



May 14, 2018

1121 L Street

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Suite 1060

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Sacramento

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California 95814

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TEL: 916 . 446 . 7517

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FAX: 916 . 446 . 2011

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E-mail: [ssc@sscal.com](mailto:ssc@sscal.com)

*An Employee-Owned  
Company*

Ms. Diann Kitamura  
Superintendent  
Santa Rosa City Schools  
211 Ridgeway Avenue  
Santa Rosa, CA 95401

Dear Superintendent Kitamura:

Thank you for your longstanding support and continued confidence in School Services of California, Inc., and in the services we provide.

We hope that our current relationship will be extended and have enclosed a renewal agreement for legislative services through June 30, 2019. Our proposal maintains the same service fee as 2017-18. If this meets with your approval, please sign both copies, retain one copy for your records, and return a fully executed copy to our office for final processing.

Please call if you have any questions, and we look forward to continuing to work with you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Nancy M. LaCasse".

NANCY M. LaCASSE  
Associate Vice President

Enclosure

A handwritten signature in cursive script, appearing to read "John D. Gray".  
JOHN D. GRAY  
President

**AGREEMENT FOR SPECIAL SERVICES**  
Legislative Services

This is an agreement between the **SANTA ROSA CITY SCHOOLS**, hereinafter referred to as "District," and **SCHOOL SERVICES OF CALIFORNIA, INC.**, hereinafter referred to as "Consultant," entered into as of July 1, 2018.

**RECITALS**

**WHEREAS**, the District needs assistance regarding legislative advocacy on its behalf; and

**WHEREAS**, Consultant is professionally and specially trained and competent to provide these services; and

**WHEREAS**, the authority for entering into this agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable.

**NOW, THEREFORE**, the parties to this agreement do hereby mutually agree as follows:

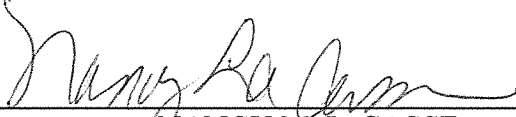
1. Consultant agrees to perform the following services in consideration of the payments set forth herein the District to Consultant as recited in Paragraph 2 below. The services shall consist of:
  - a. Collection and transmission of information pertinent to school finance legislation including, but not limited to all major school finance bills that affect the District.
  - b. Direct contact with and representation to, as requested by the District: the State Legislature, the State Board of Education, the California Department of Education, Department of Finance, and the Legislative Analyst's Office on school legislation.
  - c. Such additional services relative to education issues as directed by the District.
2. The District agrees to pay to Consultant for services rendered under this agreement the sum of \$632 per month, plus expenses, or \$7,584 annually, plus expenses, for a total of five (5) hours of direct service per month, upon billing by Consultant. In the case of service needs in excess of five (5) hours per month, the applicable hourly rate for the person performing the services shall apply.
3. This agreement shall be for the period of one year, beginning July 1, 2018, and terminating June 30, 2019. It may be terminated by either party prior to June 30, 2019, on thirty (30) days written notice. In case of cancellation, the District shall be liable for any costs accrued to date of cancellation under Item 2 above.
4. It is recognized by both parties that Consultant will be serving as a legislative advocate on behalf of the District and that it will be necessary for both parties to file such appropriate forms with the Fair Political Practices Commission as may be required by state law.

5. It is expressly understood and agreed to by both parties that Consultant, while carrying out and complying with any of the terms and conditions of this agreement, is an independent contractor and is not an employee of the District.

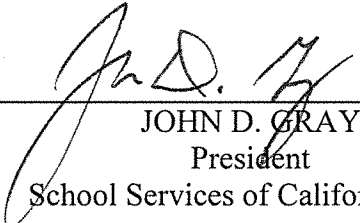
**IN WITNESS WHEREOF**, the parties have caused this agreement to be executed as indicated below:

BY: \_\_\_\_\_  
DIANN KITAMURA  
Superintendent  
Santa Rosa City Schools

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
NANCY M. LaCASSE  
Associate Vice President  
School Services of California, Inc.

DATE: 4/24/18

BY: \_\_\_\_\_  
JOHN D. GRAY  
President  
School Services of California, Inc.

