

WESTSIDE UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
HILLVIEW MIDDLE SCHOOL
March 5, 2019

Mission Statement: Recognizing the exceptionalism of every child, the mission of Westside Union School District is to educate all students to universally high levels of academic competence. We are committed to comprehensive systems of instructional delivery that include research-based best practices to assure this outcome by “pointing the way, providing the path” to success.

Vision Statement: Our vision is to graduate students who have acquired the knowledge, skills and attitudes necessary to achieve significant career, educational, civic and personal goals, which will enrich our society as positive role models and responsible citizens.

5:00 p.m. – Regular Session
Adjourn to Closed Session
6:00 p.m. – Reconvene to Regular Session

CALL TO ORDER _____ p.m.

- I. OPEN SESSION _____ p.m.
A. Flag Salute
B. Roll Call

BOARD OF TRUSTEES

Patricia Shaw _____
Jennifer Navarro _____
Steve DeMarzio _____
John Curiel _____
Bill Lindoff _____

SUPERINTENDENT

Regina Rossall _____

- II. ITEMS FROM THE FLOOR – Closed Session
Please submit a yellow “Request To Speak To The Board of Trustees” in the folder on the exhibit table for agenda and non-agenda items to the Secretary of the Board prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, no more than twenty (20) minutes on the same subject. This portion of the agenda is for presentations to the Board regarding closed session items only. This is not a question and answer period where the Board enters into dialogue. Testimony is not protected from damage claims for libel. Public Charges or allegations may result in legal action being brought by those individuals. If you have questions for the Board, please provide the Board President with a copy and an administrator will provide answers at a later date.

- III. CLOSED SESSION
Moved by _____ Seconded by _____

Ayes: _____ Noes: _____ Abstain: _____

Opened: _____ Closed: _____

- a. Conference with Labor Negotiators (Gov’t. Code §54957.6)
- b. Existing/Anticipated/Pending Litigation (Gov’t Code §54956.9)
- c. Conference with Real Property Negotiator
- d. Public Employee Discipline/Dismissal/Release/Appointment (Gov’t Code §54957)
 - Non-Reelects and Temporary/Probationary Certificated Employee Resolutions
 - Administrator May Release/Reassign Resolutions

- e. Pupil Personnel (Ed Code 35146 and 48918)
 - 1 Case
- f. Threat to Public Services or Facilities (Gov't Code §54957)

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

V. REPORT OF CLOSED SESSION ACTION

VI. PRESENTATIONS

- A. Girl Scout Gold Award Project at Valley View Elementary
- B. Esperanza Site and Employee Recognition
- C. 2nd Interim Report

VII. HEARING SESSION/STAFF REPORTS

- A. Board Comments
- B. Staff Reports
 - 1. Assistant Superintendent Administrative Services
 - 2. Assistant Superintendent Educational Services
 - Standards Based Grading Committee Review
 - 3. Deputy Superintendent
 - 4. Superintendent

VIII. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representatives
- B. California School Employees Association Representatives
- C. Parent Teacher Association Representatives
- D. West Antelope Valley Educational Foundation Representatives

IX. ITEMS FROM THE FLOOR

Please submit a yellow "Request To Speak To The Board of Trustees" in the folder on the exhibit table for agenda and non-agenda items to the Secretary of the Board prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, no more than twenty (20) minutes on the same subject. This is not a question and answer period where the Board enters into dialogue. Testimony is not protected from damage claims for libel. Public Charges or allegations may result in legal action being brought by those individuals. If you have questions for the Board, please provide the Board President with a copy and an administrator will provide answers at a later date.

X. PUBLIC HEARING

None

XI. BUSINESS SESSION

- A. Organizational/Governance
 - 1. Agenda

Item 1 Goal #

Moved by _____ Seconded by _____

To approve the Agenda of the Regular Meeting of
March 5, 2019

Ayes: _____ Noes: _____ Abstain: _____

Actions proposed for the Consent Calendar, are items with adopted policies and approved practices of the District and are deemed routine in nature. They will be acted upon in one motion, without discussions, unless members of the Board request

Items 2a -2h

an item's removal. The item will then be removed from the motion to approve and after the approval of the consent agenda the item(s) will be heard.

Goal #

- 2. Consent
 - a. Minutes of the Regular Meeting on February 19, 2019
 - b. Fundraising Authorizations
 - c. Personnel Report
 - d. Termination and Leaves Schedule
 - e. Job Descriptions
 - f. Purchase Orders
 - g. Consultant/Contract Schedule
 - h. Conference/Workshop Schedule

Moved by _____ Seconded by _____

Approval of the Consent Items as presented

Ayes: _____ Noes: _____ Abstain: _____

- 3. Discussion Item Item 3
 - Board Governance

B. Educational Services

- 4. Support Personnel Accountability Report Card (SPARC) Item 4

Moved by _____ Seconded by _____

Approval of the Support Personnel Accountability Report Card (SPARC)

Ayes: _____ Noes: _____ Abstain: _____

C. Personnel

- 5. Variable Term Waiver Item 5

Moved by _____ Seconded by _____

Approval of the Variable Term Waiver

Ayes: _____ Noes: _____ Abstain: _____

D. Business Services

- 6. 2018-19 Second Interim Report Item 6 5

Moved by _____ Seconded by _____

Approval of the 2018-19 Second Interim Report

Ayes: _____ Noes: _____ Abstain: _____

- | | | | |
|----|--|--------|--------|
| 7. | Revised Board Policies and Administrative Regulation | Item 9 | Goal # |
| | <ul style="list-style-type: none"> • BP/AR 3311.1, Uniform Public Construction Cost Accounting Procedures • BP 3550, Travel Expenses | | |

Moved by _____ Seconded by _____

Approval of the 2nd and final reading of the revised Board Policies and Administrative Regulation

Ayes: _____ Noes: _____ Abstain: _____

- | | | | |
|----|---|---------|----|
| 8. | Bruns Belmont: Change Order #4, Cottonwood Elementary Phase 2 | Item 10 | 4A |
|----|---|---------|----|

Moved by _____ Seconded by _____

Approval of the Bruns Belmont: Change Order #4, Cottonwood Elementary Phase 2

Ayes: _____ Noes: _____ Abstain: _____

XII. INFORMATION SESSION

- A. Items From The Floor – Continued
- B. Dates to Remember:
 - 1. Regular Board Meeting – March 19, 2019
 - 2. Regular Board Meeting – April 2, 2019
- C. Board Comments – Continued

XIII. NEW BUSINESS

Future Board Meeting Items

XIV. CLOSED SESSION – Continued

XV. RECONVENE TO OPEN SESSION at _____ p.m.

XVI. REPORT OF CLOSED SESSION ACTION

XVII. ADJOURNMENT

There being no further business to come before the Board, the regular meeting of March 5, 2019, is adjourned at _____ p.m. by the Board President.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Tonya Williams at (661) 722-0716. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting room.

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection on the District Web Site, www.westside.k12.ca.us or in the District Office located at 41914 50th St. West, Quartz Hill, CA 93536 during normal business hours (8:00 a.m. – 4:00 p.m.).

Core Beliefs and Board Goals 2018-2019

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

1. **WE BELIEVE THAT OUR TEACHERS AND STAFF ARE OUR MOST VALUABLE ASSETS AND RESOURCES**
2. **WE OPERATE WITH TRANSPARENCY, TRUST AND INTEGRITY, GOVERNING IN A DIGNIFIED, PROFESSIONAL MANNER, TREATING EVERYONE WITH CIVILITY AND RESPECT**
3. **WE ARE ABSOLUTELY COMMITTED TO PROVIDING A SAFE, DISTINGUISHED AND ENGAGING LEARNING ENVIRONMENT THAT ENSURES ALL STUDENTS LEARN TO THEIR HIGHEST POTENTIAL**
 - ∞ A. Build the capacity of board and district staff in developing and monitoring data related to goals and priorities specifically in the area of cultural responsiveness and educational equity
 - ∞ B. A key concern and priority for this governing board is improving the accuracy and consistency of grading which should measure what students know, as they play a crucial role in every aspect of students' academic lives and future lives as global citizens. Areas of concern are: 1) Grades reflect progressive and mastery of content. 2) They are predictable and understood by parents and third parties. 3) That non-academic factors are graded separately. 4) The system adopted is not overwhelming for teachers.
 - ∞ C. The district will continue to develop School Safety protocols.
 - ❖ Annual Report by Educational Services
4. **WE ARE ABSOLUTELY COMMITTED TO PROVIDING THE NECESSARY FACILITIES TO MEET THE HOUSING AND EDUCATION NEEDS OF OUR CHANGING STUDENT POPULATION AND A VISION THAT PROMOTES AND SUPPORTS THEIR FUTURE**
 - ∞ A. Continue the Cottonwood Elementary School modernization
 - ❖ Annual Report by Business Services
5. **WE ARE FISCALLY TRUSTWORTHY AND DEDICATED TO RESPONSIBLE FINANCIAL ACCOUNTABILITY**
6. **WE BELIEVE IN AND PROMOTE PARENT AND COMMUNITY INVOLVEMENT IN WESTSIDE UNION SCHOOL DISTRICT**

2018-2019 Board Expectations

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

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

EXPECTATIONS:

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

☞ a, d & e - Annual Report by Human Resources

☞ b & c - Annual Report from Superintendent

☞ f - Annual Report by Business Services

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

EXPECTATIONS

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

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

EXPECTATIONS:

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

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

EXPECTATION

- a. Monitor and maintain high-quality information technology systems throughout the District
- b. Continue to implement sustainable clean energy programs that promote the long-term well-being of both the District's finances and the environment.
- c. Receive annual updates to the District's Facilities Master Plan while exploring and securing options to finance the plan.

☞ b & c – Annual Report by Business Services

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

EXPECTATIONS:

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

☞ g - Annual ADA Report by Business Services

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

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

EXPECTATIONS:

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

➤ e - Posted on District Website

BOARD AGENDA

March 5, 2019

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

BACKGROUND:

The Board is requested to approve the Agenda for March 5, 2019.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

March 5, 2019

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

BACKGROUND:

The Board is requested to approve the Minutes of the Regular Meeting on February 19, 2019.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

Regular Meeting
 Tuesday, February 19, 2019
 Open Session: 5:00 PM | Closed Session: 5:05 PM **Reconvene to Open Session at 6:00 PM**
 Hillview Middle School
 Published: Feb 15, 2019 11:49 AM

MINUTES

Attendance:

Attendees	Present/Absent	Arrival	Departure
-----------	----------------	---------	-----------

Board Members

John Curiel	Absent	--	--
Steven DeMarzio	Present	4:57 PM	7:29 PM
Bill Lindoff	Present	4:57 PM	7:29 PM
Jennifer Navarro	Present	4:57 PM	7:29 PM
Patricia Shaw	Present	4:57 PM	7:29 PM

I. OPEN SESSION

A. Flag Salute

Minutes:

Robert Hughes, Deputy Superintendent

B. Roll Call

II. ITEMS FROM THE FLOOR - Closed Session

III. CLOSED SESSION

Votes:

Motion: Approval to adjourn to closed session at 5:05 p.m.

Motion By: Jennifer Navarro

Seconded By: Steven DeMarzio

John Curiel	ABSENT
Steven DeMarzio	YES
Bill Lindoff	YES
Jennifer Navarro	YES
Patricia Shaw	YES

Result: PASSED

- A. Conference with Labor Negotiators (Gov't Code §54957.6)
- B. Existing/Anticipated/Pending Litigation (Gov't Code §54956.9)
- C. Conference with Real Property Negotiator
- D. Public Employee Discipline/Dismissal/Release/Appointment (Gov't Code §54957)
- E. Pupil Personnel (Ed Code 35146 and 48918)

IV. RECONVENE TO OPEN SESSION at

Minutes:

Reconvene to Open Session at 6:03 p.m.

V. REPORT OF CLOSED SESSION ACTION

Minutes:

None

VI. PRESENTATIONS

Minutes:

- Certificates for Esperanza Staff
- Child Nutrition Department and Employee Recognition
- Del Sur Site and Employee Recognition

VII. HEARING SESSION/STAFF REPORTS

A. Board Comments

Minutes:

Bill Lindoff

Congratulations, Del Sur, I hear lots of good things about your site; keep up the good work.

I had an opportunity to attend the award ceremonies at Sundown and Esperanza. I will be reading at Esperanza's Family Reading Night on February 22nd.

Steve DeMarzio

Congratulations to everyone who received service pins this evening.

Nancy, nice job on your presentation this evening.

Del Sur, congratulations on your WASC accreditation until 2021. I liked hearing about your targeted intervention. I think the Del Sur staff is doing a great job.

Jennifer Navarro

I would like to commend the Esperanza staff on your response to a very sad situation. We are thankful that you all were there and ready to act on the training you received. All of you were calm and levelheaded.

Nancy, Great job on the Child Nutrition presentation. You have a lot of mouths to feed.

Del Sur, you can tell you have wonderful support for your students and a well-rounded approach to your school. You have so many activities for your students. Jessica, thank you for letting us know about all your activities. Congratulations on the ELA scores, great job.

Patricia K. Shaw

I ditto what my fellow Trustees have said.

B. Staff Reports

1. Assistant Superintendent Administrative Services

Minutes:

Shawn Cabey

I would like to echo what everyone else has said.

Nancy and Monica, thank you for your presentation this evening. How many meals to do serve per day? Nancy – 3,800

Del Sur - I love your concept of "YET".

2. Assistant Superintendent Educational Services

Minutes:

Marguerite Johnson

Esperanza, thank you again for your grace and compassion.

Nancy and Monica, thank you so much for all the meals our students receive. The principals at Sundown and Quartz Hill are raving about the Second Chance meals.

