct from sums due to CONTRACTOR any premium costs advanced by DISTRICT for such insurance. These remedies shall be in addition to any other remedies available to DISTRICT.

## 12. Termination:

(a) DISTRICT may terminate this CONTRACT without cause by giving thirty (30) calendar days written notice to CONTRACTOR. In the event DISTRICT elects to terminate the CONTRACT without cause, it shall pay CONTRACTOR for services satisfactorily rendered to such date.

(b) If either party fails to perform any of its obligations hereunder, within the time and in the manner hereunder provided or otherwise violates any of the terms of the CONTRACT, either party may immediately terminate this CONTRACT by giving written notice of such termination, stating the reason for

(a) DISTRICT may terminate this CONTRACT without cause by giving thirty (30) calendar days written notice to CONTRACTOR. In the event DISTRICT elects to terminate the CONTRACT without cause, it shall pay CONTRACTOR for services satisfactorily rendered to such date.

(b) If either party fails to perform any of its obligations hereunder, within the time and in the manner hereunder provided or otherwise violates any of the terms of the CONTRACT, either party may immediately terminate this CONTRACT by giving written notice of such termination, stating the reason for such termination. In such event, CONTRACTOR shall be entitled to receive payment for all services satisfactorily rendered, provided, however, that there shall be deducted from such amount the amount of liquidated damages, if any, sustained by DISTRICT by virtue of any breach of the CONTRACT by CONTRACTOR.

13. Fingerprints. The DISTRICT has considered the totality of the services to be provided under this CONTRACT and has determined that CONTRACTOR and CONTRACTOR'S employees are subject to the fingerprinting requirements of Education Code section 45125.1. CONTRACTOR shall submit fingerprints for review by the Department of Justice and authorize DISTRICT to receive subsequent arrest and conviction notifications.

14. Confidentiality. CONTRACTOR acknowledges the protections afforded to student health and related information under regulations adopted pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), student records under the Family Educational Rights and privacy Act (FERPA), and under provisions of state law and DISTRICT policy relating to privacy. CONTRACTOR shall ensure that all activities undertaken pursuant to this CONTRACT comply with these requirements.

15. CONSULTANT retains all copyright rights to professional development materials and planning templates distributed to DISTRICT as part of the services provided in this agreement. CONSULTANT assigns limited, non-exclusive, non-transferable rights to DISTRICT to duplicate professional development materials for participants in the professional learning experiences facilitated by Tonya Ward Singer, and to use templates for non-profit use within DISTRICT schools.

16. Assignment. The obligations of the CONTRACTOR pursuant to this CONTRACT shall be performed solely by CONTRACTOR and shall not be assigned or transferred by the CONTRACTOR to any third party or employee/agent of CONTRACTOR without the DISTRICT'S prior written consent.

17. Compliance with Applicable Laws. The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this CONTRACT or accruing out of the performance of such operations.

18. Permits/Licenses. CONTRACTOR shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this CONTRACT.

19. Entire CONTRACT/Amendment. This CONTRACT and any attachments constitute the entire CONTRACT among the parties to it and supersede any prior or contemporaneous understanding or CONTRACT with respect to the services contemplated, and may be amended only by a written amendment executed by both parties. Should the CONTRACT terms conflict with any amendments attached hereto, this CONTRACT shall govern.

20. Notice. All notices or demands to be given under this CONTRACT by either to the other shall be in writing and given either by (a) personal service or (b) by postage prepaid U.S. Mail, registered or certified, return receipt requested. Service of notice or demand shall be considered given when received if personally served or, if mailed, on the second day after deposited at any U.S. Post Office. The address to which either party may give notices or demands may be changed by written notice given in accordance with the notice provisions of this section. At the date of this CONTRACT, the addresses of the parties are as follows:

**DISTRICT:**

Santa Rosa City Schools

211 Ridgway Ave

Santa Rosa, CA 95401

707-528-5381

[mmartin@srcs.k12.ca.us](mailto:mmartin@srcs.k12.ca.us)

**CONTRACTOR:**

Tonya Ward Singer

2171 Siesta Lane

Santa Rosa, CA 95404

707-484-9411

mail@tonyasinger.com

21. Nondiscrimination. CONTRACTOR shall comply with all applicable federal, state, and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap, or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this CONTRACT are incorporated by this reference.

22. Extra (Changed) Work. Only the Superintendent may authorize extra (and/or changed) work, which shall be in writing and thereafter ratified by the Board. The parties expressly recognize that DISTRICT and DISTRICT personnel are without authorization either to order extra (and/or changed) work or to waive contract requirements. Failure of the CONTRACTOR to secure proper authorization for extra work shall constitute a waiver of any and all right to adjustment in the contract price or contract time due to such unauthorized extra work and the CONTRACTOR thereafter shall be entitled to no compensation whatsoever for the performance of such work.

23. Conflict of Interest. CONTRACTOR represents that it presently has no interest, which would conflict in any manner or degree with the performance of services contemplated by this CONTRACT. CONTRACTOR further represents that in the performance of this CONTRACT, no person having such interest will be employed. If CONTRACTOR participates in the planning, development, or negotiation of a contract for the District, CONTRACTOR may not subsequently acquire a financial interest in that contract in violation of Government Code section 1090.

24. Severability. If any term, condition, or provision of this CONTRACT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

25. Governing Law. The terms and conditions of this CONTRACT shall be governed by the laws of the State of California with venue in Sonoma County, California, and no other place.

THIS CONTRACT IS ENTERED INTO THIS 1 DAY OF June, 2018

**DISTRICT**

**CONTRACTOR**

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

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

Rick Edson  
Typed Name

Tonya Ward Singer  
Typed Name

Assistant Superintendent Business Services  
Title

Consultant  
Title

707-528-5381  
Telephone Number

707-484-9411  
Telephone Number

redson@srcs.k12.ca.us  
Email Address

mail@tonyasinger.com  
Email Address



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 Hammeray Publishing, hereinafter referred to as "CONTRACTOR".

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

SCHOOL SITE/DEPARTMENT USE ONLY

Funding Source: 07-0500-0-1140-1000-5800-127-5114  
LCAP

Funding Category:  Base  Supplemental  Concentration  
 Restricted: \_\_\_\_\_  Other: \_\_\_\_\_

For Billing (if applicable):  Bill to: Site: CCLA Billing frequency: one time

Contract is:  New  Renewal  Addendum  Amendment

Number of Individuals Served: 20

Approved at Site by\*: Rebekah Pocha Date: 5/22/18  
\* Signature - FOR CONTRACTS ORIGINATED BY SCHOOL SITE

Departmental Approval\*\*: \_\_\_\_\_ Date: \_\_\_\_\_  
\*\* Signature - DISTRICT OFFICE DEPT. SIGNATURE

Contract Created by: Rebekah Pocha Phone #: 707-890-3890  
Name of SRCS employee AND dept. or school site

Proposed Contract Start Date: Aug. 9, 2018 Proposed Contract End Date: Aug. 9, 2018

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

BUSINESS SERVICES USE ONLY

Verified Receipt of:  Insurance(s)  W-9 Form  HR Clearance, if applicable  
Funding Source /Funding Category verified:  YES  NO Board Approval Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_  
Fiscal Services Authorizer LAST REVISED ON 4-5-17

1. Services.

(a) DISTRICT's Responsibilities and Duties:

provide location + all technology (LCD, etc) for 6 hr. Guided Reading P.D. Make sure staff is present.