DATE: 5-2-18



# SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

*A Joint Powers Authority  
serving school and college  
districts throughout the  
state.*

April 13, 2018

5350 Skylane Boulevard  
Santa Rosa, CA 95403

Tel: (707) 524-2690  
Fax: (707) 578-0517  
santarosa@sclscal.org  
www.sclscal.org

*General Counsel*  
Carl D. Corbin

*Attorneys*  
Ellie R. Austin  
Monica D. Batanero  
Nancy L. Klein  
Damara L. Moore  
Jennifer E. Nix  
Steven P. Reiner  
Loren W. Soukup  
Erin E. Staff  
Sarah Hirschfeld-Sussman  
Frank Zotter, Jr.

*Labor Negotiations  
Coordinator*  
Grant E. Abernathy

*Of Counsel*  
Robert J. Henry  
Margaret M. Merchat  
Patrick C. Wilson

To: Dianna Kitamura, Superintendent  
Santa Rosa City Schools

From: Carl D. Corbin, General Counsel

Subject: RETAINER CONTINUATION AGREEMENT FOR LEGAL SERVICES

This memo invites the SANTA ROSA CITY SCHOOLS to continue its Retainer Agreement with SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA (SCLS) effective July 1, 2018.

As you consider your legal service needs for the coming year, I want to be clear about our commitment to provide you with excellent services. I welcome your input on how we can best meet your needs, so please do not hesitate to call me. As a reminder SCLS is a Joint Powers of Authority public agency. As such, SCLS does not make a profit. We are a school related agency just like our clients and we are also subject to the Education Code, Brown Act, etc. All of our employees are public employees just like you.

The SCLS JPA Board, comprised of some of our clients, carefully considered for the 2018-19 school year the increase in fees necessary to address SCLS's fiscal needs while continuing to ensure the lowest possible rates for our clients. Effective July 1, 2017, our rates will be increasing \$10 per hour. This means our retainer rate will be \$240 per hour. Many of our clients also consult or use limited services from private law firms so you know that even with our increased rate of \$240 per hour we charge substantially below the private firm hourly rate. Essentially, our rates (with this increase) will have increased over approximately the past ten years at less than \$5 an hour per year. We believe this represents extraordinary cost containment for our clients.

I also want to emphasize that unlike many private law firms, we do not charge additional fees for secretarial time, photocopies, facsimile transmissions, on-line research costs, a flat "administrative" fee or the many other "hidden/add-on" fees associated with doing business with a private law firm, except we do charge for hotel and airline costs if necessary. If you have any questions regarding our services or fees, please do not hesitate to call me.

**Please select and note your retainer amount on the Selection of Retainer Amount form. The form should be signed and returned to us along with a purchase order after the governing board has acted on it. Your district will be invoiced for the full retainer amount. In the event that your district does not use all hours originally retained, pursuant to the April 3, 2013, policy adopted by the Joint Powers Board of SCLS, the unused portion will be carried over to the next school term for one year only. If you have any questions about this or the number of hours that you should retain, please do not hesitate to call me.**

We very much look forward to working with you.

**SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA  
CONTRACT FEE SCHEDULE**

**Effective July 1, 2018**

**Attorney Retainer Hours of  
Attorney Service**

**\*Retainer @ \$240**

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30	\$ 7,200.00
60	14,400.00
120	28,800.00
180	43,200.00
200	48,000.00
300	72,000.00

**Districts that wish to contract for a lesser or greater number of hours than that set forth above may do so by calculating a retainer based on the \$240.00 per hour rate and making that change in the fee schedule. Minimum level is 20 hours.**

Included within the retainer fee are all of the workshops, newsletters, legal updates, and all other work we do for all clients. We do, however, charge a fee not to exceed the actual costs for facilities, meals and copy fees for materials provided at workshops.

The retainer amounts set forth above are based on a rate of \$240.00 per hour for all attorney time. In the event that your district does not use all hours originally retained, pursuant to the April 3, 2013, policy adopted by the Joint Powers Board of SCLS, the unused portion will be carried over to the next school term for one year only.

No additional fee is charged for meals while traveling to or from your district. No additional fee for secretarial time, nor for the cost of photocopies, telephone calls, or "facsimile" transmissions to or from your district. There are no postage charges for regular mail, no "administrative fee," and no on-line research costs. Set fees may be charged for formed contracts and bid documents. If required, overnight lodging and air travel costs would be charged.