Del Sur - I would like to echo what Mrs. Navarro has said. Del Sur is small but mighty.

3. Deputy Superintendent

Minutes:

Robert Hughes

Esperanza, I came over during the crises; I was amazed at the staff.

They took care of things in a calm and caring way.

Nancy and Monica, thank you, I always learn so much during your presentation.

Del Sur, congratulations to everyone who received pins this evening. You are a hidden gem in the valley; you do a great job.

4. Superintendent

Minutes:

Regina Rossall

Esperanza, I was not in the district on that day but I understand that everyone stepped in and helped with grace and compassion. You gave the family lots of extra time.

Nancy and Monica, it's always fascinating hearing about what is going on in Child Nutrition. So many of the kids don't have breakfast before they come to school. You supply meals to some of our neediest children.

Del Sur - I was the principal at Del Sur when they were thinking about closing the school. Robert and Marguerite have also had the opportunity to serve as principals at Del Sur. It has a cohesive staff that works well together. I know you are working hard to bring up your scores and help your students be successful. Jessica and Scott, thank you for your leadership on the campus. Being on a small campus gives you an opportunity to do many things.

Our legal counsel has provided you with the Brown Act information.

VIII. PERSONAL APPEARANCES

A. Westside Union Teachers Association Representatives

Minutes:

Bob Dunham, WUTA President

I would like to acknowledge the Esperanza staff on how they handled their crises.

Nancy and Monica, thank you for all you do.

Del Sur Staff nice job on this evening's presentation.

B. California School Employees Association Representatives

Minutes:

Jeri Holmes, CSEA President

Esperanza you are amazing; thank you for everything that you do.

Nancy and Monica, I admire that you can feed so many students day after day.

Del Sur, thank you for all you and your staff do.

C. Parent Teacher Association Representatives

Minutes:

DS PTA - Westside and Del Sur Rocks. Annual Spring Brunch will be on April 16, 2019, 9:00 a.m. - 12:30 p.m. at the Hellenic Center.

D. West Antelope Valley Educational Foundation Representatives

Minutes:

Robert Hughes, Deputy Superintendent

The February Meeting was canceled.
WAVE will be doing a Heroes dinner in September.
The Mulligans fundraiser will be on March 1, 2019.

IX. ITEMS FROM THE FLOOR

X. PUBLIC HEARING

XI. ORGANIZATIONAL/GOVERNANCE

A. Agenda

Votes:

Motion: Approval of the Agenda of the Regular Board Meeting of February 19, 2019,

Motion By: Steven DeMarzio

Seconded By: Bill Lindoff

John Curiel	ABSENT
Steven DeMarzio	YES
Bill Lindoff	YES
Jennifer Navarro	YES
Patricia Shaw	YES

Result: PASSED

B. Consent

Votes:

Motion: Approval of the Consent Agenda.

Motion By: Jennifer Navarro

Seconded By: Steven DeMarzio

John Curiel	ABSENT
Steven DeMarzio	YES
Bill Lindoff	YES
Jennifer Navarro	YES
Patricia Shaw	YES

Result: PASSED

1. Minutes
2. Fundraising Authorizations
3. Personnel Report #19-13
4. Purchase Orders
5. Conference/Workshop Schedule
6. Consultant/Contract Schedule

C. Delegate Assembly Ballot Region 22

Votes:

Motion: Approval of the election of Steven M. Sturgeon, Sharon Vega and Victoria Ruffin for Delegate Assembly, Region 22.

Motion By: Bill Lindoff

Seconded By: Steven DeMarzio

John Curiel	ABSENT
Steven DeMarzio	YES
Bill Lindoff	YES
Jennifer Navarro	YES
Patricia Shaw	YES

Result: PASSED

D. Governance Team Protocols and Annual Self-Reflection

Votes:

Motion: Approval of the Governance Team Protocols and the Annual Self-Reflection.

Motion By: Jennifer Navarro

Seconded By: Steven DeMarzio

John Curiel	ABSENT
Steven DeMarzio	YES
Bill Lindoff	YES
Jennifer Navarro	YES
Patricia Shaw	YES

Result: PASSED

E. Joe Walker 6th Grade Honors Academy Revised Criteria

Votes:

Motion: Approval of the Joe Walker 6th Grade Honors Academy Revised Criteria.

Motion By: Steven DeMarzio

Seconded By: Bill Lindoff

John Curiel	ABSENT
Steven DeMarzio	YES
Bill Lindoff	YES
Jennifer Navarro	YES
Patricia Shaw	YES

Result: PASSED

F. Discussion Item

XII. EDUCATIONAL SERVICES

A. Revised Board Policies and Administrative Regulations - 2nd Reading

Votes:

Motion: Approval of the second reading of the revised Board Policies and Administrative Regulations.

Motion By: Steven DeMarzio

Seconded By: Jennifer Navarro

John Curiel	ABSENT
Steven DeMarzio	YES
Bill Lindoff	YES
Jennifer Navarro	YES
Patricia Shaw	YES

Result: PASSED

B. Low Performing Students Block Grant

Votes:

Motion: Approval of the Low Performing Students Block Grant.

Motion By: Jennifer Navarro

Seconded By: Steven DeMarzio

John Curiel	ABSENT
Steven DeMarzio	YES
Bill Lindoff	YES
Jennifer Navarro	YES
Patricia Shaw	YES

Result: PASSED

XIII. BUSINESS SERVICES

A. Notice of Completion

Votes:

Motion: Approval of the Notice of Completions.

Motion By: Steven DeMarzio

Seconded By: Bill Lindoff

John Curiel	ABSENT
Steven DeMarzio	YES
Bill Lindoff	YES
Jennifer Navarro	YES
Patricia Shaw	YES

Result: PASSED

B. Revised Board Policies and Administrative Regulations - First Reading

Votes:

Motion: Approval of the First Reading of the revised Board Policies and Administrative Regulation.

Motion By: Steven DeMarzio

Seconded By: Jennifer Navarro

John Curiel	ABSENT
Steven DeMarzio	YES

Bill Lindoff	YES
Jennifer Navarro	YES
Patricia Shaw	YES

Result: PASSED

XIV. INFORMATION SESSION

XV. NEW BUSINESS

Minutes:

Standards Based Report Card and Awards Update

XVI. CLOSED SESSION - Continued

XVII. RECONVENE TO OPEN SESSION at _____ p.m.

XVIII. REPORT OF CLOSED SESSION ACTION

XIX. ADJOURNMENT

BOARD AGENDA

March 5, 2019

TO: BOARD OF TRUSTEES
PREPARED BY: Regina L. Rossall, Superintendent
SUBJECT: Fund Raiser Approval List

BACKGROUND:

Attached for review and approval by the Board are individual requests from school organizations for fund raising activities. Each is presented on the District's pre-approved form.

PROGRAM/EDUCATIONAL IMPLICATION:

Funds raised as a result of the activities benefit the individual schools as described in each form.

COST ANALYSIS/FUNDING SOURCE:

Approval of these activities increases the funding available for the affected schools as noted on each form.

SUPERINTENDENT'S RECOMMENDATION:

Approval

FUND RAISER APPROVAL LIST

Approved at the Board Meeting of March 5, 2019

Gregg Anderson Academy	Description: Move-a-thon Date: April 19, 2019 – May 31, 2019 Purpose: To raise money for STEM supply budgets for every classroom. Requesting Group: Gregg Anderson PTA
Leona Valley	Description: Selling See's Candies Date: April 1-10, 2019 Purpose: To raise money for STEAM after-school projects. Requesting Group: Leona Valley PTO
	Description: After School Sports Program in partnership with YMCA Date: April 1, 2-19 – June 1, 2019 Purpose: To provide 2 days of fun and active after-school programming. Requesting Group: Leona Valley PTO
Quartz Hill	Description: Penny War Date: April 15-19, 2019 Purpose: To raise money for Relay for Life Non-Profit Group: American Cancer Society
Rancho Vista	Description: Mix Bags Sales Date: April 1-12, 2019 Purpose: To raise funds. Requesting Group: Rancho Vista PTA

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645

FEB 20 2019

FUNDRAISING AUTHORIZATION

Elementary School

School Gregg Anderson Academy Date 2/13/2019

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser 4/19/19-5/31/19 Event Start Time 7:15 am

Location of Fund Raiser Gregg Anderson Academy 5151 Ave. N-8, Palmdale, CA 93551

Description of Fund Raiser Move-a-thon

Purpose of the Fund Raiser Raise money for STEM supply budgets for every classroom

For the benefit of (be specific) All Gregg Anderson Students

Person Supervising Fund Raiser Rachel Klug & Amanda Batty, committee chairs

Person Responsible for the Money Wendy Cullen, GAA PTA Treasurer

Projected Expenses \$ 7,000

Projected Profit \$ 15,000

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President GAA PTA President Beckmeyer Date 2/13/19

Signature of Principal or Assistant J. Brown Date 2/14/19
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645

FEB 13 2019

FUNDRAISING AUTHORIZATION
Elementary School

School Leona Valley

Date 2/7/19

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser 4/1/19 - 4/10/19 Event Start Time 8-2 daily

Location of Fund Raiser Take home flier

Description of Fund Raiser See's Candies

Purpose of the Fund Raiser To raise money for steam after school projects

For the benefit of (be specific) Students attending after school steam.

Person Supervising Fund Raiser Katie Henderson

Person Responsible for the Money Catherine Lord

Projected Expenses \$ 0

Projected Profit \$ 800.00

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President [Signature] Date 2/7/19

Signature of Principal or Assistant [Signature] Date 2/8/19
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note -- Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

FEB 13 2019

FUNDRAISING AUTHORIZATION
Elementary School

School Leona Valley School Date 2-8-19

Requesting Group: PTA PTO PTSA

Date(s) of Fund Raiser 4/1 - 6/1 2019 Event Start Time 1:55 - 3:30

Location of Fund Raiser Leona Valley School

Description of Fund Raiser PTO sponsored after school

sports program, in partnership of YUCA of

Purpose of the Fund Raiser provide 2 days of ~~the~~ Antelope Valley
fun & active after school programming

For the benefit of (be specific) all students.

Person Supervising Fund Raiser K. Henderson | PTO Pres.

Person Responsible for the Money C. Lord | PTO Treasurer

Projected Expenses \$ 2250

Projected Profit \$ 0

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President K Henderson Date 2-8-19

Signature of Principal or Assistant [Signature] Date 2/8/19
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645

FEB 25 2019

FUNDRAISING AUTHORIZATION

Non-Profit Organizations

Community Service Project (Funds to be raised to donate to a charity organization)

School QHE

Date 2-21-19

Non-Profit Organization American Cancer Society

Date(s) of Fund Raiser April 15-19 Event Start Time 8:00 - 8:10

Location of Fund Raiser QHE

Description of Fund Raiser Penny War / Relay for Life

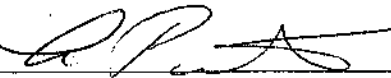
Purpose of the Fund Raiser To raise money for ACS

For the benefit of (be specific) To help in the fight against
Cancer

Person Supervising Fund Raiser Lorne Frederickson

Person Responsible for the Money Lorne Frederickson

Signature of Principal or Assistant



Date 2-21-19

Approved by the Board of Trustees on _____

FEB 21 2019

FUNDRAISING AUTHORIZATION
Elementary School

School Rancho Vista Date 2/15/19
Requesting Group: PTA PTO PTSA
Date(s) of Fund Raiser 4-1-19-4-12-19 Event Start Time 8 AM
Location of Fund Raiser Rancho Vista
Description of Fund Raiser Mixbags Sales
Purpose of the Fund Raiser Catalog Sales to Raise Funds
For the benefit of (be specific) for our school, field trips
Person Supervising Fund Raiser Chi Hye Tyson
Person Responsible for the Money Chi Hye Tyson
Projected Expenses \$ 0 Projected Profit \$ 3500

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President Norman Jar Date 2/15/19
Signature of Principal or Assistant Cathy Bennett Date 2/19/19
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

WESTSIDE UNION SCHOOL DISTRICT
BOARD AGENDA

March 5, 2019

TO: BOARD OF TRUSTEES
PREPARED BY: Robert Hughes, Deputy Superintendent
SUBJECT: Personnel Report #19-14
BACKGROUND: The Board is requested to approve/ratify the following personnel Recommendations:

MANAGEMENT

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
Bennett, Cathy	Principal/Intentional Teaching Practices/ESF/December 5, 2018-March 15, 2019/Title III/Req# CE292
Borg-Otting, Sylvia	Vice-Principal/Intentional Teaching Practices/ESF/December 5, 2018-March 15, 2019/Title III/Req# CE293
Briggs, Jacob	Principal/Intentional Teaching Practices/ESF/December 5, 2018-March 15, 2019/Title III/Req# CE291
Brouwer, Amy	Vice-Principal/Intentional Teaching Practices/ESF/December 5, 2018-March 15, 2019/Title III/Req# CE293
Davis, Rebecca	Principal/Intentional Teaching Practices/ESF/December 5, 2018-March 15, 2019/Title III/Req# CE292
Holtfreter, Justin	Vice-Principal/Step 1/July 1, 2019/URGF
Rossall, Shannon	Principal/Intentional Teaching Practices/ESF/December 5, 2018-March 15, 2019/Title III/Req# CE291
Wood, Steven	Principal/Intentional Teaching Practices/ESF/December 5, 2018-March 15, 2019/Title III/Req# CE291

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

Separation Position/Location/Effective Date
Hynan, Judi Counselor I/VV/June 15, 2019/District Health and Welfare
Coverage Early Retirement

Madrigal, Carmen Vice-Principal/CW/June 30, 2019/Resignation

CERTIFICATED

Employment

Anderson, Elizabeth Teacher Hourly/CADA Conference/JW/July 23-25, 2019/Title I/
Req# CE326