(b) CONTRACTOR's Responsibilities and Duties:

Hameray will provide six (6) hours of professional development with one of our leading educational consultants. She will cover a range of literacy topics with a specific focus on guided reading instruction for K-1 and 2-5 classrooms (for both English and Spanish).

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on 8/9, 2018, and will continue through 8/9, 2018, 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 \$2,500 Dollars (\$2,500). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

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]

During the 1-day training, classroom teachers will be provided strategies and best practices for implementing guided reading in their daily literacy blocks. Upon completing the training, teachers will be better prepared to work with a range of students (K-5) using small group instruction in both English and Spanish.

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.

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. CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this CONTRACT. In the event DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on these earnings.

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(d) Each such comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:

(1) DISTRICT, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this CONTRACT.

(2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(3) The insurance provided herein is primary coverage to DISTRICT with respect to any insurance or self-insurance programs maintained by DISTRICT and no insurance held or owned by DISTRICT shall be called upon to contribute to a loss.

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(e) Sexual Abuse and Molestation coverage in an amount no less than \$1,000,000 per occurrence, with an annual aggregate of \$2,000,000, endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT." [Required if Contractor will be directly supervising children]

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(g) Documentation: The following documentation shall be submitted to the DISTRICT:

(1) Properly executed certificates of insurance clearly evidencing all coverages, limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this CONTRACT.

(2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this CONTRACT.

(3) Upon DISTRICT'S written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of DISTRICT'S request.

(h) Policy Obligations: CONTRACTOR'S indemnity and other obligations shall not be limited by the foregoing insurance requirements.

(i) Material Breach: If CONTRACTOR, for any reason, fails to maintain insurance coverage, which is required pursuant to this CONTRACT; the same shall be deemed a material breach of contract. DISTRICT, at its sole option, may terminate this CONTRACT and obtain damages from the CONTRACTOR resulting from the breach. Alternatively, DISTRICT may purchase such required insurance coverage, and without further notice to CONTRACTOR, County may deduct from sums due to CONTRACTOR any premium costs advanced by DISTRICT for such insurance. These remedies shall be in addition to any other remedies available to DISTRICT.

## 12. Termination:

(a) DISTRICT may terminate this CONTRACT without cause by giving thirty (30) calendar days written notice to CONTRACTOR. In the event DISTRICT elects to terminate the CONTRACT without cause, it shall pay CONTRACTOR for services satisfactorily rendered to such date.

(b) If either party fails to perform any of its obligations hereunder, within the time and in the manner hereunder provided or otherwise violates any of the terms of the CONTRACT, either party may immediately terminate this CONTRACT by giving written notice of such termination, stating the reason for

such termination. In such event, CONTRACTOR shall be entitled to receive payment for all services satisfactorily rendered, provided, however, that there shall be deducted from such amount the amount of liquidated damages, if any, sustained by DISTRICT by virtue of any breach of the CONTRACT by CONTRACTOR.

13. Fingerprints. The DISTRICT has considered the totality of the services to be provided under this CONTRACT and has determined that CONTRACTOR and CONTRACTOR'S employees are subject to the fingerprinting requirements of Education Code section 45125.1. CONTRACTOR shall submit fingerprints for review by the Department of Justice and authorize DISTRICT to receive subsequent arrest and conviction notifications.

14. Confidentiality. CONTRACTOR acknowledges the protections afforded to student health and related information under regulations adopted pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), student records under the Family Educational Rights and privacy Act (FERPA), and under provisions of state law and DISTRICT policy relating to privacy. CONTRACTOR shall ensure that all activities undertaken pursuant to this CONTRACT comply with these requirements.

15. Ownership of Work Product: DISTRICT shall be the owner of and shall be entitled to immediate possession of accurate reproducible copies of any work product gathered or computed by CONTRACTOR prior to termination of this CONTRACT by DISTRICT or upon completion of the work pursuant to this CONTRACT.

16. Assignment. The obligations of the CONTRACTOR pursuant to this CONTRACT shall be performed solely by CONTRACTOR and shall not be assigned or transferred by the CONTRACTOR to any third party or employee/agent of CONTRACTOR without the DISTRICT'S prior written consent.

17. Compliance with Applicable Laws. The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this CONTRACT or accruing out of the performance of such operations.

18. Permits/Licenses. CONTRACTOR shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this CONTRACT.

19. Entire CONTRACT/Amendment. This CONTRACT and any attachments constitute the entire CONTRACT among the parties to it and supersede any prior or contemporaneous understanding or CONTRACT with respect to the services contemplated, and may be amended only by a written amendment executed by both parties. Should the CONTRACT terms conflict with any amendments attached hereto, this CONTRACT shall govern.

20. Notice. All notices or demands to be given under this CONTRACT by either to the other shall be in writing and given either by (a) personal service or (b) by postage prepaid U.S. Mail, registered or certified, return receipt requested. Service of notice or demand shall be considered given when received if personally served or, if mailed, on the second day after deposited at any U.S. Post Office. The address to which either party may give notices or demands may be changed by written notice given in accordance with the notice provisions of this section. At the date of this CONTRACT, the addresses of the parties are as follows:

**DISTRICT:**

Santa Rosa City Schools  
211 Ridgway Ave  
Santa Rosa, CA 95401  
707-528-5381  
dmartin@srs.k12.ca.us

**CONTRACTOR:**

Name: Hameray Publishing  
Street: 5212 Venice Boulevard  
City/State/Zip: Los Angeles, Ca 90019  
Phone: 866.918.6173  
Email: info@hameraypublishing.com

21. Nondiscrimination. CONTRACTOR shall comply with all applicable federal, state, and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap, or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this CONTRACT are incorporated by this reference.

22. Extra (Changed) Work. Only the Superintendent may authorize extra (and/or changed) work, which shall be in writing and thereafter ratified by the Board. The parties expressly recognize that DISTRICT and DISTRICT personnel are without authorization either to order extra (and/or changed) work or to waive contract requirements. Failure of the CONTRACTOR to secure proper authorization for extra work shall constitute a waiver of any and all right to adjustment in the contract price or contract time due to such unauthorized extra work and the CONTRACTOR thereafter shall be entitled to no compensation whatsoever for the performance of such work.

23. Conflict of Interest. CONTRACTOR represents that it presently has no interest, which would conflict in any manner or degree with the performance of services contemplated by this CONTRACT. CONTRACTOR further represents that in the performance of this CONTRACT, no person having such interest will be employed. If CONTRACTOR participates in the planning, development, or negotiation of a contract for the District, CONTRACTOR may not subsequently acquire a financial interest in that contract in violation of Government Code section 1090.