**Mandated costs services are based on a rate of \$240.00 per hour and do not count against the retainer, unless you specifically indicate that it be included.**

**Litigation services are based on a rate of \$250.00 per hour and also do not count against the retainer.**

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\* Please designate on next page.

**SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA  
FEE SCHEDULE**

**Effective July 1, 2018**

**Retainer Contract Clients**

All Attorneys	....	\$240.00 per hour
Excess Hours over Retainer*		\$250.00 per hour
Litigation		\$250.00 per hour
Mandated Services		\$240.00 per hour
Labor Relations Coordinator		\$215.00 per hour
Private Investigator		\$215.00 per hour
Paralegal/Paraprofessional		\$125.00 per hour
Law Clerk		\$90.00 per hour

**Billable Contract Clients**

All Attorneys	.....	\$260.00 per hour
Litigation		\$260.00 per hour
Mandated Services		\$260.00 per hour
Labor Relations Coordinator		\$230.00 per hour
Private Investigator		\$230.00 per hour
Paralegal/Paraprofessional		\$125.00 per hour
Law Clerk		\$90.00 per hour

\*Not applicable to clients retaining 500 or more hours.

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**SELECTION OF RETAINER AMOUNT**

**Effective July 1, 2018**

The SANTA ROSA CITY SCHOOLS hereby selects the following annual retainer amount effective July 1, 2018:  
\$\_\_\_\_\_ for \_\_\_\_\_ hours of service.

- ☐ I want mandated services charged against this amount.
- ☐ I do not want mandated services charged against this amount and instead want to be separately billed for such services.

The Retainer Contract is a commitment to use specified hours at the reduced hourly rate. Should the district decide to terminate the Contract during the course of the school year (July 1, 2018, through June 30, 2019) and seek a refund of unexpended hours/dollars, it is mutually agreed that the hours used to date of termination will be re-billed at the full Billable hourly rate (\$260.00) and then any remaining dollars will be refunded to the district.

A purchase order, check or warrant for this amount is enclosed or will be delivered to SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA within 30 days of the date this agreement is signed by the district representative.

By: \_\_\_\_\_  
Dianna Kitamura, Superintendent

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

May 9, 2018

**Re: It's Time to Renew Your CASBO Organizational Subscription!**

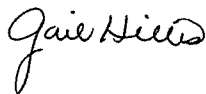
We hope your team has enjoyed your new CASBO Organizational Subscription and have had a chance to experience the increased access that it provides to expert advice and training on school business best practices, effective legislative advocacy support, and professional networking.

As a reminder, your subscription covers **all your school business employees**, making them eligible for our many benefits, including opportunities to participate in state and section professional development workshops, events and leadership. You also have wider access to CASBO publications, as well as free and discounted CASBO job listings.

We've enclosed your renewal invoice for 2018-19. If you have any questions about your subscription, please do not hesitate to contact us at [join@casbo.org](mailto:join@casbo.org) or 916-447-3783.

Thank you for being part of our network this year.

Sincerely,



Gail Hillis  
Director, Membership Services  
Email: [ghillis@casbo.org](mailto:ghillis@casbo.org)

Enclosure



Smart business. Smart schools.™

# Invoice

*Next Year  
Requisition*

**Invoice #**  
606304

**Invoice Date**  
05/01/2018

**Due Date**  
07/01/2018

**Order #**  
MEM-483731

**PO #**

**Bill To:**

Santa Rosa City Schools  
**Attn: Accounts Payable**  
211 Ridgway Ave  
Santa Rosa, CA 95401-4320

**Ship To:**

Santa Rosa City Schools  
211 Ridgway Ave  
Santa Rosa, CA 95401-4320

Date	Description	Quantity	Unit Price	Amount
05/01/2018	Organizational Subscription FY 18-19	1		3,000.00

<b>Total Invoice:</b>	3,000.00
<b>Total Adjustments:</b>	0.00
<b>Sales Tax:</b>	0.00
<b>Shipping:</b>	0.00
<b>Payments:</b>	0.00
<b>Balance:</b>	3,000.00

**Please return a copy of invoice and remit payment to:**

California Association of School Business Officials

1001 K Street, 5<sup>th</sup> Floor

Sacramento, CA 95814

Phone: (916) 447-3783 Fax: (916) 447-3794