Anderson, Elizabeth Teacher Hourly/WEB Planning Day/JW/June 7, 2019/Title I/Rec# CE322

Bell, Danielle Teacher Hourly/AVID Institute/JW/July 21-23, 2019/AVID/Req# CE325

Crews, Nicole Teacher-SDC/TBD/Column I Step 1/July 1, 2019/URGF

Duffee, Ami Teacher Hourly/CADA Conference/JW/July 23-25, 2019/
Title I/ Req# CE326

French, Trevis Teacher Hourly/AVID Institute/JW/July 21-23, 2019/AVID/Req# CE325

Goldovsky, Melissa Teacher-SDC/TBD/Column I Step 1/July 1, 2019/URGF

Green, Denise Teacher Hourly/Extra Duty/EZ/January 16-May 14, 2019/
Sup Grant/Req# CE304

Hendrix, Vicki Teacher Hourly/AVID Institute/JW/July 21-23, 2019/AVID/Req# CE325

Jackson, Dan Substitute Teacher/February 13, 2019/URGF

Kellogg, Molly Teacher/TBD/Column I Step 1/July 1, 2019/URGF

Lopez, Rose Teacher Hourly/AVID Institute/JW/July 21-23, 2019/AVID/Req# CE325

Lopez, Rose Teacher Hourly/WEB Planning Day/JW/June 7, 2019/Title I/Rec# CE322

Oddo, Alix Teacher Hourly/AVID Institute/JW/July 21-23, 2019/AVID/Req# CE325

Oddo, Alix Teacher Hourly/WEB Planning Day/JW/June 7, 2019/Title I/Rec# CE322

Rinehart, Jennifer Teacher-Speech/TBD/July 1, 2019/Column I Step 1/URGF

Weaver, Lindsey Teacher Hourly/Extra Duty/EZ/January 16-May 14, 2019/Sup Grant/
Req# CE306

Williams, Keith Substitute Teacher/February 14, 2019/URGF

Wilson, Stephanie Substitute Teacher/February 14, 2019/URGF

Zambrano, Idania Teacher-PreK/TBD/July 1, 2019/Column I Step 1/URGF

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

Separation Position/Location/Effective Date
Alt, Geri Teacher/GA/June 30, 2019/ District Health and Welfare
Coverage Early Retirement

Balladeras, Gema Substitute Teacher/February 13, 2019/Resignation

Bennewitz, Dillon Teacher/DS/June 8, 2019/Resignation

Best, Sarah Teacher-Speech/June 30, 2019/Resignation

Bobic, Andrea Teacher/RV/June 7, 2019/Resignation

Bomar, Alyssa Substitute Teacher/February 4, 2019/Resignation

Brown, Kelli Teacher/DS/June 30, 2019/Resignation

Coker, Mary Teacher/JW/June 6, 2019/ District Health and Welfare
Coverage Early Retirement

Coleman, Jonathon Teacher-SDC/RV/June 30, 2019/Resignation

Diaz, Jonathan Teacher-PE/CW-EZ/June 7, 2019/Resignation

Edwards, Amanda Substitute Teacher/February 12, 2019/Resignation

Green, Laurie Teacher/QH/June 7, 2019/ District Health and Welfare
Coverage Early Retirement

Hendrickson-
Arlington, Autumn Teacher/CW/June 7, 2019/Resignation

Ledezma, Juan	Teacher-SDC/AH/June 6, 2019/Resignation
McClure, Timothy	Teacher/SD/June 30, 2019/ District Health and Welfare Coverage Early Retirement
Nosovitsky, Dmitry	Teacher-PE/RV/June 7, 2019/Resignation
Rivas-Dunn, Lorena	Teacher/EZ/June 30, 2019/ District Health and Welfare Coverage Early Retirement
Underwood, Karen	Teacher/RV/June 6, 2019/District Health and Welfare Coverage Early Retirement
Warner, Angela	Teacher/DS/June 7, 2019/Resignation
Wertman, Jesse	Teacher/AH/June 7, 2019/Resignation

CLASSIFIED

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req.#</u>
Alva, Jessica	Short-Term Playground Supervisor/HV/1.67 hrs/per/day/Step 1/February 12-June 6, 2019/URGF/Req# CL507
Badillo, Leyda	Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/Step 5/February 13-March 14, 2019/Sup Grant/Req# CL509
Balladares, Gema	Instructional Assistant II/SD/3.25 hrs/per/day/Step 1/February 19, 2019/SDC/Req# CL514
Bell, Jeffrey	Clerk IV-Library/ESF/3.95 hrs/per/day/Step 1/February 19, 2019/URGF/Req# CL488
Berumen-McGilbray, Delia	Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/Step 2/February 13-March 14, 2019/Sup Grant/Req# CL509
Calderon, Fabiola	Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/Step 5/February 13-March 14, 2019/Sup Grant/Req# CL509
Chavira, Suhaili	Instructional Assistant II/EZ/3.5 hrs/per/day/Step 1/February 19, 2019/SDC/Req# CL424
Collard, Peyton	Instructional Assistant II/AH/3.25 hrs/per/day/Step 1/February 13, 2019/SDC/Req# CL431

Contreras, Jacqueline	Instructional Assistant II/JW/3 hrs/per/day/Step 1/February 20, 2019/SDC/Req# CL460
Desrat, Sophia	Instructional Assistant II/GA/3 hrs/per/day/Step 1/February 19, 2019/SDC/Req# CL463
Dowd, America	Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/Step 3/February 13-March 14, 2019/Sup Grant/Req# CL509
Garcia, Adriana	Instructional Assistant II-PreK/QH/2.5 hrs/per/day/Step 1/March 11, 2019/SDC/Req# CL337
Garcia, Moises	Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/Step 2/February 13-March 14, 2019/Sup Grant/Req# CL509
Gaytan, Maricela	Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/Step 5/February 13-March 14, 2019/Sup Grant/Req# CL509
Gleason, Claudia	Extra-Duty Instructional Assistant II-Bilingual/ESF/5 hrs/per/day/Step 6/April 17, 2019/URGF-Bilingual/Req# CL493
Golonsky, Lizbeth	Playground Supervisor/EZ/.5 hrs/per/day/Step 1/February 15, 2019/URGF/Req# CL496
Herrera, Marisol	Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/Step 3/February 13-March 14, 2019/Sup Grant/Req# CL509
Holmberg, Amanda	Short-Term Instructional Assistant II/HV/2.75 hrs/per/day/Step 1/February 13-March 6, 2019/SDC/Req# CL526
Iglesias, Medora	Short-term Instructional Assistant II/CW/3.5 hrs/per/day/Step 1/February 19-March 15, 2019/SDC/Req# CL537
Jatico, Diana	Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/Step 2/February 13-March 14, 2019/Sup Grant/Req# CL509
Javorsek, Norine	Short-Term Playground Supervisor/HV/.75 hrs/per/day/Step 1/February 6-June 6, 2019/URGF/Req# CL497
Johnson, Elia	Short-Term Playground Supervisor/HV/.55 hrs/per/day/Step 1/February 4-June 6, 2019/URGF/Req# CL478
Juarez, Nury	Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/Step 2/February 13-March 14, 2019/Sup Grant/Req# CL509

Kneifl, Kristen Playground Supervisor/EZ/2.83 hrs/per/day/Step 1/February 11, 2019/
URGF/Req# CL427

Martinez, Elvia Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/
Step 4/February 13-March 14, 2019/Sup Grant/Req# CL509

Martinez, Elvia Extra-Duty Instructional Assistant II/CW/1 hr/per/day/Step 4/
February 20-May 16, 2019/Tues-Thurs Only/Title III/Req# CL517

Mejia, Jacqueline Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/
Step 3/February 13-March 14, 2019/Sup Grant/Req# CL509

Morales, Renee Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/
Step 1/February 13-March 14, 2019/Sup Grant/Req# CL509

Munoz, Cindy Extra-Duty Instructional Assistant-Bilingual/RV/2.33 hrs/per/day/
Step 5/Not to Exceed 7 days/Title III/Req# CL495

Munoz, Cindy Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/
Step 5/February 13-March 14, 2019/Sup Grant/Req# CL509

Ochoa, Leslie Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/
Step 1/February 13-March 14, 2019/Sup Grant/Req# CL509

Orozco, Marisela Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/
Step 1/February 13-March 14, 2019/Sup Grant/Req# CL509

Perez, Carina Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/
Step 6/February 13-March 14, 2019/Sup Grant/Req# CL509

Reina, Vanessa Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/
Step 5/February 13-March 14, 2019/Sup Grant/Req# CL509

Riegel, Kimberly Playground Supervisor/CW/.67 hrs/per/day/Step 1/February 4, 2019/
URGF/Req# CL487

Roble, Tawny Short-Term Campus Climate Assistant/GA/1.5 hrs/per/day/Step 2/
December 10, 2018-March 15, 2019/Sup Grant/Req# CL415

Rodriguez, Janet Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/
Step 6/February 13-March 14, 2019/Sup Grant/Req# CL509

Sanchez-Pleites,
Anabell Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/
Step 6/February 13-March 14, 2019/Sup Grant/Req# CL509

Shows, Leslie	Playground Supervisor/EZ/.67 hrs/per/day/Step 1/February 19, 2019/ URGF/Req# 437
Sisson, Tammie	Short-Term Instructional Assistant I/DS/1.17 hrs/per/day/Step 2/ January 22-March 31, 2019/Title 1/Req# CL480
Soto, Norma	Playground Supervisor/EZ/.75 hrs/per/day/Step 1/February 25, 2019/ URGF/Req# CL312
Talbott, Kristin	Instructional Assistant II/AH/3.25 hrs/per/day/Step 1/February 20, 2019/ SDC/Req# CL474
Vasquez, Pricilla	Extra-Duty Instructional Assistant II-Bilingual/ESF/NTE 2 hrs/per/day/ Step 1/February 13-March 14, 2019/Sup Grant/Req# CL509
Walker, Alec	Extra-Duty Instructional Assistant I/HV/1.58 hrs/per/day/Step 2/ Tues and Thurs. Only/January 22-May 31, 2019/Sup Grant/Req# CL489
Wesolowski, Shannon	Instructional Assistant II/AH/3 hrs/per/day/Step 2/February 6, 2019/ SDC/Req# CL498
Wiggins, Mattie	Clerk IV-Library/ESF/3.95 hrs/per/day/Step 1/February 25, 2019/ URGF/Req# CL425
<u>Change</u> Cottrell, Julie	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u> Crossing Guard (.5 hrs/per/day) to (1 hr/per/day)/AH/Step 2/ February 1, 2019/URGF/Req# CL483
Balladares, Gema	Substitute Teacher to <u>Instructional Assistant II (3.25 hrs/per/day)/SD/</u> Step 1/February 19, 2019/SDC/Req# CL514
Chavez, Liliana	Playground Supervisor (1 hr/per/day) to (1.75 hrs/per/day)/GA/ Step 1/February 13, 2019/URGF/Req# CL511
Chavez, Liliana	Playground Supervisor (1.75 hrs/per/day) to (2.09 hrs/per/day)/GA/ Step 1/March 6, 2019/URGF/Req# CL554
Donnelly, Conor	Instructional Assistant II (3 hrs/per/day) to (3.5 hrs/per/day)/VV/ Step 2/February 25, 2019/SDC/Req# CL469
Garcia, Kristy	Substitute Playground Supervisor to <u>Instructional Assistant II</u> (3 hrs/per/day)/GA/Step 1/February 15, 2019/SDC/Req# CL457
Grice, Naomi	Instructional Assistant II (3 hrs/per/day) to (3.25 hrs/per/day)/QH/ Step 1/February 11, 2019/SDC/Req# CL310

Huerta, Elizabeth	Playground Supervisor (1.5 hrs/per/day) to <u>(3 hrs/per/day)</u> /AH/Step 1/ February 12, 2019/URGF/Req# CL499
Martin, Jessica	Playground Supervisor (1.42 hrs/per/day) to <u>(1.75 hrs/per/day)</u> /SD/ Step 1/February 13, 2019/URGF/Req# CL512
Martin, Jessica	Playground Supervisor (1.75 hrs/per/day) to <u>(2.08 hrs/per/day)</u> /GA/Step 1/ March 6, 2019/URGF/Req# CL5555
Martinez, Belgica	Substitute Playground Supervisor to <u>Playground Supervisor (1.5 hrs/per/day)</u> AH/February 12, 2019/URGF/Req# CL5000
Miracle, Colleen	Instructional Assistant II (3 hrs/per/day) to <u>(3.5 hrs/per/day)</u> /SD/Step 7/ February 12, 2019/SDC/Req# CL515
Pastel, Chelsea	Child Nutrition Assistant I (1 hr/per/day) to <u>(3.75 hrs/per/day)</u> /VV/ Step 1/January 7, 2019/URGF/Req# CL490
Piller, Tina	Instructional Assistant II (3.42 hrs/per/day) to <u>(3.5 hrs/per/day)</u> /SD/ Step 6/February 5, 2019/SDC/Req# CL492
Williams, Tiffani	Campus Climate Assistant (3 hrs/per/day) to <u>Instructional Assistant II</u> <u>(3.42 hrs/per/day)</u> /CW/Step 1/February 19, 2019/SDC/Req# CL386
<u>Separation</u>	<u>Position/Location/Effective Date/</u>
Beck, Danielle	Instructional Assistant II/GA/February 8, 2019/Resignation
James, Amanda	Instructional Assistant II/GA/February 7, 2019/Resignation
Lister, Tiffany	Campus Climate Assistant/VV/February 12, 2019/Resignation
Lugo, Audrey	Instructional Assistant II/EZ/February 22, 2019/Resignation
Roque, Vanessa	Playground Supervisor/AH/February 11, 2019/Resignation