24. Severability. If any term, condition, or provision of this CONTRACT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

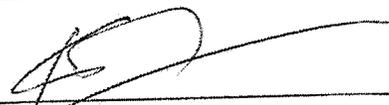
25. Governing Law. The terms and conditions of this CONTRACT shall be governed by the laws of the State of California with venue in Sonoma County, California, and no other place.

THIS CONTRACT IS ENTERED INTO THIS \_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

**DISTRICT**

Signature: \_\_\_\_\_  
Diann Kitamura  
Superintendent

**AUTHORIZED SIGNER or CONTRACTOR**

Signature:   
Print Name: Kevin Yuen  
Title: President

dmartin@srcs.k12.ca.us

707-528-5831

Email: kevin@hameraypublishing.com

Phone: 866-918-6173

ALBA LANE SITE  
LICENSE AGREEMENT

This License Agreement ("Agreement") is entered into this \_\_th day of May, 2018, by and between Mr. Mike Ward, 3190 Porter Creek Road, Santa Rosa, California 95404 (hereinafter "Licensee") and the City of Santa Rosa High School District (hereinafter "District").

WHEREAS the District owns approximately sixty-three (63) acres of real property (hereinafter "Alba Lane Site"), consisting of Assessors Parcel Numbers 058-03501,02,03,04 &17, in Northwest Santa Rosa situated between US 101 and Old Redwood Highway south of Alba Lane; and

WHEREAS, the District acquired the Alba Lane Site in 1995 as a mitigation site for filling jurisdictional wetlands on the Maria Carrillo High School site; and

WHEREAS, grazing is an acceptable and encouraged activity under the terms of the Alba Lane Site mitigation plan approved by the US Army Corps of Engineers; and

WHEREAS, Licensee is a professional cattle rancher with the capacity to provide the cattle necessary to fulfill the grazing requirements, and

WHEREAS, the District is willing to permit this activity under certain terms and conditions;

NOW THEREFORE, the parties agree to the following terms and conditions:

1. Term

The term of this Agreement shall be month-to-month, beginning May \_\_, 2018. This Agreement may be terminated by the District without cause upon thirty (30) days written notice to Licensee.

2. Consideration

There shall be no fee for the use of the Alba Lane Site. Licensee

3. Maintenance/Fencing

Licensee agrees to maintain the perimeter fence in an adequate condition to contain the livestock on the Alba Lane Site and to construct no fencing in the interior of the property for the purpose of corralling or otherwise confining the livestock (portable corrals for gathering, loading, unloading or caring for animals is permitted). Licensee further agrees to make no alterations of any kind to the natural landscape of the Alba Lane Site unless specifically authorized by the District.

Licensee shall replace the section of the fence line identified in red in the Alba Lane Site Map, attached hereto and incorporated by this reference, with new fencing at a cost of not-to-exceed \$10/ft. including disposal of existing fence. The District will compensate Licensee in the amount not-to-exceed \$800.00.

Licensee shall replace all the clips that attach the fence to the posts as identified in yellow on the Alba Lane Site Map. There is approximately 4500 ft. of fence to address with the clips. This will be completed by the Licensee on a time and material basis after obtaining prior written approval from the District.

Licensee shall a run drip line with a 40 psi regulator along the fences to the areas the cattle will graze, as further identified on the Alba Lane Site Map. Licensee shall be responsible for all costs associated with this work.

#### 4. Feeding

Licensee agrees to not feed the cattle on the Alba Lane Site, other than natural grazing food, unless specifically authorized in writing by the District.

#### 5. Hold Harmless

Licensee acknowledges that the grazing of animals includes the risk of loss of such animals, including but not limited to, accidents and hazardous substances. In consideration for Licensee's use of the Alba Lane Site, Licensee agrees to defend, indemnify and hold harmless the District from and against all claims, losses, damages, liabilities and expenses, including death to any person or animal or damage to any property arising out of Licensee's use of the Alba Lane Site under this Agreement . This clause applies to incidents, which may occur on the Alba Lane Site or on the property of others should the cattle stray from the Alba Lane Site. Licensee similarly agrees to hold the District harmless for damage caused by the cattle to the property of others.

#### 6. Assignment

Licensee shall not assign this Agreement in whole or in part. All animals placed on the Alba Lane Site must be owned by Licensee.

#### 7. Compliance with Regulations

Licensee agrees that Licensee will at all times during Licensee's use and occupancy of the Alba Lane Site comply with all applicable District rules and regulations and will also comply with city, county, state and federal ordinances, laws, and regulations affecting the use of the Alba Lane Site.

## 8. Insurance

With respect to this Agreement, Licensee shall maintain insurance and provide a Certificate of Insurance naming the Santa Rosa City Schools as an additional insuree as follows:

- a) Comprehensive General Liability insurance covering bodily injury and property damage utilizing an occurrence policy form, in an amount no less than \$1,000,000 combined single limit for each occurrence. Said insurance shall include, but not be limited to: premise and operations liability, independent contractor's liability, and personal injury liability.
- b) The policy shall be endorsed with the following specific language: "Santa Rosa City Schools, its officers and employees, are named as additional insured for all liability arising out of the operations by or on behalf of the name insured in the performance of this Agreement."
- c) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.
- d) The insurance provided herein is primary coverage to District with respect to any insurance or self-insurance programs maintained by District and no insurance held or owned by District shall be called upon to contribute to a loss.
- e) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District.

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## 9. Alterations.

Licensee agrees that, during the term of this Agreement, the District shall not be called upon by Licensee to make any additions or improvements in or upon the Alba Lane Site, and Licensee shall have no right to make alterations, additions or improvements to the Alba Lane Site, except as described above, without the prior written consent of the District.

## 10. No Warranty.

Licensee has thoroughly investigated and inspected the Alba Lane Site and has determined that it is suitable for its intended use. Licensee takes the Alba Lane Site "as is."

11. Misuse of Pasture. Licensee shall be responsible for and shall promptly pay the District for any repairs or replacements which are made necessary by reason of the negligence or misuse of the Alba Lane Site or adjoining areas by Licensee or his officers,

agents, employees, invitees or participants. The District shall not be responsible to Licensee for any damage or injury to persons or property which may occur in connection with Licensee's use of the Alba Lane Site.

12. Right of Entry. The District shall have the right to enter the Alba Lane Site at all reasonable times to inspect the physical condition of the Pasture and to protect any and all rights of the District.

13. Condition of Alba Lane Site. Upon the expiration of this Agreement, Licensee shall, upon request of the District, remove the fence and gates.

14. No Agency. No person affiliated with Licensee shall be deemed to be an employee or agent of the District.

15. Amendment. This Agreement may be modified only by a written instrument bearing the signature of the authorized representatives of both parties.

So Agreed.

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

Date:

Santa Rosa City Schools  
Attn: Rick Edson  
211 Ridgway Ave.  
Santa Rosa, CA 95401

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

Date:

Licensee — Mike Ward  
3190 Porter Creek Road  
Santa Rosa, CA 95404

ALBA LANE SITE  
Repair Agreement

Proposal

1. Replace all the clips that attach the fence to the posts for the yellow lines. There is 4500 ft. of fence to address with the clips. This would be done on a time and material basis. I estimate \$550 in materials including 2 gates ( may not need them but they were down), plus labor @ \$20/hr. estimate on labor \$800.00. Paid by District

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

Santa Rosa City Schools  
Attn: Rick Edson  
211 Ridgway Ave.  
Santa Rosa, CA 95401

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

Licensee — Mike Ward  
3190 Porter Creek Road  
Santa Rosa, CA 95404

**GOLDEN STATE ELECTRIC, INC.**

Electrical Contractor  
CA Lic. #583566

PO Box 7944 \* Santa Rosa, CA 95407\* Tel. (707) 575-4111 FAX (707) 575-4112

\*\*\*\*\*

*B I D M E M O R A N D U M*

DATE: 5/31/2018  
SEND TO: SRCS, Attn: Adrian Bica  
TELEPHONE:  
EMAIL:

RE: Santa Rosa High School Power Outlets.

Description

Install conduit, boxes, conductors, circuit breakers in existing power panels, and 120 volt receptacles for one (1) MDF data cabinet and thirty one (31) IDF data cabinets.

<b>Price Quote</b>	<b>\$ 88,400.00</b>
--------------------	---------------------

**Exclusions Any and All as Listed: Price Quote is Good for 30-Days.**

- Permits/fees & bonds;
- Cutting/patching/painting
- Any and all PG&E conduits, splice boxes & transformers
- Conduit, trenching & backfill
- Waterproofing & caulking
- Boring and saw cutting
- Any and all Safety wires
- Temporary power and lighting
- Hazardous material removal
- PA system wiring
- Up-grades of existing electrical systems
- Tel/Data wiring
- Roof Patching
- Emergency power system
- HVAC control wiring & conduit.
- Site lighting
- Video camera wiring
- Fire Alarm wiring

All price quotes are based on standard time and work hours.  
Please contact me if you have any questions or require additional information.

Respectfully submitted,

Edward Franceschi

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date



1180 Mt Diablo Blvd.  
Walnut Creek, CA 94596

# PROPOSAL

DATE	NUMBER
5/17/2018	E17-19592

**PREPARED FOR**

Santa Rosa City Schools  
Accounts Payable  
211 Ridgway Avenue  
Santa Rosa, CA 95401-4386

CA License #862324

TERMS	FOB
Net 30	DESTINATION

QTY	ITEM	DESCRIPTION	UNIT \$	TOTAL
		Santa Rosa Charter School for the Arts		
1	C400	FrontRow ezRoom 1x2 Ceiling System + HD + Voice	1,551.19	1,551.19T
1	W400	FrontRow ezRoom WallCore HD + Voice Wall mount enclosure	1,551.19	1,551.19T
2	520-3001-001	FrontRow IR Emitter Cable	12.78	25.56T
2	SP-IR	FrontRow IR Wall Mount Speakers	455.59	911.18T
2	CB-2050	FrontRow Keypad and Rotary Control Panel	254.73	509.46T
2	WP-PC	FrontRow Wall Plate Kit with VGA & Audio Connect	254.73	509.46T
2	6414-00057	FrontRow HDMI Pass-through wall plate	27.39	54.78T
1	C7	Labor and Materials for Installation	4,226.25	4,226.25
1	AVTECH	Audio/Visual Technician Labor	3,375.00	3,375.00
		Sub-Total		12,714.07

Please make PO out to DecoTech Systems and fax to 1-800-394-7116.

Sales Tax (8.625%) \$440.98

**Total** \$13,155.05



T&R Communications, Inc.  
221 Lathrop Way, Suite C  
Sacramento, CA 95815  
CSLB #936024  
Office (916) 286-3300  
Fax (916) 570-1181

---

**Customer:** Santa Rosa City School District  
**Location:** Charter School for the Arts  
**CMAS Contract No.:** CMAS #3-16-70-2738B  
**Date:** 12/5/17

---

### Scope of Project

T&R Communications, Inc. (T&R) will provide the materials and labor services for the following:

- Lot Furnish and install J-hook supports, sleeves, surface raceway and fire caulking for all cabling installed in this proposal.
- Lot Furnish, install, terminate and test the following outlets:
  - Forty (40) total Security Camera outlets, each will include the following:
    - One (1) Cat 6 non-plenum cable to the nearest IDF room.
- Lot Furnish and install new patch panels as needed to support new cabling.
- Lot Furnish (2) Cat 6 patch cords per outlet – one patch cord per end.
- Lot Label cables and panels per EIA/TIA standards.
- Lot Golden State Electric conduit installation per site walkthrough and customer and T&R site recommendations.

### Project Notes:

- Installation labor will be furnished from the T & R Communications headquarters and utilize local manpower from the Santa Rosa IBEW local #551 Sound and Communications resources.
- All tax, shipping and handling is included in the project total.

### Pricing:

**Total:** **\$29,570.00**

### Terms & Conditions

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN PROFESSIONAL MANNER CONSISTENT WITH OUR INDUSTRY STANDARDS. ANY ALTERATION OR DEVIATION FROM THE ABOVE PROJECT SCOPE INVOLVING EXTRA COST WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THIS QUOTATION. WORKMANS COMPENSATION INSURANCE COVERS ALL T&R COMMUNICATIONS, INC. TECHNICIANS. IF LEGAL ACTION IS NECESSARY TO ENFORCE THE TERMS OF THIS AGREEMENT, THE PREVAILING PARTY SHALL BE ENTITLED TO REASONABLE ATTORNEYS FEES IN ADDITION TO ANY OTHER RELIEF TO WHICH MAY BE ENTITLED. ALL MATERIAL AND WORKMANSHIP IS GUARANTEED FOR ONE YEAR FROM COMPLETION OF THE PROJECT.

**Payment Terms:** NET 30, progress billing to be per CMAS and T&R terms, Final billing upon completion, including any authorized change orders.



.....

T&R Communications, Inc.

A handwritten signature in black ink, appearing to read "D. Madson", is written over a horizontal line.

Signature

Signature

**Director of Operations**

Title

Title

**12/5/17**

Date

Date

PO/Contract Number

**GOLDEN STATE ELECTRIC, INC.**

Electrical Contractor

CA Lic. #583566

PO Box 7944 \* Santa Rosa, CA 95407\* Tel. (707) 575-4111 FAX (707) 575-4112

\*\*\*\*\*

**B I D M E M O R A N D U M**

DATE: 6/7/2018  
SEND TO: SRCS, Attn: Adrian  
TELEPHONE:  
FAX:  
EMAIL:

RE: Santa Rosa High School Gym Conduits,

Description

Install conduits and fittings; pull cans, weather proof boxes, Unistrut Channel Supports and Straps.

WAPS (installed by others), core drilling (11) Saw Cutting.