DEPUTY SUPERINTENDENT RECOMMENDATION

Approval

WESTSIDE UNION SCHOOL DISTRICT
BOARD AGENDA

March 5, 2019

TO: BOARD OF TRUSTEES
PREPARED BY: Robert Hughes, Deputy Superintendent
SUBJECT: Terminations/Leaves Schedule
BACKGROUND: The Board is requested to approve/ratify the following personnel Recommendations:

<u>Separation</u>	<u>Position/Location/Effective Date/</u>
St. George, Alexis	Campus Climate Assistant/GA/February 11, 2019/39-month rehire

DEPUTY SUPERINTENDENT RECOMMENDATION

Approval

BOARD AGENDA

March 5, 2019

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

PLACE HOLDER

BOARD AGENDA

March 5, 2019

TO: BOARD OF TRUSTEES
PREPARED BY: Jeri Holmes, Purchasing
SUBJECT: Purchase Order Approval List

BACKGROUND:

Purchase orders are submitted for pre-approval if the purchase is over \$7,500. Purchase orders are submitted for ratification for items under \$7,500 per the adopted policy. Items that have already been approved by virtue of individual board action/direction are also included on the ratification list, even if their value is over \$7,500

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of:

Approval Items:

All Funds 43,476.39

Ratification Items:

General Fund (01.0) 42,373.67

Child Nutrition Fund (13.0) 1,507.67

Deferred Maintenance Fund (14.0) 0.00

Building Fund: Bonds (21.0) 0.00

Capital Facilities Fund (25.0) 625.00

County Facilities Fund (35.0) 0.00

Anaverde Settlement (40.0) 0.00

CFD's (49.0) 0.00

Total 87,982.73

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

PURCHASE ORDERS
Approved/Ratified at the Meeting of March 5, 2019

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

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P54406	Big Tray Child Nutrition	Mobile Heated Cabinets (4) and Accessories Child Nutrition	26,371.98
P54407	Sierra School Equipment Company Maintenance	Modular Furniture for Maint/Op Offices General Funding	9,224.33
P54414	Kamran & Company Inc Child Nutrition	Food Warming Equipment Child Nutrition	7,880.08
Total			43,476.39

PO's for Board Ratification

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P54367	Amazon.com Corporate Credit Del Sur	Instructional Materials Title I	223.77
P54368	Amazon.com Corporate Credit Del Sur	Logitech Wireless Keyboard General Funding	43.79
P54369	Amazon.com Corporate Credit Student Support Services	iPad Case Special Education	30.61
P54370	Amazon.com Corporate Credit Leona Valley	Instructional Materials General Funding	148.67
P54371	Amazon.com Corporate Credit Special Education	Instructional Materials Student Support Services	269.63
P54372	Amazon.com Corporate Credit Special Education	Instructional Materials Student Support Services	49.22
P54373	Amazon.com Corporate Credit Special Education	Replacement Parts for Heavy Duty Stapler Student Support Services	168.06
P54374	Amazon.com Corporate Credit Valley View	High Speed Adapter Cable General Funding	13.43
P54375	Amazon.com Corporate Credit Special Education	iPad Case Student Support Services	22.40
P54376	Amazon.com Corporate Credit Special Education	iPad Replacement Parts Student Support Services	59.70
P54377	Amazon.com Corporate Credit Gregg Anderson	Sizzix Big Slot Cutting Pads General Funding	51.77
P54378	Amazon.com Corporate Credit Cottonwood	Multi Port USB Charging Hub Title I	500.50
P54379	Amazon.com Corporate Credit Education Services	Adapter Cable General Funding	21.31
P54380	Amazon.com Corporate Credit Education Services	Instructional Materials Supplemental Grant	89.66
P54381	Amazon.com Corporate Credit Education Services	Instructional Materials General Funding	270.92
P54382	Amazon.com Corporate Credit Gregg Anderson	Hitachi Replacement Lamps General Funding	218.80
P53487	School Datebooks Inc Del Sur	School Planners Title I and Local Site Funds	2,518.40
P54388	Coole School Joe Walker	Binder Reminders Title I	6,702.51
P54389	JPW Communications LLC Joe Walker	Mailers/Postcards for Community Expo Title I	2,844.82
P54390	American School Counselor Assoc Educational Services	Professional Memberships for Counselors (7) Supplemental Grant	913.00
P54391	Submarina Education Services	Lunch for AVID and Kagan Workshops Supplemental Grant	1,000.00
P54392	AVSTA All Sites	Field Trip Transportation January 1-15, 2019 Supplemental Grant	1,071.83
P54393	Home Depot Hillview	Wood Shop Supplies General Funding	500.00

P54394	Rhonda Pratt Hillview	Reimburse: Home Economics Supplies General Funding	200.00
P54395	Rhonda Pratt Hillview	Reimburse: Home Economics Supplies General Funding	200.00
P54396	Jeremy Pontius Maintenance	Reimburse: Fuel for District Van General Funding	17.00
P54397	Marguerite Johnson Educational Services	Reimburse: Superintendent's Advisory Supplies General Funding	300.00
P54398	Robert Garza Human Resources	Reimburse: HR Job Fair Supplies General Funding	500.00
P54408	Chris Soliz Technology	Reimburse: Domain and Standard SLL Renewals General Funding	666.87
P54410	Amazon.com Corporate Credit Educational Services	Art Supplies Supplemental Grant	500.00
P54411	Southwest School Supply Gregg Anderson	School and Office Supplies General Funding	4,000.00
P54412	Southwest School Supply Educational Services	Supplies: Empowering Youth Family Festival Supplemental Grant	300.00
P54417	Rochester 100 Inc Del Sur	Communicator Folders Title I	458.27
P54418	Fastenal Industrial and Construction Hillview	Wilton Tool Handle Assembly General Funding	47.71
P54419	American Business Machines Quartz Hill	Staple Cartridge for Copier General Funding	206.96
P54420	Amazon.com Corporate Credit Educational Services	Thermal Coffeemaker for Meeting Rooms General Funding	51.76
P54421	Amazon.com Corporate Credit Cottonwood	Headphone Jack Adaptors General Funding	23.49
P54425	Amazon.com Corporate Credit Superintendent	Rocketbooks (8); Books: Dream Class (50) Beginning Teacher Support	936.38
M21234	Wire Rite Joe Walker	Electrical Repairs Maintenance	5,240.00
M21291	AutoZone Various Sites	Maintenance Supplies - January Maintenance	74.13
M21299	Home Depot Various Sites	Maintenance Supplies - January Maintenance	2,472.05
M21305	PPG Architectural Maintenance	Painting Supplies - January Maintenance	33.30
M21310	Van Dam Farms Various Sites	Maintenance Supplies - January Maintenance	249.19
M21312	Westside Equipment Rentals Maintenance	Propane Maintenance	16.11
M21339	Tire Xpress Maintenance	Flat Repair - Truck 89 Maintenance	15.00
M21344	Universal Electronic Alarms Valley View	Smoke and Duct Detector Cleaning Maintenance	100.00
M21347	Backflow Prevention Various Sites	Backflow Repairs Maintenance	2,649.25
M21351	Backflow Prevention Hillview	Install new 3/4" Bypass Maintenance	567.71
M21356	Resource Building Materials Del Sur/Joe Walker	Asphalt Patch Maintenance	45.33
M21386	Valley Construction Supply Maintenance	Rainsuit Maintenance	45.98
M21389	Sigler Wholesale Maintenance	HVAC Control Board Maintenance	536.70
M21390	Empire Floor Maintenance	Blade Kit Maintenance	151.00
M21391	Empire Floor Maintenance	Caster Swivels Maintenance	74.01
M21396	Tire Xpress	Tire Sensor	117.89

M21399	Maintenance Bob Howle	Operations Truck Repair - Truck 73	134.66
M21401	Maintenance Antelope Valley AQMD	Maintenance Emergency Generator Permits	2,640.12
M21406	Various Sites Patriot Plumbing	Maintenance Pump Septic Tank	860.00
M21409	Del Sur Fire Ace	Maintenance Fire Sprinkler Repairs	210.00
	Anaverde Hills	Maintenance	
		Total	42,373.67
		<u>CHILD NUTRITION (13)</u>	
P54413	Block and Company Inc	Office Supplies	598.46
P54415	SNA	Little Big Fact Book 2019	24.71
P54416	SNA	School Nutrition Association Annual Membership	264.00
M21291	AutoZone	Maintenance Supplies - January	54.75
M21339	Tire Xpress	Flat Tire - Truck 88	25.00
M21353	3Wire	Dishwasher Parts	540.75
		Total	1,507.67
		<u>CAPITAL FACILITIES (25)</u>	
P54409	California Financial Services	Services: Avanti North	625.00
		Total	625.00
		<u>DEFERRED MAINTENANCE (14)</u>	
		<u>BUILDING FUND: BONDS (21)</u>	
		<u>COUNTY FACILITIES (35)</u>	
		<u>ANAVERDE SETTLEMENT (40)</u>	
		<u>CFD's (49)</u>	
No Purchase Orders for Funds 14, 21, 35, 40, or 49		Total	0.00

BOARD AGENDA

March 5, 2019

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

BACKGROUND:

Consultant agreements and contracts are brought to the Board in accordance with Board Policy 3312 for various purposes including student assemblies, in-house staff workshops, and vendor provided services.

PROGRAM/EDUCATIONAL IMPLICATION:

These Consultant Agreements and Contracts provide support to the District's Educational Program.

COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures and incoming funds of:

Student Assemblies	000
In-house Staff/Parent Workshops	0.00
Vendor Provided Services	85,717.77
Rental/Lease Contracts	0.00
Total	<u>85,717.77</u>

Incoming Funds	0.00
----------------	-------------

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONSULTANT/CONTRACT AGREEMENT SCHEDULE

Ratified/Approved at the Board Meeting of 03/05/19

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Student Assembly</u>	<u>Staff/Parent Workshop</u>	<u>Lease</u>	<u>Other Services</u>
Spring 2019	David C Sterk Construction Quartz Hill	Fill Cracks in Asphalt in East 2/3 of M-4 Parking Lot Maintenance General Funding	-	-	-	12,750.00
Spring 2019	David C Sterk Construction Quartz Hill	Fill Cracks in Asphalt in West 1/3 of M-4 Parking Lot Maintenance General Funding	-	-	-	5,650.00
Spring 2019	Eastman Construction Joe Walker	New Offices in Kitchen Child Nutrition	-	-	-	32,375.00
Spring 2019	Lindaman Construction Inc Administrative Services	Construct Three (3) Offices Out of Existing Two (2) Maintenance General Funding	-	-	-	24,325.00
2018-2019	PowerSchool Group LLC District	Licenses for Additional 699 Students Technology Maintenance	-	-	-	10,322.12
2018-2019	Starfall Education Cottonwood	Starfall School Membership/License Renewal Title I	-	-	-	295.65
<u>Change</u>						
	No Changes					
		Subtotals	-	-	-	85,717.77
		Grand Total	85,717.77			

Individual Services Agreements

These individual service agreements fall under previously Board approved Master Contracts. All agreements are funded through Special Education general funds.

<u>Nonpublic School/Agency</u>	<u>Service</u>	<u>Student ID</u>
None		

California Student Data Privacy Agreements

<u>Vendor</u>	<u>Full Agreement or Exhibit E</u>
Pear Deck	Exhibit E
SWIVL	Exhibit E
Teachers Curriculum Institute	Exhibit E

BOARD AGENDA

March 5, 2019

TO: BOARD OF TRUSTEES
PREPARED BY: Jeri Holmes, Purchasing
SUBJECT: Conference/Workshop Schedule

BACKGROUND:

Conference requests are processed in compliance with Board Policy 3350.

PROGRAM/EDUCATIONAL IMPLICATION:

On-going staff development is a key to the success of the District's programs.

COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of \$61,611.87.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONFERENCE/WORKSHOP SCHEDULE
Ratified/Approved at the Board Meeting of March 5, 2019

<u>Dates/Location</u>	<u>Title/Attendees/Funding Location</u>	<u>Fund_Source</u>	<u>Registration</u>	<u>Lodging</u>	<u>Meals</u>	<u>Mileage</u>	<u>Parking</u>	<u>Subs</u>	<u>Other</u>
February 7, 2019 Santa Barbara	AVID Elementary Showcase Ana-Romina Garcia Educational Services	Supplemental Grant	0.00	0.00	0.00	114.45	0.00	0.00	0.00
February 21-24, 2019 Las Vegas, NV	Cheerleader Nationals Competition Amy Lomell, Rodney Lols Hillview	Local Site Funds	0.00	480.00	180.00	276.86	0.00	0.00	0.00
February 26-27, 2019 Solvang	Water Conference Wayne Trussell Maintenance	General Funding	0.00	200.00	120.00	185.30	0.00	0.00	0.00
March 9, 2019 Palmdale	KAGA: English Language Learners Day 1 10 Attendees TBD Educational Services	Supplemental Grant	1,990.00	0.00	0.00	0.00	0.00	0.00	0.00
March 11-15, 2019 Victorville	Copper Installer 2 Training Will Hernandez Maintenance	General Funding	0.00	436.56	300.00	0.00	50.00	0.00	0.00
March 12, 2019 Sacramento	CSBA Legislative Action Day Bill Lindoff Board of Trustees	General Funding	0.00	179.40	120.00	400.00	60.00	0.00	0.00
March 14, 2019 San Bernardino	Cal State San Bernardino Job Fair Human Resources Staff Human Resources	General Funding	200.00	0.00	0.00	0.00	0.00	0.00	0.00
March 21, 2019 Hampton, VA	Hampton University Job Fair Rob Garza Human Resources	General Funding	350.00	400.00	150.00	98.00	210.00	0.00	800.00
March 21, 2019 Downey	Cash Collections of Wage Overpayments Kynlasha Baros, Terri Rowitz Payroll	General Funding	0.00	0.00	0.00	97.81	0.00	0.00	0.00
April 17, 2019 Montebello	ELPAC Administration and Scoring Training Claudia Gleason Educational Services	General Funding	0.00	0.00	0.00	87.20	150.00	0.00	0.00
April 30-May 2, 2019 Pasadena	RTI at Work Institute Christine West, Jennifer DeMoor Cottonwood	Title I	1,378.00	567.00	360.00	72.49	60.00	864.00	0.00
June 7-8, 2019 Quartz Hill	AVID Elementary: The Art of Inquiry 40 Certificated TBD Educational Services	Supplemental Grant	18,000.00	0.00	0.00	0.00	0.00	0.00	0.00
June 23-26, 2019 San Diego	AVID Summer Institute Lauren Marriott, Elisa Maish, Romina Garcia Rancho Vista	Supplemental Grant	0.00	1,410.00	450.00	109.00	105.00	0.00	0.00
June 24-26, 2019 San Diego	AVID Summer Institute Elisa Maish, Lauren Marriott, Ana-Romina Garcia, Patricia Pecorino, Monica Cass, Annelena Fors, Danielle Annand, Christine Belcher, Julietta Linstrom, Samara Gugler Educational Services	Supplemental Grant	10,725.00	0.00	0.00	0.00	0.00	0.00	0.00
June 29-July 2, 2019 Boston, MA	American School Counselor Annual Conference Dora Navarro-Duenas, Jennifer Schmid, Donnelle McMillan, Michelle Karamooz, Lorina Barefield, Lisa Fiore, Alva Torres Educational Services	Supplemental Grant	2,583.00	4,000.00	2,100.00	283.04	400.00	0.00	4,796.00
July 22-24, 2019 Anaheim	AVID Summer Institute Trevis French, Alix Oddo, Rose Lopez, Danielle Bell, Vicki Hendrix Joe Walker	Supplemental Grant	0.00	3,000.00	900.00	543.20	300.00	0.00	0.00
July 23-25, 2019 Santa Barbara	CADA / CASL Liz Anderson, Ami Duffee Joe Walker	Title I	520.00	0.00	240.00	210.56	0.00	0.00	0.00
Changes	No Changes								
		Subtotals	35,746.00	10,672.96	4,920.00	2,477.91	1,335.00	864.00	5,596.00
		Grand Total	61,611.87						

BOARD AGENDA

March 5, 2019

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

BOARD AGENDA

March 5, 2019

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent, Educational Services

SUBJECT: Support Personnel Accountability Report Cards (SPARCs) for Anaverde Hills, IDEA Academy @ Cottonwood, Esperanza, Hillview, Joe Walker, Quartz Hill, Rancho Vista, Sundown, and Valley View

BACKGROUND:

The SPARC process is an opportunity for schools' Student Support Teams to draw attention to the impact they are having on students' career and college readiness. Schools use SPARC to demonstrate commitment to making students career and college ready, and to highlight students' career and college readiness achievements in reports for school accreditation, grants, and award recognitions. The SPARC is an annual, voluntary, continuous improvement process.

All California K–Adult schools may submit a SPARC to the California Department of Education's California Career Resource Network for review and recognition.

PROGRAM/EDUCATIONAL IMPLICATION:

The SPARCs have been self- and peer-reviewed by the school and will be reviewed by peer reviewers at the CDE. SPARCs meeting all the submission requirements will be recognized by receiving the SPARC Seal and a Certificate of Participation. The SPARCs will also be posted on the CalCRN website.

COST ANALYSIS/FUNDING SOURCE:

There are no costs associated with approval of these SPARCs.

ASSISTANT SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

March 5, 2019

TO: BOARD OF TRUSTEES
PREPARED BY: Robert Hughes, Deputy Superintendent
SUBJECT: Variable Term Waiver

BACKGROUND:

Variable Term Waivers are designed to allow employing agencies to hire qualified individuals to fill a position for which they have not yet completed a credential program. Variable Term Waivers are issued in 1 year periods and require adequate progress toward the credential goal for renewal.

PROGRAM/EDUCATIONAL IMPLICATION:

The Variable Term Waiver allows for utilization and retention of qualified candidates who have yet to start or complete the appropriate credential program.

COST ANALYSIS/FUNDING SOURCE:

Not applicable

DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

Teacher Assignments Authorized by Variable Term Waiver:

Kellie Hier

100% Speech Teacher

BOARD AGENDA

March 5, 2019

TO: BOARD OF TRUSTEES
PREPARED BY: Lisa Jehlicka, Director of Business Services
SUBJECT: 2018-2019 Second Interim Report

BACKGROUND:

Annually the district is required to publish a Second Interim Financial report on or before March 15th. This report is based upon the first seven months of the fiscal year in terms of actual revenues and expenditures. These amounts are used, along with assumptions, to project how the District will end our fiscal year, both in terms of budget and in terms of cash flow. The Multi-Year Projection section of this report projects the ending financial position for the two future fiscal years in addition to the current year. The County Office of Education is then required to review and report to the District by April 15, 2019, whether or not they concur with the District's certification. The District has three options to certify as to the current and two future years with this report. We can certify that the District **will be able to** meet its financial obligations (**positive certification**); that the District **may not be able to** meet its financial obligations (**qualified certification**); or that the District **will not be able to** its financial obligations (**negative certification**).

At this time, the Board is being asked to approve a **positive certification** for the Second Interim Financial Report.

PROGRAM/EDUCATIONAL IMPLICATION:

A positive certification indicates that the District will be able to meet its financial obligations in the current and two future years.

COST ANALYSIS/FUNDING SOURCE:

There is no cost items associated with this report.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

SEPARATE ATTACHMENT

2018-2019 2nd Interim Budget

BOARD AGENDA

March 5, 2019

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Administrative Regulation and Board Policies – Second and Final Reading

BACKGROUND:

Administrative Regulation and Board Policy 3311.1 – Uniform Public Construction Cost Accounting Procedures

[AR/BP Added. To align with applicable statutes (CSBA)]

New policy and regulation include material formerly in BP/AR 3311 - Bids pertaining to requirements of the Uniform Public Construction Cost Accounting Act (UPCCAA). Policy also adds prohibition against splitting a project or purchase into smaller work orders in order to evade requirements for competitive bidding, and legal authority to suspend the UPCCAA bidding process for the replacement or repair of a school facility in cases of emergency. Regulation also clarifies the requirement to disseminate the bid notice to the district's list of contractors. Regulation updated to reflect NEW LAW (AB 2249) which revises the threshold amounts that determine the process that may be used to award contracts for public works. Regulation also revised to clarify requirements for informal bid notifications that must be sent to contractors and/or construction journals.

Board Policy 3350 – Travel Expenses

[BP Revised. To align with district practices]

Policy updated to reflect district practices.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING:

There are no costs associated to add/align with CSBA/district statutes.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

Westside Union ESD

Board Policy - New

Uniform Public Construction Cost Accounting Procedures

Business and Noninstructional Operations

BP 3311.1(a)

In awarding contracts for public works projects involving district facilities, the Governing Board desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law.

(cf. 3311 - Bids)

(cf. 7110 - Facilities Master Plan)

The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 22033)

Projects awarded through the UPCCAA shall be subject to the cost accounting procedures established by the California Uniform Construction Cost Accounting Commission. (Public Contract Code 22030)

Emergency Actions

When formal bids are required by law but an emergency necessitates immediate repair or replacements, the Board may, upon a four-fifths vote of the Board, proceed to replace or repair a facility without adopting plans, specifications, strain sheets, or working details or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board and/or contractor. The emergency action shall subsequently be reviewed by the Board in accordance with Public Contract Code 22050 and shall be terminated at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 1102, 22035, 22050)

(cf. 9323.2 - Actions by the Board)

Legal Reference:

PUBLIC CONTRACT CODE

1102 Definition of emergency

20110-20118.4 Local Agency Public Construction Act; school districts
22000-22020 California Uniform Construction Cost Accounting Commission
22030-22045 Alternative procedures for public projects (UPCCAA), especially:
22032 Applicability of procedures based on amount of project
22034 Informal bidding procedure
22035 Emergency need for repairs or replacement
22037-22038 Formal bidding procedures for projects exceeding \$175,000
22050 Alternative emergency procedures

Management Resources:

CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION
PUBLICATIONS

Cost Accounting Policies and Procedures Manual

Frequently Asked Questions

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

California Uniform Construction Cost Accounting Commission:

http://www.sco.ca.gov/ard_cuccac.html

Westside Union ESD

Administrative Regulation - New

Uniform Public Construction Cost Accounting Procedures

Business and Noninstructional Operations

AR 3311.1(a)

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of \$60,000 or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)

2. Contracts for public projects of \$200,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)

a. The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain further information about the project, and states the time and place for the submission of bids. This notice shall be disseminated by mail, fax, or email to either or both of the following:

(1) All contractors on a list of qualified contractors maintained by the district for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due

(2) All construction trade journals identified pursuant to Public Contract Code 22036

b. The district shall review the informal bids that were submitted and award the contract, except that:

(1) If all bids received through the informal process are in excess of \$200,000, the contract may be awarded to the lowest responsible bidder, provided that the Governing Board adopts a resolution with a four-fifths vote to award the contract at \$212,500 or less and the Board determines the district's cost estimate is reasonable.

(2) If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract.

3. Public projects of more than \$200,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)

a. Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:

(1) Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.

(2) By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. Such notice shall be sent at least 15 calendar days before the date that bids will be opened.

In addition to the notice required above, the district may give such other notice as it deems proper.

b. The district shall award the contract as follows:

(1) The contract shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the district may accept the one it chooses.

(2) At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.

(3) If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract.

(cf. 3311 - Bids)

(12/16) 12/18

Westside Union ESD

Board Policy - Revised

Travel Expenses

Business and Noninstructional Operations

BP 3350(a)

The Board of Trustees shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

(cf. 4131 - Staff Development)

(cf. 4131.5 - Professional Growth)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.

The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

All out-of-state travel for which reimbursement will be claimed shall have Board approval. Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.

(cf. 9240 - Board Development)

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Employees using District vehicles may not transport non-employees who are not themselves directly engaged in District-related business.

Legal Reference:

EDUCATION CODE

44016 Travel expense

44032 Travel expense payment

44033 Automobile allowance

44802 Student teacher's travel expense

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: August 17, 1998 Lancaster, California

BOARD AGENDA

March 5, 2019

TO: BOARD OF TRUSTEES

PREPARED BY: Wayne Trussell, Director of Maintenance, Operations & Facilities

SUBJECT: Bruns Belmont: Change Order 4 (Cottonwood Elementary Phase 2)

BACKGROUND:

Additions and credits to complete the Phase 2 Cottonwood STEAM Building Construction Project.

Additions to include items not shown on the contract documents. Add additional camera's for better security, slurry seal and stripe the existing parking lot, temporary fencing, add additional fire alarm devices, several credits for work that was deleted from the contract.

PROGRAM/EDUCATIONAL IMPLICATION:

Functionality and safety

COST ANALYSIS/FUNDING SOURCE:

Anaverde Settlement

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

AIA Document G701™ – 2001

Change Order

PROJECT <i>(Name and address):</i> Cottonwood E.S. - Phase 2 2740 West Avenue P8 Palmdale, CA 93551	CHANGE ORDER NUMBER: 004 DATE: January 2, 2019	OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i> Bruns Belmont Construction 1125 Mabury Road San Jose, CA 95133	ARCHITECT'S PROJECT NUMBER: 2540.200 CONTRACT DATE: December 1, 2016 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

See attached sheets for explanation.

The original Contract Sum was	\$ 11,203,962.00
The net change by previously authorized Change Orders	\$ 195,175.83
The Contract Sum prior to this Change Order was	\$ 11,399,137.83
The Contract Sum will be increased by this Change Order in the amount of	\$ 32,283.50
The new Contract Sum including this Change Order will be	\$ 11,431,421.33

The Contract Time will be increased by zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

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



FLEWELLING & MOODY
architects for education

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

CHANGE ORDER NO. 4
January 2, 2019

ITEM NO. 1

Description: Provide all credits, labor, and material for interior door hardware revisions, per Instruction Bulletin No. 37.

Requested By: District

Reason: Original BBC hardware sets not consistent with District standards. Hardware sets were revised to comply with District standards.

Cost: ADD: \$0.00

Time Extension: 0 days

ITEM NO. 2

Description: Provide all labor and material necessary to provide additional temporary fencing for temporary student walkway and access route through the current construction zone at southwest corner of the campus.

Requested By: District

Reason: Unforeseen condition as a result of Phasing construction.

Cost: ADD: \$1,666.50

Time Extension: 0 days

ITEM NO. 3

Description: Provide all labor and material necessary to disconnect and reconnect the water service per relocation of fire hydrant.

Requested By: District

Reason: Costs not originally included in General Contractor bid.

Cost: ADD: \$2,736.00

Time Extension: 0 days



FLEWELLING & MOODY
architects for education

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

ITEM NO. 4

Description: City of Palmdale's inspection fees for the duration of offsite scope of work, per Instruction Bulletin No. 17.

Requested By: District

Reason: Inspection fees are reimbursable to General Contractor by Owner.

Cost: ADD: \$1,440.00

Time Extension: 0 days

ITEM NO. 5

Description: Provide credit to omit 1/2" plywood at perimeter walls under platform/stage area, per Instruction Bulletin No. 38.