<b>Price Quote</b>	<b>\$ 91,850.00</b>
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**Exclusions Any and All as Listed: Price Quote is Good for 30-Days.**

- Permits/fees & bonds;
- Any and all PG&E conduits, splice boxes & transformers
- Conduit, trenching & backfill
- Boring and saw cutting
- Any and all Safety wires
- Temporary power and lighting
- Hazardous material removal
- PA system wiring
- Up-grades of existing electrical systems
- Tel/Data wiring
- Roof Patching
- Emergency power system
- HVAC control wiring & conduit.
- Site lighting
- Video camera wiring
- Fire Alarm wiring

All price quotes are based on standard time and work hours.  
Please contact me if you have any questions or require additional information.

Respectfully submitted,

Edward Franceschi

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

# Proposal

CONT LIC #325681  
DIR # 1000001441



PAGE NO. 1  
OF 1 PAGES  
SINCE 1976

POST OFFICE BOX 3638, SANTA ROSA, CA 95402 ♦ (707) 579-2141 ♦ FAX (707) 569-1418

**PROPOSAL SUBMITTED TO:**

**NAME:** Santa Rosa City Schools  
**STREET:** 211 Ridgeway Ave.  
**CITY:** Santa Rosa  
**STATE:** CA  
**DATE OF BID:** June 5, 2018

**ZIP:** 95401

**PHONE:** 528-5401      **FAX:** 528-5760  
**JOB NAME:** Lincoln Elementary  
**STREET:** West Ninth Street  
**CITY:** Santa Rosa      **STATE:** CA  
**ENGINEER:** None  
**DATE OF PLANS:** N/A

**We hereby submit specifications and estimates for:**

Install sewer line to connect lift station to existing sewer lateral system to include:

- Connect to lift station
- Install 150 lf of a combination of 2" pressure or 4" gravity system, as required.
- Install sewer clean out and box
- Connect to existing lateral
- Remove all spoils from site
- Patch pave as required

Excludes removal of roof mounted system piping

We hereby propose to furnish labor and materials complete in accordance with the above specifications, for the sum of:

— Seventeen Thousand Nine Hundred & 00/100----- dollars (\$ 17,900.00) -----

With payment to be made as follows: 10th of month following invoicing

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. In the event payment is not made within the terms specified herein, it is understood interest will be charged at the rate of 1 ½% per month on the unpaid amount. In the event legal action must be taken to enforce collection of any part of the amount due including extras, owner agrees to pay reasonable attorney fees in addition to all sums due hereunder. It is further understood that the court of venue is Sonoma County.

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Authorized Signature

Richard J. Owens

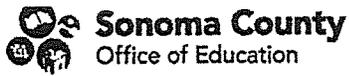
Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, and P.O. Box 26000, Sacramento, California 95826.

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted.  
You are authorized to do the work as specified. Payments will be made as outlined above.

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

Signature: \_\_\_\_\_



## **SUMMER 2018 TEACHER EXTERNSHIPS**

### **AGREEMENT TO PARTICIPATE**

#### **BETWEEN**

**SANTA ROSA CITY HIGH SCHOOL DISTRICT & SUZANNE AMARAL (TEACHER)**

#### **AND**

**SONOMA COUNTY OFFICE OF EDUCATION**

#### ***DISTRICT SUPERINTENDENT WILL:***

- Provide update to local board regarding their teacher's participation in the Externships.
- Ensure that the stipend is received by the district and paid to the eligible participating teacher. Districts must pay the stipend to employees through payroll. Therefore, the stipend is subject to payroll taxes and may be subject to retirement contributions (to verify subjectivity to retirement contributions District may contact SCOE Business Services). In some districts, the stipend paid may be reduced to cover the cost of the employer taxes and retirement contributions.

#### ***EXTERNSHIP PARTICIPANT WILL:***

- Attend the Externship, which will occur at a business location whose industry activities apply common core standards relevant to each teacher's curriculum. Teachers will work closely with industry professionals to understand and experience the work activities and skills necessary to complete them in order to plan, develop and implement authentic integrated student performance task(s).
- **TEACHERS WILL:**
  - Complete a timesheet. All timesheets will be subject to SCOE manager approval.
  - Adhere to the stated expectations of hours of up to 40 hours at a industry site and up to 8 hours of planning time. All hours must be completed by October 1, 2018.
  - Coordinate with SCOE staff for the externship and planning time for approval.
  - Participate in an unpaid orientation.
  - Receive a stipend of up to a maximum of \$2,160 (\$45/hour; up to 40 hours at a industry site and up to 8 hours of planning time). These stipends will be paid to the district and the district will pay the stipend to the teacher. Districts must pay the stipend to employees through payroll. Therefore, the stipend is subject to payroll taxes and may be subject to retirement contributions (to verify subjectivity to retirement contributions District may contact SCOE Business Services). In some districts, the stipend paid may be reduced to cover the cost of the employer taxes and retirement contributions.
  - **OPTIONAL:** Plan and implement an authentic integrated student performance task in the 2018-19 school year and invite the industry partner to participate in the project implementation with their students and provide evidence to SCOE in order to receive the extra \$500 stipend.
- **COACHES/WBLs WILL:**
  - Complete a timesheet. All timesheets will be subject to SCOE manager approval.
  - Adhere to the stated expectations of hours of up to 40 hours at a industry site hours and up to 8 hours of planning time. All hours must be completed by October 1, 2018.
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#### ***SCOE WILL:***

- Construct a professional development plan for the 2018 Summer Externships, provide placement support for accepted teacher teams, and provide logistical support and coordinate teacher coaching/WBL support.
- Provide learning materials and resources during the Externship and after as relevant.
- Provide eligible participating teachers with stipends as follows:
  - A stipend of up to a maximum of \$2,160 (\$45/hour; up to 40 hours at a industry site and up to 8 hours of planning time).

- o An additional \$500 dollars will be paid to each participating teacher upon implementation and documentation of the authentic integrated student performance task in the 2018-2019 school year, as assessed by SCOE College and Career Readiness department based upon evidence of student work that demonstrates growth. Coaches/WBLs are not eligible to receive this additional \$500.

**SIGNATURES:**

\_\_\_\_\_  
District Superintendent or Designee                      Date

\_\_\_\_\_  
Jennie Snyder, Ed.D    Date  
SCOE Deputy Superintendent

 5/21/18  
\_\_\_\_\_  
Externship Participant    Date

## **SUMMER 2018 TEACHER EXTERNSHIPS**

### **AGREEMENT TO PARTICIPATE**

#### **BETWEEN**

**SANTA ROSA CITY HIGH SCHOOL DISTRICT & STACY HALL (TEACHER)**

#### **AND**

**SONOMA COUNTY OFFICE OF EDUCATION**

#### ***DISTRICT SUPERINTENDENT WILL:***

- Provide update to local board regarding their teacher's participation in the Externships.
- Ensure that the stipend is received by the district and paid to the eligible participating teacher. Districts must pay the stipend to employees through payroll. Therefore, the stipend is subject to payroll taxes and may be subject to retirement contributions (to verify subjectivity to retirement contributions District may contact SCOE Business Services). In some districts, the stipend paid may be reduced to cover the cost of the employer taxes and retirement contributions.

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## **SUMMER 2018 TEACHER EXTERNSHIPS**

### **AGREEMENT TO PARTICIPATE**

#### **BETWEEN**

**SANTA ROSA CITY HIGH SCHOOL DISTRICT & SARA RIDDICK (TEACHER)**

#### **AND**

**SONOMA COUNTY OFFICE OF EDUCATION**

#### ***DISTRICT SUPERINTENDENT WILL:***

- Provide update to local board regarding their teacher's participation in the Externships.
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#### ***SCOE WILL:***

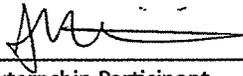
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**SIGNATURES:**

\_\_\_\_\_  
District Superintendent or Designee      Date

\_\_\_\_\_  
Jennie Snyder, Ed.D      Date  
SCOE Deputy Superintendent

 \_\_\_\_\_  
Externship Participant      Date

5/21/18

**SUMMER 2018 TEACHER EXTERNSHIPS****AGREEMENT TO PARTICIPATE****BETWEEN****SANTA ROSA CITY HIGH SCHOOL DISTRICT & KATIE CHESBRO (COACH)****AND****SONOMA COUNTY OFFICE OF EDUCATION*****DISTRICT SUPERINTENDENT WILL:***

- Provide update to local board regarding their teacher's participation in the Externships.
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- Provide eligible participating teachers with stipends as follows:
  - A stipend of up to a maximum of \$2,160 (\$45/hour; up to 40 hours at a industry site and up to 8 hours of planning time).

- o An additional \$500 dollars will be paid to each participating teacher upon implementation and documentation of the authentic integrated student performance task in the 2018-2019 school year, as assessed by SCOE College and Career Readiness department based upon evidence of student work that demonstrates growth. Coaches/WBLs are not eligible to receive this additional \$500.

**SIGNATURES:**

\_\_\_\_\_  
District Superintendent or Designee                      Date

\_\_\_\_\_  
Jennie Snyder, Ed.D    Date  
SCOE Deputy Superintendent

*K. Chesbro*                      *May 21, 2018*  
\_\_\_\_\_  
Externship Participant    Date



## **SUMMER 2018 TEACHER EXTERNSHIPS**

### **AGREEMENT TO PARTICIPATE**

#### **BETWEEN**

**SANTA ROSA CITY HIGH SCHOOL DISTRICT & TRISH TERRELL (TEACHER)**

#### **AND**

**SONOMA COUNTY OFFICE OF EDUCATION**

#### ***DISTRICT SUPERINTENDENT WILL:***

- Provide update to local board regarding their teacher's participation in the Externships.
- Ensure that the stipend is received by the district and paid to the eligible participating teacher. Districts must pay the stipend to employees through payroll. Therefore, the stipend is subject to payroll taxes and may be subject to retirement contributions (to verify subjectivity to retirement contributions District may contact SCOE Business Services). In some districts, the stipend paid may be reduced to cover the cost of the employer taxes and retirement contributions.

#### ***EXTERNSHIP PARTICIPANT WILL:***

- Attend the Externship, which will occur at a business location whose industry activities apply common core standards relevant to each teacher's curriculum. Teachers will work closely with industry professionals to understand and experience the work activities and skills necessary to complete them in order to plan, develop and implement authentic integrated student performance task(s).
- **TEACHERS WILL:**
  - Complete a timesheet. All timesheets will be subject to SCOE manager approval.
  - Adhere to the stated expectations of hours of up to 40 hours at a industry site and up to 8 hours of planning time. All hours must be completed by October 1, 2018.
  - Coordinate with SCOE staff for the externship and planning time for approval.
  - Participate in an unpaid orientation.
  - Receive a stipend of up to a maximum of \$2,160 (\$45/hour; up to 40 hours at a industry site and up to 8 hours of planning time). These stipends will be paid to the district and the district will pay the stipend to the teacher. Districts must pay the stipend to employees through payroll. Therefore, the stipend is subject to payroll taxes and may be subject to retirement contributions (to verify subjectivity to retirement contributions District may contact SCOE Business Services). In some districts, the stipend paid may be reduced to cover the cost of the employer taxes and retirement contributions.
  - **OPTIONAL:** Plan and implement an authentic integrated student performance task in the 2018-19 school year and invite the industry partner to participate in the project implementation with their students and provide evidence to SCOE in order to receive the extra \$500 stipend.
- **COACHES/WBLs WILL:**
  - Complete a timesheet. All timesheets will be subject to SCOE manager approval.
  - Adhere to the stated expectations of hours of up to 40 hours at a industry site hours and up to 8 hours of planning time. All hours must be completed by October 1, 2018.
  - Coordinate with SCOE staff for the externship and planning time for approval.
  - Participate in an unpaid orientation.
  - Receive a stipend of up to a maximum of \$2,160 (\$45/hour; up to 40 hours at a industry site and up to 8 hours of planning time). These stipends will be paid to the district and the district will pay the stipend to the teacher. Districts must pay the stipend to employees through payroll. Therefore, the stipend is subject to payroll taxes and may be subject to retirement contributions (to verify subjectivity to retirement contributions District may contact SCOE Business Services). In some districts, the stipend paid may be reduced to cover the cost of the employer taxes and retirement contributions.

#### ***SCOE WILL:***

- Construct a professional development plan for the 2018 Summer Externships, provide placement support for accepted teacher teams, and provide logistical support and coordinate teacher coaching/WBL support.
- Provide learning materials and resources during the Externship and after as relevant.
- Provide eligible participating teachers with stipends as follows:
  - A stipend of up to a maximum of \$2,160 (\$45/hour; up to 40 hours at a industry site and up to 8 hours of planning time).





## **SUMMER 2018 TEACHER EXTERNSHIPS**

### **AGREEMENT TO PARTICIPATE**

#### **BETWEEN**

**SANTA ROSA CITY HIGH SCHOOL DISTRICT & MADELYN DOYLE (TEACHER)**

#### **AND**

**SONOMA COUNTY OFFICE OF EDUCATION**

#### ***DISTRICT SUPERINTENDENT WILL:***

- Provide update to local board regarding their teacher's participation in the Externships.
- Ensure that the stipend is received by the district and paid to the eligible participating teacher. Districts must pay the stipend to employees through payroll. Therefore, the stipend is subject to payroll taxes and may be subject to retirement contributions (to verify subjectivity to retirement contributions District may contact SCOE Business Services). In some districts, the stipend paid may be reduced to cover the cost of the employer taxes and retirement contributions.