Requested By: District

Reason: Field layout conflict with fire sprinkler system required elimination of plywood.

Cost: DEDUCT: -\$451.00

Time Extension: 0 days

ITEM NO. 6

Description: Provide all labor and material necessary to provide additional electrical rough-in for (1) new, exterior security camera, per Instruction Bulletin No. 39.

Requested By: District

Reason: Added scope not originally shown on dimension data drawings.

Cost: ADD: \$651.00

Time Extension: 0 days



FLEWELLING & MOODY
architects for education

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

ITEM NO. 7

Description: Provide all labor and material necessary to provide additional fire alarm rough-in, cabling, equipment, pull stations, termination and test reports, per Instruction Bulletin No. 41.

Requested By: District

Reason: Added scope required to comply with fire alarm codes.

Cost: ADD: \$16,914.00

Time Extension: 0 days

ITEM NO. 8

Description: Provide all labor and material necessary for credit to omit back-up battery that was originally specified for the Rhino gate.

Requested By: District

Reason: Alternate power source was used in lieu of batteries.

Cost: DEDUCT: -\$1,853.00

Time Extension: 0 days

ITEM NO. 9

Description: Provide all labor and material necessary to fill cracks, seal coat and re-stripe existing parking area, as well as temporary stripe parking stalls in both parking areas, per Instruction Bulletin No. 45.

Requested By: District

Reason: Added contract scope by District to refurbish existing parking lot.

Cost: ADD: \$11,180.00

Time Extension: 0 days



FLEWELLING & MOODY
architects for education

December 20, 2018

Brian Lyons
BRUNS BELMONT CONSTRUCTION
1125 Mabury Road
San Jose, CA 95133

RE: **Cottonwood Elementary School – Phase 2**
Westside Union School District
Flewelling & Moody Job No. 2540.200

Dear Mr. Lyons,

On behalf of the Westside Union School District, your Proposed Change Order No. 34, for interior door hardware revisions per Instruction Bulletin No. 37, in the amount of \$0.00, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey
Paula Sterk
Wayne Trussell
Kelly Maynard
Frank Large
Irvine Carrillo
Ann Martinez

Bruns Belmont Construction1125 Mabury Road
San Jose, CA 95133Phone: 408.977.1708
Fax: 408.971.3534**PCO #34 - IB #37****BBC Job #6403 & #6404****PROJECT: Cottonwood S.T.E.A.M.**
2740 West Ave. P-8
Palmdale, CA 93551**DATE: 4.9.18****TO: Westside Union School District**
41914 No. 50th Street West
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Building:**

Interior Door Hardware Revisions:

*There are no additional costs or credits for this revision. The Districts hardware consultant did not have this information when reviewing our hardware submittal (#56, 56R), therefore the hardware was not included.*Excluded: ****Any other work not mentioned in this proposal**

Item	Description	Quantity		
Labor:			Labor:	\$0.00
Material:			Material:	\$0.00
			Tax 9%:	
Subcontractor:			Subcontractor:	

Additional Time Allowance None

Description	Mark Up Percent	Subtotal	Mark Up Amount
BBC Mark up	10%		\$0.00
Subtotal			<u>\$0.00</u>
Bond	1.0%		
Total:			No Charge

By: _____

By: Leslie Puccio

Date: _____

Date: 4.9.18



FLEWELLING & MOODY

architects for education

INSTRUCTION BULLETIN

LA Office
815 Colorado Blvd., 2nd Floor
Los Angeles, CA 90041
323.543.8390
323.543.8198 FAX

Lancaster Office
1035 West Lancaster Blvd.
Lancaster, CA 93534
661.949.0771
661.949.2843 FAX

I.B. No. 37

Project: Cottonwood Elementary School –
S.T.E.A.M. Building
To: Dimension Data / Tet-Pro

Project No.: 2540.0200

Attention: Holly Clark / Enrique Contreras

Date: March 30, 2018

DESCRIPTION OF WORK TO BE PERFORMED:

Reference Floor Plan AA1.0 & Sheet TC-1.04:

Electronic Hardware shall be deleted and credit shall be provided to District for door numbers:

- Door No. 824
- Door No. 826
- Door No. 832
- Door No. 835
- Door No. 845
- Door No. 847
- Door No. 850
- Door No. 853

Provide Hardware Sets as per IB#25.

1.	<input checked="" type="checkbox"/>	A cost proposal is requested for the listed items. Do not proceed with the work until written approval is received.
2.	<input type="checkbox"/>	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
3.	<input checked="" type="checkbox"/>	Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated. Failure to notify the Architect in writing prior to proceeding with this work shall constitute acceptance.
4.	<input type="checkbox"/>	All construction work associated with CCD – category type A requires DSA approval and shall not begin until all required documentation is submitted in accordance with PR13-01 and approved by DSA.

Irvine Garrillo

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



FLEWELLING & MOODY

architects for education

May 1, 2018

Leslie Puccio
BRUNS BELMONT CONSTRUCTION
1125 Mabury Road
San Jose, CA 95133

RE: **Cottonwood Elementary School – Phase 2**
Westside Union School District
Flewelling & Moody Job No. 2540.200

Dear Mrs. Puccio:

On behalf of the Westside Union School District, your Proposed Change Order No. 35, to provide additional temporary fencing for temporary student walkway and access route through the current construction zone at southwest corner of the campus, in the amount of \$1,666.50, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey
Paula Sterk
Wayne Trussell
Kelly Maynard
Frank Large
Irvine Carrillo

Bruns Belmont Construction

1125 Mabury Road
San Jose, CA 95133

Phone: 408.977.1708
Fax: 408.971.3534

PCO #35

BBC Job #6403 & #6404

PROJECT: Cottonwood S.T.E.A.M.
2740 West Ave. P-8
Palmdale, CA 93551

DATE: 4.30.18

TO: Westside Union School District
41914 No. 50th Street West
Quartz Hill, CA 93536-2936

DESCRIPTION OF PROPOSAL

Site:

Provide additional temporary fencing for temporary student walkway & access route through the current construction zone at the Southwest corner of the Campus. This temporary walkway is deemed necessary due to the shutdown of sidewalk along Avenue P-8 for the fire hydrant relocation work per I.B. #17 but was not included in the scope or work of our previous proposal for I.B. #17.

Excluded: ****Any other work not mentioned in this proposal**

Item	Description	Quantity		
Labor:			Labor:	\$0.00
Material:			Material:	\$0.00
			Tax 9%:	
Subcontractor:	Cal Fencing	\$1,500.00	Subcontractor:	<u>\$1,500.00</u>

Additional Time Allowance None

		Subtotal	\$1,500.00
Description	Mark Up Percent	Mark Up Amount	
BBC Mark up	10%	\$150.00	\$150.00
			<u>\$1,650.00</u>
Subtotal			
Bond	1.0%		<u>\$16.50</u>
		Total:	<u>\$1,666.50</u>

By: _____

By: Leslie Puccio

Date: _____

Date: 4.30.18

Invoice # TF04202018-1
California Fencing, Inc.

41918 Firenze Street
Lancaster, CA 93536
Office 661-948-8860
Fax 661-427-0880
License # 898483
DIR # 1000007315
SB # 1548000

Date: 4/20/2018

Name: Bruns Belmont

Job Contact: Leslie

Billing Contact:

Job Address: Cottonwood Elementary School

Phone Number:

Phone Number:

Email: lpuccl@1125maburyrd.com

Email:

<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total</u>
Temp, 6' Chain Link Fencing w/ Sand Bags - 135'lf	1	\$ 1,500.00	\$ 1,500.00
			\$ -
			\$ -
Price is for 1 month rental, set-up, and take down.			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<u>Original contract</u>			<u>\$ 1,500.00</u>

Total Due: \$ 1,500.00



FLEWELLING & MOODY

architects for education

May 1, 2018

Leslie Puccio
BRUNS BELMONT CONSTRUCTION
1125 Mabury Road
San Jose, CA 95133

RE: Cottonwood Elementary School – Phase 2
Westside Union School District
Flewelling & Moody Job No. 2540.200

Dear Mrs. Puccio:

On behalf of the Westside Union School District, your Proposed Change Order No. 36, to disconnect and reconnect the water service per relocation of fire hydrant, in the amount of \$2,736.00, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey
Paula Sterk
Wayne Trussell
Kelly Maynard
Frank Large
Irvine Carrillo

Bruns Belmont Construction

1125 Mabury Road
San Jose, CA 95133

Phone: 408.977.1708
Fax: 408.971.3534

PCO #36

BBC Job #6403 & #6404

PROJECT: Cottonwood S.T.E.A.M.
2740 West Ave. P-8
Palmdale, CA 93551

DATE: 4.30.18

TO: Westside Union School District
41914 No. 50th Street West
Quartz Hill, CA 93536-2936

DESCRIPTION OF PROPOSAL

Site:

Additional premium time labor necessary to perform the disconnection and reconnection of the water service to perform I.B. #17 work.
Per LACWD (Adrian), the 12" domestic water valves serving the Cottonwood Campus are connected to the site fire water. In order to relocate the fire hydrant, the fire water service must be shut off, which will shut off domestic water supply therefore requiring this work to be performed during a school holiday or a non-school day.

This information was not included in IB instructions and was unknown to BBC until our coordination with LACWD began therefore, we did not include overtime labor.

Excluded: **Any other work not mentioned in this proposal

Item	Description	Quantity		
Labor:	BBC Superintendent 4 hrs @ \$95 = \$ 380.		Labor:	\$380.00
Material:			Material:	\$0.00
			Tax 9%:	
Subcontractor:	Pro Craft	\$2,065.00	Subcontractor:	<u>\$2,065.00</u>

Additional Time Allowance None

Description	Mark Up Percent	Subtotal	Mark Up Amount
BBC Mark up	10%	\$2,065.00	\$206.50
BBC Mark up	15%	\$380.00	\$57.00
Subtotal			\$2,708.50
Bond	1.0%		\$27.09
Total:			\$2,736.00

By: _____

By: Leslie Puccio

Date: _____

Date: 4.30.18

Pro-Craft Construction, Inc.
 31597 Outer Hwy 10
 Suite B
 Redlands CA 92373
 www.procraftconstructioninc.com
 909-790-5222
 909-797-2812



Change Order Request

COR Number: 0006

Date: 4/27/2018

Project Number: 16073

Contract Date: 11/18/2016

To:	Project:
Bruns Belmont Construction, Inc. P.O. Box 612707 San Jose CA 95131-2707	Cottonwood ES New Construction of STEAM 2740 West Ave, P-8 Palmdale CA 93551

Description of Change: OT costs related to Saturday work

OT costs related to Saturday work

Proposed Change Order Amount \$2,065.00

Additional Time required, does not include contract extension, if required 0 Day(s)

This change proposal is based on the usual cost elements such as labor, materials, and markup and does not include any amount for impacts such as interference, disruptions, rescheduling, and change in the sequence of work, delays and /or associated acceleration. We expressly reserve the right to submit our request for any of these items should we be faced with performing work under any of these conditions.

This cost proposal supersedes all previously submitted cost proposals relating to this same work. The work of other trades, which may be required to complete this change order, is not a part of this change proposal.

This quote is valid for thirty (30) calendar days from the above date and void thereafter. All work affected by either the acceptance or rejection of the enclosed change order quotation is on hold pending notification.



CHANGE ORDER REQUEST

TO:
 ATTN:
 DATE: 4/27/2018
 JOB NAME 16073-06
 RELATED DOC:

LABOR	Hours	Rate	Total
General Foreman		\$97.67	\$0.00
Foreman	20.00	\$30.37	\$607.40
Plumber	20.00	\$29.12	\$582.40
Operator	20.00	\$29.40	\$588.00
Laborer		\$69.07	\$0.00
Welder		\$200.00	\$0.00
Overtime		\$0.00	\$0.00
Procurement & Delivery		\$65.00	\$0.00
Asbuilts		\$97.67	\$0.00
Clean Up		\$72.74	\$0.00
Equipment Delivery		\$125.00	\$0.00
LABOR SUBTOTALS			\$1,777.80

MATERIAL	Description	QTY	Unit Price	Total
	Detail Sheet (attached)	1.00		\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
	Sub Total			\$0.00
	Sales Tax		9.50%	\$0.00
	MATERIAL SUBTOTALS			\$0.00

EQUIPMENT	Unit	Rate	Total
General Foreman Truck	-	\$21.35	\$0.00
Foreman Truck		\$21.35	\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
EQUIPMENT SUBTOTAL			\$0.00

SUBCONTRACTOR SUBTOTAL			Total
			\$0.00

COMMENTS	OH&P	Summary	Total
		LABOR SUBTOTAL	\$1,777.80
		MATERIAL SUBTOTAL	\$0.00
		EQUIPMENT SUBTOTAL	\$0.00
		SUBCONTRACTOR SUBTOTAL	\$0.00
		COST SUBTOTAL	\$1,777.80
	15%	LABOR OH&P	\$266.67
	15%	MATERIAL OH&P	\$0.00
	15%	EQUIP OH&P	\$0.00
		Credit	
		COST W/MARKUP SUBTOTAL	\$2,044.47
	1.0%	Bonds & Ins.	\$20.44
Additional Time: 0	Contract Extension: NO	QUOTED PRICE	\$2,064.91



FLEWELLING & MOODY
architects for education

December 20, 2018

Brian Lyons
BRUNS BELMONT CONSTRUCTION
1125 Mabury Road
San Jose, CA 95133

RE: Cottonwood Elementary School – Phase 2
Westside Union School District
Flewelling & Moody Job No. 2540.200

Dear Mr. Lyons,

On behalf of the Westside Union School District, your Proposed Change Order No. 37, for City of Palmdale's inspection fees for the duration of offsite scope of work per Instruction Bulletin No. 17, in the amount of \$1,440.00, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey
Paula Sterk
Wayne Trussell
Kelly Maynard
Frank Large
Irvine Carrillo
Ann Martinez

Bruns Belmont Construction

1125 Mabury Road
San Jose, CA 95133

Phone: 408.977.1708
Fax: 408.971.3534

PCO #37

BBC Job #6403 & #6404

PROJECT: Cottonwood S.T.E.A.M.
2740 West Ave. P-8
Palmdale, CA 93551

DATE: 5.3.18

TO: Westside Union School District
41914 No. 50th Street West
Quartz Hill, CA 93536-2936

DESCRIPTION OF PROPOSAL

Site:

*City of Palmdale Inspection fee's required for the duration of this offsite scope of work.
Required Inspection fee's are for two (2) full day, special inspections.*

IB #17

Inspection fee's require upfront, full payment prior to commencement of work. BBC has paid the costs noted below.