#### ***EXTERNSHIP PARTICIPANT WILL:***

- Attend the Externship, which will occur at a business location whose industry activities apply common core standards relevant to each teacher's curriculum. Teachers will work closely with industry professionals to understand and experience the work activities and skills necessary to complete them in order to plan, develop and implement authentic integrated student performance task(s).
- TEACHERS WILL:
  - Complete a timesheet. All timesheets will be subject to SCOE manager approval.
  - Adhere to the stated expectations of hours of up to 40 hours at a industry site and up to 8 hours of planning time. All hours must be completed by October 1, 2018.
  - Coordinate with SCOE staff for the externship and planning time for approval.
  - Participate in an unpaid orientation.
  - Receive a stipend of up to a maximum of \$2,160 (\$45/hour; up to 40 hours at a industry site and up to 8 hours of planning time). These stipends will be paid to the district and the district will pay the stipend to the teacher. Districts must pay the stipend to employees through payroll. Therefore, the stipend is subject to payroll taxes and may be subject to retirement contributions (to verify subjectivity to retirement contributions District may contact SCOE Business Services). In some districts, the stipend paid may be reduced to cover the cost of the employer taxes and retirement contributions.
  - OPTIONAL: Plan and implement an authentic integrated student performance task in the 2018-19 school year and invite the industry partner to participate in the project implementation with their students and provide evidence to SCOE in order to receive the extra \$500 stipend.
- COACHES/WBLs WILL:
  - Complete a timesheet. All timesheets will be subject to SCOE manager approval.
  - Adhere to the stated expectations of hours of up to 40 hours at a industry site hours and up to 8 hours of planning time. All hours must be completed by October 1, 2018.
  - Coordinate with SCOE staff for the externship and planning time for approval.
  - Participate in an unpaid orientation.
  - Receive a stipend of up to a maximum of \$2,160 (\$45/hour; up to 40 hours at a industry site and up to 8 hours of planning time). These stipends will be paid to the district and the district will pay the stipend to the teacher. Districts must pay the stipend to employees through payroll. Therefore, the stipend is subject to payroll taxes and may be subject to retirement contributions (to verify subjectivity to retirement contributions District may contact SCOE Business Services). In some districts, the stipend paid may be reduced to cover the cost of the employer taxes and retirement contributions.

#### ***SCOE WILL:***

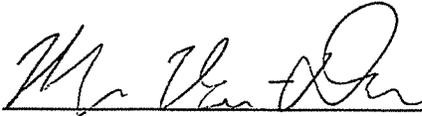
- Construct a professional development plan for the 2018 Summer Externships, provide placement support for accepted teacher teams, and provide logistical support and coordinate teacher coaching/WBL support.
- Provide learning materials and resources during the Externship and after as relevant.
- Provide eligible participating teachers with stipends as follows:
  - A stipend of up to a maximum of \$2,160 (\$45/hour; up to 40 hours at a industry site and up to 8 hours of planning time).

- o An additional \$500 dollars will be paid to each participating teacher upon implementation and documentation of the authentic integrated student performance task in the 2018-2019 school year, as assessed by SCOE College and Career Readiness department based upon evidence of student work that demonstrates growth. Coaches/WBLs are not eligible to receive this additional \$500.

**SIGNATURES:**

\_\_\_\_\_  
District Superintendent or Designee                      Date

\_\_\_\_\_  
Jennie Snyder, Ed.D    Date  
SCOE Deputy Superintendent

 5/21/18  
\_\_\_\_\_  
Externship Participant    Date

## RALEY'S DONATION AGREEMENT

This Raley's Donation Agreement ("Agreement") is entered into between Raley's, a California corporation, and Santa Rosa City Schools, a political subdivision of the State of California ("SRCS"). The effective date of this Agreement is May 1, 2018 ("Effective Date"). In consideration of the foregoing and the mutual promises contained herein, the parties agree as follows:

1. **Donation:** Raley's will donate to SRCS \$100,000 per year for five (5) years ("Donation Funds"). Each Donation Fund payment shall be made on a day agreeable to Raley's. SRCS agrees to only use the Donation Funds to pay for the rebuilding of a farm which was destroyed by the October 2017 wild fires ("Donation Purpose").
2. **Termination:** Raley's may terminate this Agreement immediately, without notice, if SRCS violates any provision of this Agreement including using the Donation Funds for purposes other than the Donation Purpose. If Raley's elects to terminate the Agreement, SRCS understands that any outstanding obligations Raley's has as to any part of the Donation Funds shall also terminate and SRCS shall not be entitled to any remaining balance of the Donation Funds.
3. **Term:** The term of this Agreement shall commence on the Effective Date and terminate on the earlier of: (1) when Raley's exercises its right under Section 2 to terminate the Agreement; or (2) the last \$100,000 Donation Fund payment is made by Raley's ("Term").
4. **Auditing Rights:** Throughout the Term of this Agreement and for a period of two (2) years thereafter, to the extent permitted by law, SRCS shall promptly make its books and records related to the Donation Funds and this Agreement available to Raley's for review to ensure SRCS's compliance with the terms of this Agreement and applicable law.
5. **Use of Raley's Name:** SRCS shall obtain written approval from a Raley's executive prior to any public reference to or use of Raley's name, logo, trademarks, service marks, copyrights or any other proprietary classification of Raley's and/or its affiliates.
6. **Governing Law; Venue:** This Agreement shall, in all respects, be governed by and construed in accordance with the laws of the State of California, without regard to its conflicts of laws principles. Any action to enforce the terms of this Agreement shall be brought in the federal or state courts located in Sacramento County or Yolo County, California.
7. **Indemnification:** SRCS shall, at its own cost and expense, indemnify, defend and hold harmless Raley's, its affiliates, and their respective directors, officers, employees and agents, from and against any and all losses, damages, liabilities, penalties, claims, demands, suits or actions, and related costs and expenses of any kind (including, without limitation, reasonable attorneys' fees and court costs) arising out of or related to SRCS's receipt and use of the Donation Funds. SRCS shall not consent to the entry of any judgment nor enter into any settlement with respect to any claim covered by this Section without Raley's written consent unless the judgment or proposed settlement involves only the payment of money damages to be paid solely by SRCS and does not

impose any liability, penalty, fault or equitable remedy upon any indemnified party. This section shall survive any expiration or termination of the Agreement.

8. **Limitation of Liability:** IN NO EVENT WILL RALEY'S BE LIABLE TO SRCS FOR SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND IN CONNECTION WITH THIS AGREEMENT, EVEN IF INFORMED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES. THIS SECTION SHALL SURVIVE ANY EXPIRATION OR TERMINATION OF THE AGREEMENT.
  
9. **Entire Agreement:** This Agreement constitutes the entire understanding and agreement between the parties with regard to the subject matter, and supersedes all prior representations, negotiations, understandings and agreements, oral or written, between the parties with respect thereto. The terms and conditions of this Agreement shall not be modified or amended except in a written agreement signed by both parties.
  
10. **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Any signature transmitted by facsimile, e-mail, or other electronic means shall be deemed to be an original signature.

**RALEY'S**

**SANTA ROSA CITY SCHOOLS**

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
COUNTY OF SONOMA HUMAN SERVICES DEPARTMENT  
AND  
SANTA ROSA CITY SCHOOLS DISTRICT  
AND  
COMMUNITY CHILD CARE COUNCIL OF SONOMA COUNTY**

This Memorandum of Understanding (hereinafter "MOU"), as of July 1, 2018 (hereinafter "Effective Date"), is by and between the County of Sonoma, acting through its Human Services Department (HSD), (hereinafter "County"), Santa Rosa City Schools District (hereinafter "District"), and Community Child Care Council of Sonoma County (hereinafter "4Cs").