Excluded: ** Inspection fee's and special inspections are not covered in BBC PCO.

Item	Description	Quantity		
Labor:			Labor:	\$0.00
Material:			Material:	\$0.00
			Tax 9%:	
Subcontractor:	City of Palmdale		Subcontractor:	<u>\$1,440.00</u>
	2 full day/ 8 hour inspections @ \$90/hr.			

Additional Time Allowance None

Description	Mark Up Percent	Subtotal	Mark Up Amount
BBC Mark up	10%	\$0.00	\$0.00
BBC Mark up	15%	\$0.00	\$0.00
			<u>\$0.00</u>
Subtotal			
Bond	1.0%		<u>\$0.00</u>
		Total:	\$1,440.00

By: _____
Date: _____

By: Leslie Puccio
Date: 5.3.18



FLEWELLING & MOODY
architects for education

December 20, 2018

Brian Lyons
BRUNS BELMONT CONSTRUCTION
1125 Mabury Road
San Jose, CA 95133

RE: **Cottonwood Elementary School – Phase 2**
Westside Union School District
Flewelling & Moody Job No. 2540.200

Dear Mr. Lyons,

On behalf of the Westside Union School District, your Proposed Change Order No. 38, to omit ½" plywood at perimeter walls under platform/stage area per Instruction Bulletin No. 38, in the amount of <-\$451.00>, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey
Paula Sterk
Wayne Trussell
Kelly Maynard
Frank Large
Irvine Carrillo
Ann Martinez

Bruns Belmont Construction

1125 Mabury Road
San Jose, CA 95133

Phone: 408.977.1708
Fax: 408.971.3534

PCO #38 / IB #38

BBC Job #6403 & #6404

PROJECT: Cottonwood S.T.E.A.M.
2740 West Ave. P-8
Palmdale, CA 93551

DATE: 5.7.18

TO: Westside Union School District
41914 No. 50th Street West
Quartz Hill, CA 93536-2936

DESCRIPTION OF PROPOSAL

Building:

Omit 1/2" plywood at perimeter walls under Platform (Stage) area, per I. B. #39. 38.

Platform Storage

Excluded: Any other work not mentioned in this proposal.

Item	Description	Quantity		
Labor:	Carpenter, 4hrs @ \$90.20/hr =	-\$360.80	Labor:	(\$360.80)
Material:	1/2" Plywood -	\$114.00	Material:	(\$104.00)
			Tax 9%:	(\$9.62)
Subcontractor:			Subcontractor:	<u>\$0.00</u>

Additional Time Allowance None

		Subtotal	(\$474.42)
Description	Mark Up Percent		Mark Up Amount
BBC Mark up	5%	(\$474.42)	\$23.72 (\$450.70)
			\$0.00 \$0.00
Subtotal			
Bond	1.0%		\$0.00
		Total:	(\$451.00)

By: _____

By: Leslie Puccio

Date: _____

Date: 5.7.18



FLEWELLING & MOODY

architects for education

INSTRUCTION BULLETIN

LA Office
815 Colorado Blvd., 2nd Floor
Los Angeles, CA 90041
323.543.8300
323.543.8198 FAX

Lancaster Office
1035 West Lancaster Blvd.
Lancaster, CA 93534
661.949.0771
661.949.2843 FAX

I.B. No. 38

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

Project No.: 2540.0200

Attention: Leslie Puccio

Date: May 1, 2018

DESCRIPTION OF WORK TO BE PERFORMED:s

Reference 1/AA1.0:

Delete under stage plywood at perimeter walls as per CCDA#10 Approved Drawing. Provide credit to District for deleted scope.

- | | | |
|----|-------------------------------------|--|
| 1. | <input checked="" type="checkbox"/> | A cost proposal is requested for the listed items. Do not proceed with the work until written approval is received. |
| 2. | <input type="checkbox"/> | A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued. |
| 3. | <input type="checkbox"/> | Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated. Failure to notify the Architect in writing prior to proceeding with this work shall constitute acceptance. |
| 4. | <input type="checkbox"/> | All construction work associated with CCD – category type A requires DSA approval and shall not begin until all required documentation is submitted in accordance with PR13-01 and approved by DSA. |

Irvine Carrillo

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



FLEWELLING & MOODY

architects for education

December 20, 2018

Brian Lyons
BRUNS BELMONT CONSTRUCTION
1125 Mabury Road
San Jose, CA 95133

RE: **Cottonwood Elementary School – Phase 2**
Westside Union School District
Flewelling & Moody Job No. 2540.200

Dear Mr. Lyons,

On behalf of the Westside Union School District, your Proposed Change Order No. 39, to provide additional electrical rough-in for (1) new, exterior security camera per Instruction Bulletin No. 39, in the amount of \$651.00, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey
Paula Sterk
Wayne Trussell
Kelly Maynard
Frank Large
Irvine Carrillo
Ann Martinez

Bruns Belmont Construction1125 Mabury Road
San Jose, CA 95133Phone: 408.977.1708
Fax: 408.971.3534

PCO #39 / IB #39

BBC Job #6403 & #6404**PROJECT: Cottonwood S.T.E.A.M.**
2740 West Ave. P-8
Palmdale, CA 93551**DATE: 5.7.18****TO: Westside Union School District**
41914 No. 50th Street West
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Building:***Provide additional electrical rough-in for one (1) new, exterior security camera, per I.B. #39. Three (3) new interior camera's are mounted in the ceiling, therefore no additional rough-in on our part is not necessary.*Excluded: *Devices, Cabling, Equipment, Termination
Any other work not mentioned in this proposal.*

Item	Description	Quantity		
Labor:	Electrician, 4 hrs @ \$ 101.95 = \$ 407.80		Labor:	\$407.80
Material:	Misc. electrical material		Material:	\$140.00
			Tax 9%:	\$12.95
Subcontractor:			Subcontractor:	<u>\$0.00</u>

Additional Time Allowance None

Description	Mark Up Percent	Subtotal	Mark Up Amount
BBC Mark up	15%	\$560.75	\$84.11
Subtotal			<u>\$651.14</u>
Bond	1.0%		<u>\$6.45</u>
		Total:	\$651.00

By: _____

By: Leslie Puccio

Date: _____

Date: 5.7.18



FLEWELLING & MOODY
architects for education

INSTRUCTION BULLETIN

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

I.B. No. 39

Project: Cottonwood Elementary School – Project No.: 2540.0200
S.T.E.A.M. Building
To: Bruns Belmont Construction / Tel-Pro
Attention: Leslie Puccio / Amanda Unger
Date: May 2, 2018

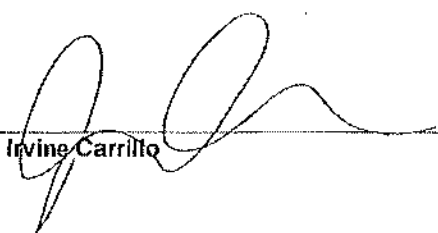
DESCRIPTION OF WORK TO BE PERFORMED:

Reference IB#3 Dimension Data Drawings:

Provide (1) additional exterior camera and (3) interior camera at locations indicated on attached BD drawings.

- | | | |
|----|-------------------------------------|--|
| 1. | <input checked="" type="checkbox"/> | A cost proposal is requested for the listed items. Do not proceed with the work until written approval is received. |
| 2. | <input type="checkbox"/> | A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued. |
| 3. | <input type="checkbox"/> | Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated. Failure to notify the Architect in writing prior to proceeding with this work shall constitute acceptance. |
| 4. | <input type="checkbox"/> | All construction work associated with CCD – category type A requires DSA approval and shall not begin until all required documentation is submitted in accordance with PR13-01 and approved by DSA. |

** BCC Rough-in only.*


Irvine Carrillo

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



FLEWELLING & MOODY

architects for education

May 31, 2018

Leslie Puccio
BRUNS BELMONT CONSTRUCTION
1125 Mabury Road
San Jose, CA 95133

RE: **Cottonwood Elementary School – Phase 2**
Westside Union School District
Flewelling & Moody Job No. 2540.200

Dear Mrs. Puccio:

On behalf of the Westside Union School District, your Proposed Change Order No. 40, to provide additional fire alarm rough-in, cabling, equipment, pull stations, termination and test reports per Instruction Bulletin No. 41, in the amount of \$16,914.00, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey
Paula Sterk
Wayne Trussell
Kelly Maynard
Frank Large
Irvine Carrillo

Bruns Belmont Construction

1125 Mabury Road
San Jose, CA 95133

Phone: 408.977.1708
Fax: 408.971.3534

PCO #40 / IB #41

BBC Job # 6403 & #6404

PROJECT: Cottonwood S.T.E.A.M.
2740 West Ave. P-8
Palmdale, CA 93551

DATE: 5.21.18

TO: Westside Union School District
41914 No. 50th Street West
Quartz Hill, CA 93536-2936

DESCRIPTION OF PROPOSAL

Fire Alarm Additions in Building;

*Provide additional fire alarm rough-in, cabling, equipment, pull stations, termination and test reports, per I.B. #41.
Work required demo at finished wall in two (2) locations, necessary for new device rough-in.*

Excluded: Overtime, Any other work not mentioned in this proposal.

Item	Description	Quantity		
Labor:	BBC Electrician, 28 hrs @ \$101.95 = \$2,854.60 BBC Carpenter, 8 hrs @ \$90.20 = \$721.60 <i>(2 men/2 hrs Demo, 2 men/2 hrs Replacement drywall & tackpanel)</i>		Labor:	\$3,576.20
Material:	Electrical conduit, misc., boxes, fasteners and misc. electrical fittings, \$359. Drywall, tackpanel, fasteners, \$205		Material:	\$564.00
			Tax 9%:	\$53.58
				\$4,193.78
Subcontractor:	Universal Electronic Alarms, Inc.		Subcontractor:	\$10,840.00

Additional Time Allowance None

Description	Mark Up Percent	Subtotal	Mark Up Amount
BBC Mark up	15%	\$4,193.78	\$629.07
	10%	\$10,840.00	\$1,084.00
Subtotal			\$16,746.85
Bond	1.0%		\$167.47
		Total:	\$16,914.00

By: _____

By: Leslie Puccio

Date: _____

Date: 5.21.18



FLEWELLING & MOODY
architects for education

INSTRUCTION BULLETIN

LA Office
815 Colorado Blvd., 2nd Floor
Los Angeles, CA 90041
323.543.8300
323.543.8198 FAX

Lancaster Office
1035 West Lancaster Blvd.
Lancaster, CA 93534
661.949.0771
661.949.2843 FAX

I.B. No. 41

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

Project No.: 2540.0200

Attention: Leslie Puccio

Date: May 16, 2018

DESCRIPTION OF WORK TO BE PERFORMED:

Reference attached IB#41 Bulletin Drawings. Provide additional F/A devices as shown.

1.	<input checked="" type="checkbox"/>	A cost proposal is requested for the listed items. Do not proceed with the work until written approval is received.
2.	<input type="checkbox"/>	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
3.	<input type="checkbox"/>	Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated. Failure to notify the Architect in writing prior to proceeding with this work shall constitute acceptance.
4.	<input type="checkbox"/>	All construction work associated with CCD - category type A requires DSA approval and shall not begin until all required documentation is submitted in accordance with PR13-01 and approved by DSA.


Irvine Carrillo

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



Universal Electronic Alarms, Inc.

Contractor's License
Number 77815

Phone (661) 948-1515 Fax (661) 940-8669
709 West Ave I, Lancaster, Ca 93534
Alarm Co. Operator # AC05429

Customer: Cottonwood Steam-Add #1
Proposal # 18-0517-b11

May 17, 2018

Bruins Belmont Construction
P.O. Box 612707
San Jose, CA 95161

Attn: Estimator

Re: Cottonwood STEAM Bldg, Addendum #1 (Due to I.B. No #41)

Universal Electronic Alarms Inc is pleased to offer for your consideration the following quotation that includes the Fire Alarm System Additions:

- Total amount material = \$6,430.00
 - Tax per LA County = \$ 610.00
 - Total Labor Charges = \$3,800.00
- \$10,840.00 Grand total**

The following is included in our proposal:

1. Provide & install equipment listed in bill of material
2. Wire & wiring installation
3. Programming
4. Initial and final testing
5. Test reports

Exclusions

1. Acceptable A/C power & ground by others.
2. Acceptable conduit and boxes with pull string as needed, by others (including any paths between buildings)
3. Manufacturer's special backboxes provided by Universal Electronic Alarms, however installation by electrical contractor.



Universal Electronic Alarms, Inc.

Contractor's License
Number 77815

Phone (661) 948-1515 Fax (661) 940-8669
709 West Ave I, Lancaster, Ca 93534
Alarm Co. Operator # ACO5429

Customer: Cottonwood Steam-Add #1
Proposal # 18-0517-bl1

EQUIPMENT / BILL OF MATERIAL

QTY	DESCRIPTION/PART NUMBER
1	NCA-2, Network Control Annunciator
1	Cabinet & chassis for annunciator
2	Network control modules (via wire)
1	DAA2-5025, Audio amplifier
1	Remote paging unit (RPU)
1	Cabinet & microphone for RPU
1	Cabinet with door for Audio Amplifier
2	Backup batteries for audio amplifier
1	Battery Cabinet
1	Seismic kit for batteries
3	SPSR Speaker/Strobes
1	Pull Station
1	Lot wiring

Thank you for the opportunity to submit our proposal for your consideration. If you need more information or have any questions, contact our office @ 661-948-1515.

Sincerely,

Ivan Sanchez
Project Manager
IS/BL



FLEWELLING & MOODY

architects for education

December 20, 2018

Brian Lyons
BRUNS BELMONT CONSTRUCTION
1125 Mabury Road
San Jose, CA 95133

RE: **Cottonwood Elementary School – Phase 2**
Westside Union School District
Flewelling & Moody Job No. 2540.200

Dear Mr. Lyons,

On behalf of the Westside Union School District, your Proposed Change Order No. 41, for credit to omit back-up battery that was originally specified for the Rhino gate, in the amount of <-\$1,853.00>, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey
Paula Sterk
Wayne Trussell
Kelly Maynard
Frank Large
Irvine Carrillo
Ann Martinez

Bruns Belmont Construction1125 Mabury Road
San Jose, CA 95133Phone: 408.977.1708
Fax: 408.971.3534**PCO #41****BBC Job #6403 & #6404**

PROJECT: Cottonwood S.T.E.A.M.
2740 West Ave. P-8
Palmdale, CA 93551**DATE:** 7.3.18**TO:** Westside Union School District
41914 No. 50th Street West
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL****Site:***Credit for omitted back-up battery originally specified for the Rhino gate.*

RFI #36

Excluded: Any other work not mentioned in this proposal.

Item	Description	Quantity		
Labor:			Labor:	\$0.00
Material:			Material:	\$0.00
			Tax 9%:	
Subcontractor:	Cal Fencing		Subcontractor	<u>(\$1,765.00)</u>

Additional Time Allowance None

		Subtotal	<u>(\$1,765.00)</u>
Description	Mark Up Percent		Mark Up Amount
BBC Mark up	5%	<u>(\$88.00)</u>	<u>(\$88.00)</u>
BBC Mark up	15%	<u>\$0.00</u>	<u>\$0.00</u>
Subtotal			<u>(\$1,853.00)</u>
Bond	1.0%		
		Total:	<u>(\$1,853.00)</u>

By: _____

By: Leslie Puccio

Date: _____

Date: 7.3.18

California Fencing, Inc.

41918 Firenze Street
Lancaster, CA 93536
Office 661-948-8860
Fax 661-948-8830
License # 898483

DATE: 07/2/18

Name: Bruns Belmont Construction, Inc.

Job Contact:

Phone Number:

Email:

Billing Contact:

Phone Number:

Email:

JOB ADDRESS: Cottonwood Elementary School - STEAM Phase 2

Material			
	Units	Cost Per Unit	Total
Battery Back-up System	-1	\$ 1,300.00	\$ (1,300.00)
			\$ -
			\$ -
		Total =	\$ (1,300.00)
Labor			
	Hours	Hourly Pay Rate	Total
Foreman	-1.75	\$ 67.05	\$ (117.34)
Laborer 1	-1.75	\$ 67.05	\$ (117.34)
		Total =	\$ (234.68)
Overhead and Profit		15%	\$ (230.20)
		Total	\$ (1,764.88)



FLEWELLING & MOODY
architects for education

December 20, 2018

Brian Lyons
BRUNS BELMONT CONSTRUCTION
1125 Mabury Road
San Jose, CA 95133

RE: **Cottonwood Elementary School – Phase 2**
Westside Union School District
Flewelling & Moody Job No. 2540.200

Dear Mr. Lyons,

On behalf of the Westside Union School District, your Proposed Change Order No. 42R2, to fill cracks, seal coat and re-stripe existing parking area, as well as temporary stripe parking stalls in both parking areas per Instruction Bulletin No. 45, in the amount of \$11,180.00, has been accepted with no additional days. A formal change order is forthcoming.

Should you have any questions, please call our office.

Thank you,

Matt Buchanan

cc: Shawn Cabey
Paula Sterk
Wayne Trussell
Kelly Maynard
Frank Large
Irvine Carrillo
Ann Martinez

Bruns Belmont Construction1125 Mabury Road
San Jose, CA 95133Phone: 408.977.1708
Fax: 408.971.3534**PCO #42R2 / IB #45**BBC Job #6403 & #6404**PROJECT: Cottonwood S.T.E.A.M.**
2740 West Ave. P-8
Palmdale, CA 93551**DATE: 8.1.18 8.14.18****TO: Westside Union School District**
41914 No. 50th Street West
Quartz Hill, CA 93536-2936**DESCRIPTION OF PROPOSAL**

Site:

1. Existing parking area; Fill cracks, seal coat and re-stripe parking area.

IB #45

2. Temporary stripe parking stalls in both parking areas.

* Removed costs for play area slurry.

Excluded: Any other work or areas not mentioned in this proposal.

Item	Description	Quantity		
Labor:	BBC Supervision; 2 hrs @ \$95/hr = \$190.		Labor:	\$190.00
Material:			Material:	\$0.00
			Tax 9%:	
Subcontractor:	ANM #1 \$7,864		Subcontractor:	<u>\$9,864.00</u>
	ANM #2 \$2,000			
	<u>\$9,864</u>			

Additional Time Allowance None

Description	Mark Up Percent	Subtotal	Mark Up Amount
BBC Mark up	10%	\$9,864.00	\$986.40
BBC Mark up	15%	\$190.00	\$28.50
			<u>\$11,068.90</u>
Subtotal			
Bond	1.0%		<u>\$110.69</u>
		Total:	\$11,180.00

By: _____

By: Leslie Puccio

Date: _____

Date: 8.14.18



FLEWELLING & MOODY
architects for education

INSTRUCTION BULLETIN

LA Office
815 Colorado Blvd., 2nd Floor
Los Angeles, CA 90041
323.543.8300
323.543.8198 FAX

Lancaster Office
1035 West Lancaster Blvd.
Lancaster, CA 93534
661.949.0771
661.949.2843 FAX

I.B. No. 45

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

Project No.: 2540.0200

Attention: Leslie Puccio

Date: July 18, 2018

DESCRIPTION OF WORK TO BE PERFORMED:

Provide seal coat and restriping of the existing remaining asphalts areas in the parking lot.

1.	<input checked="" type="checkbox"/>	A cost proposal is requested for the listed items. Do not proceed with the work until written approval is received.
2.	<input type="checkbox"/>	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
3.	<input type="checkbox"/>	Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated. Failure to notify the Architect in writing prior to proceeding with this work shall constitute acceptance.
4.	<input type="checkbox"/>	All construction work associated with CCD – category type A requires DSA approval and shall not begin until all required documentation is submitted in accordance with PR13-01 and approved by DSA.


Irvine Carrillo

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



ANM Construction and Engineering, Inc.
 151 East Avenue H-8
 Lancaster, CA, 93535
 Phone 661-729-6200**Fax 661-729-6220
 License # 663054

Page 1

PROPOSAL

Owner: Cottonwood Elementary School - S.T.E.A.M. Building Date: 07/24/18
 Address: 2740 West Avenue P-8
 City/State: Palmdale, Ca.
 Contact: Leslie Puccio Phone: 408-977-1708 Fax: _____
 Email: lpuccio@1125maburyrd.com

We are pleased to submit the following bid: PAYMENT TERMS: Upon Completion

Job Location: 2740 West Avenue P-8, Palmdale, Ca.
 Job Description: J.B. No 45 Seal Coat and Restripe of the existing Parking Lot Areas

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	Hot Rubberized Crack Fill	7	Box	LS	\$3,731.00
2	One Coat Seal Coat	14,370	SF	LS	\$3,161.40
3	Re-Stripe Parking Stalls	1	LS	LS	\$972.00
TOTAL					\$7,864.40

THIS PRICE IS VALID FOR 30 DAYS

GENERAL CONDITIONS

- 1 Proposal is based on both parties reaching mutually agreeable terms and conditions prior to the start of work.
- 2 Owner/General Contractor must provide to ANM Construction the legal description of project property and the names and addresses of all contacts and lenders associated with the project.
- 3 A "Preliminary Lien Notice" will be issued on all projects. This is a legal precaution and is not a lien.
- 4 ANM Construction & Engineering will not guarantee drainage on asphalt with a slope of less than 1%.
- 5 Asphalt paving may experience "scuffing" due to vehicle movement in confined areas.
- 6 The language and conditions of this proposal must be included in any subsequent contracts.
- 7 Owner/General Contractor shall pay to ANM Construction all costs of collection, including but not limited to attorney's fees, court costs and filing fees in the event legal action or collection proceedings are brought pursuant to this proposal.
- 8 Unless otherwise agreed in writing by ANM Construction, all sums due under this Proposal are payable upon completion.
- 9 ANM Construction accepts credit cards. There will be a 3% surcharge added to the total cost.

GENERAL EXCLUSIONS

- 1 Permits, fees, or bond premiums unless specifically noted in this proposal.
- 2 Surveying, staking, testing or engineering.
- 3 Engineered traffic control plans.
- 4 Traffic Control.
- 5 Adjustment and/or relocation of existing utilities unless noted in the schedule values or Special Conditions.
- 6 Compaction testing, Grading.
- 7 Prime coat on subgrade or aggregate base.
- 8 2 Coat Seal Coat or fog seal on new or existing asphalt.
- 9 Development and/or implementation of Storm Water Pollution Prevention Plans unless noted herein.
- 10 Petromat, slurry seal.
- 11 Asphalt Overlay.
- 12 Asphalt Patching.
- 13 Asphalt Removals.
- 14 Skin Patching.
- 15 Concrete Work.
- 16 Landscape Work.
- 17 Saw Cutting and Removals.
- 18 Bumper Blocks.
- 19 Trunk Domes.
- 20 Speed Humps.
- 21 Curb Striping, Singage.
- 22 Herbicide or any other type of chemical applied to prevent weeds or grass from growing.
- 23 Water buy.

ACCEPTANCE OF PROPOSAL

 Hector Hermosillo
 ANM CONSTRUCTION & ENGINEERING

 AUTHORIZED SIGNATURE AND DATE



ANM Construction and Engineering, Inc.
 151 East Avenue H-8
 Lancaster, CA. 93535
 Phone 661-729-6200**Fax 661-729-6220
 License # 663054

Page 1

PROPOSAL

Owner: Coltonwood Elementary School - S.T.E.A.M. Building Date: 07/24/18
 Address: 2740 West Avenue P-8
 City/State: Palmdale, Ca.
 Contact: Leslie Puccio Phone: 408-977-1708 Fax: _____
 Email: lpuccio@1125insburyrd.com

We are pleased to submit the following bid: PAYMENT TERMS: Upon Completion

Job Location: 2740 West Avenue P-8, Palmdale, Ca.
 Job Description: Install Temporary Striping for Parking Stalls

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	Stripe Temporary Parking Stalls	1	LS	LS	\$2,000.00
TOTAL					\$2,000.00

THIS PRICE IS VALID FOR 30 DAYS

GENERAL CONDITIONS

- 1 Proposal is based on both parties reaching mutually agreeable terms and conditions prior to the start of work.
- 2 Owner/General Contractor must provide to ANM Construction the legal description of project property and the names and addresses of all contacts and lenders associated with the project.
- 3 A "Preliminary Lien Notice" will be issued on all projects. This is a legal precaution and is not a lien.
- 4 ANM Construction & Engineering will not guarantee drainage on asphalt with a slope of less than 1%.
- 5 Asphalt paving may experience "scuffing" due to vehicle movement in confined areas.
- 6 The language and conditions of this proposal must be included in any subsequent contracts.
- 7 Owner/General Contractor shall pay to ANM Construction all costs of collection, including but not limited to attorney's fees, court costs and filing fees in the event legal action or collection proceedings are brought pursuant to this proposal.
- 8 Unless otherwise agreed in writing by ANM Construction, all sums due under this Proposal are payable upon completion.
- 9 ANM Construction accepts credit cards. There will be a 3% surcharge added to the total cost.

GENERAL EXCLUSIONS

- 1 Permits, fees, or bond premiums unless specifically noted in this proposal.
- 2 Surveying, staking, testing or engineering.
- 3 Engineered traffic control plans.
- 4 Traffic Control.
- 5 Adjustment and/or relocation of existing utilities unless noted in the schedule values or Special Conditions.
- 6 Compaction testing, Grading.
- 7 Prime coat on subgrade or aggregate base.
- 8 2 Coat Seal Coat or Fog seal on new or existing asphalt.
- 9 Development and/or Implementation of Storm Water Pollution Prevention Plans unless noted herein.
- 10 Petromat, slurry seal.
- 11 Asphalt Overlay.
- 12 Asphalt Patching.
- 13 Asphalt Removals.
- 14 Skid Patching.
- 15 Concrete Work.
- 16 Landscape Work.
- 17 Saw Cutting and Removals.
- 18 Bumper Blocks.
- 19 Trunk Domes.
- 20 Speed Humps.
- 21 Curb Striping, Singage.
- 22 Herbicide or any other type of chemical applied to prevent weeds or grass from growing.
- 23 Water buy.

ACCEPTANCE OF PROPOSAL

 Hector Hermosillo
 ANM CONSTRUCTION & ENGINEERING

 AUTHORIZED SIGNATURE AND DATE