WHEREAS, District represents that it is a duly qualified school district employing qualified, licensed, and experienced staff who are participating in the County's Road to Early Achievement and Development of Youth (READY) program; and

WHEREAS, 4Cs is contracted with the Sonoma County Office of Education (SCOE) to assist in the procurement of incentives for District staff participating successfully in READY, and

WHEREAS, the parties have a mutual goal of promoting the early achievement and development of children,

Now, therefore, the parties agree as follows:

**I. PURPOSE**

The Purpose of this MOU is to establish the roles and responsibilities of the parties in the READY program for providing services related to the Kindergarten Student Entrance Profile (KSEP) and Parent Survey.

**II. GENERAL PROVISIONS**

**A. Term of MOU**

1. The term of this MOU shall be from July 1, 2018 and continue through June 30, 2019 unless terminated earlier in accordance with the provisions in A.2.
2. Any party may terminate their participation in this MOU by giving the other parties thirty (30) days advance written notice of the effective date of termination.

**B. Payment**

1. No payment is to be made to 4Cs or District by County.
2. Incentives for District participation in READY will be provided to District in accordance with responsibilities detailed in Section III below.

**C. Modification**

This MOU may be modified or amended at any time by the mutual written agreement of the parties.

D. Confidentiality

All parties agree to maintain confidentiality of participant information in accordance with all applicable state and federal laws and regulations, including electronic confidentiality.

E. Indemnification

Each party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party or its agents, employees, contractors, subcontractors, or invitees. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts. This indemnity provision survives the MOU.

F. Insurance Limits

1. Each party, at its sole expense, shall at all times maintain insurance or self-insure for general liability against personal injury and property damage that may arise from or in connection with their performance of this agreement in the amount not less than one million dollars (\$1,000,000) for any one person injured or killed, two million dollars (\$2,000,000) for injury or death of more than one person, and one million dollars (\$1,000,000) for property damage per occurrence.
2. Each party will name the other party as an additional insured and provide the other parties with a copy of the certificate of insurance and the additional named insured endorsement upon request.
3. Each party, at its sole expense, shall at all times maintain Worker's Compensation Insurance with statutory limits as required by the Labor Code of the State of California and Employers Liability with limits of \$1,000,000 per occurrence.
4. All public liability insurance shall insure performance of the indemnity provisions as set forth in Section IIE of this agreement.

G. Dispute Resolution

If any conflicts or disputes arise between the parties, involved staff shall meet in a timely manner to resolve the conflict or dispute. It is acknowledged by all parties that the purpose of such meeting is to come to a resolution that is in the best interest of all parties.

H. Merger

This writing is intended both as the final expression of the MOU between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the MOU. No modification of this MOU shall be effective unless and until such modification is evidenced by a writing signed by the parties.

### III. ROLES AND RESPONSIBILITIES

#### A. District Responsibilities:

1. Distribute and collect parent surveys from parents of students entering Kindergarten (KG) at the participating schools listed below, aiming for an 80% or higher response rate. Ensure completed surveys are returned to HSD's READY staff for analysis. The survey shall state that all information provided will be disclosed to HSD and 4Cs as part of the READY program.
2. Conduct the Parent Survey and KSEP at the following District Schools:
 

Abraham Lincoln Elementary	James Monroe Elementary
Albert Biella Elementary	Luther Burbank Elementary
Cesar Chavez Language Academy	Proctor Terrace Elementary
Helen Lehman Elementary	Santa Rosa Charter School for the Arts
Hidden Valley Elementary	Steele Lane Elementary
Brook Hill Elementary	
3. Support KG staff at the schools listed above with the following:
  - a. Ensure KG teachers new to the KSEP attend KSEP training;
  - b. During the first three weeks of school, ensure instructional staff are able to conduct KSEP observations of participating KG students;
  - c. During the fourth week of school ensure staff enter KSEP data into an online form; and
  - d. Provide opportunities for KG teachers to review KSEP reports and communicate with one another about challenges and successes of using the KSEP.
4. Provide HSD READY staff with the opportunity to provide updates to the school staff, parent groups, and the District's Board of Education in order to increase understanding of READY's program goals and progress towards meeting goals.
5. Upon obtaining appropriate parent/guardian consent from all participating KG students, provide the following deliverables:
  - a. At the beginning of the 2018-19 school year, District will provide HSD READY staff with a list of teachers and KG students enrolled in Kindergarten classes at the schools listed above.
  - b. District will provide HSD READY staff and KG teachers with an electronic version of the KG student profile data set with fields outlined below
    - i. District Name
    - ii. School Name
    - iii. Student's full name (first, middle, and last)
    - iv. Student date of birth
    - v. State ID number
    - vi. Student home language

- vii. Student gender
- viii. Individualized Education Program (IEP) status
- c. District will ensure completed parent surveys are returned to HSD READY staff for analysis aiming for an 80% or higher response rate.
- d. District will ensure completion of the KSEP for all KG students at the schools listed above, and ensure staff enters assessment scores into the County provided database within one week after the end of the assessment period, as per guidance provided by HSD READY staff. Additionally, the District will document reasons for any KG students not receiving a KSEP assessment.
- e. For KG Teachers to receive an incentive for participation, they must achieve the following outcomes:
  - i. KSEP screening is conducted for all KG students in the classroom during the first four weeks of school; and
  - ii. KSEP screening data for all KG students is entered into the County provided online database by September 14th, 2018.

**B. 4Cs Responsibilities:**

1. Pursuant to the Memorandum of Understanding between the County, SCOE, and 4Cs (#PREE-SCOE-4Cs-READY-1819) regarding engagement funds/incentives for the READY program and upon receipt of a document from the County detailing the number of District's KG teachers who have achieved the outcomes required, 4Cs will procure and assist in the distribution of incentives in the form of a Three Hundred Dollar (\$300.00) incentive per KG teacher up to a not-to-exceed total of Ten Thousand Five Hundred Dollars (\$10,500).

**C. County Responsibilities:**

1. Assist with the distribution of incentives to District pursuant to the County Memorandum of Understanding with SCOE and 4Cs (#PREE-SCOE-4Cs-READY-1819).
2. Provide KG teachers at the schools listed above with training on how to conduct screening observations using the KSEP.
3. Provide KG teachers with technical assistance, as needed, to implement the KSEP.
4. Analyze data from the KSEP and parent surveys and present schools and the District with reports and updates, as requested.
5. Provide updates to school staff, parent groups, and District Board of Education to increase understanding of READY's program goals and progress towards meeting goals.
6. Contract with 4Cs to provide services related to the READY program and administration of the KSEP/parent survey engagement funds.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the Effective Date.

SANTA ROSA CITY SCHOOLS  
DISTRICT

HUMAN SERVICES DEPARTMENT

By:

\_\_\_\_\_  
Diann Kitamura  
Superintendent

By:

\_\_\_\_\_  
Karen Fies  
Director, Human Services  
Department

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

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

COMMUNITY CHILD CARE  
COUNCIL

By:

\_\_\_\_\_  
Melanie Dodson  
Executive Director

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

APPROVED AS TO SUBSTANCE

By:

\_\_\_\_\_  
Oscar Chavez,  
Assistant Director, Human  
Services Department