

TRONA JOINT UNIFIED SCHOOL DISTRICT

Trona, California 93562

Thursday, June 18th, 2020

Closed/Regular Session

Trona Library • 4:30 p.m./6:00 p.m.

Meeting: <https://youtu.be/99Nv1HRK3RE>

Until further notice, all Trona Joint Unified regular school board meetings will continue to be held in the Trona Library to allow for social distancing and are closed to public attendance. Only school board members and essential staff are allowed to be physically present, and will be seated the recommended distance from each other. Public participation is solely via written correspondence.

TO PARTICIPATE: email swright@tjUSD.net, or send mail ahead of time to the District Office at 83600 Trona Road, Trona, California, 93562. Meetings will be live streamed and will be available to view and the link provided above.

1. CALL TO ORDER

2. PUBLIC COMMENT

3. CLOSED SESSION (4:30 p.m.)

As provided by Government Code Section 54950 et seq., the Board may meet in Closed Session during the official portion of the meeting for consideration of agenda items on student discipline, litigation, property negotiation, employment matters, etc.

NEGOTIATIONS & RELATED MATTERS

GC §54957.6

Trona Classified Employees Association

PERSONNEL

GC §54957

Management

PERSONNEL

GC §54957

Management- Superintendent Search

4. INTRODUCTORY PROCEDURES (6:00 p.m.)

- A. Pledge of Allegiance
- B. Approval of Agenda
- C. Report of Closed Session
- D. Board Member Comments

- E. TTA Report
- F. TCEA Report
- G. Superintendent's Report
- H. Additional Reports
 - D. McCullar Emergency Repairs and updates
 - J. Wolfe

5. PUBLIC COMMENT

6. CONSENT CALENDAR – General Guidelines

Certain items require legal review/approval by the Board. Other items are for information/ review or approval. When Board members have questions about items included in the consent list, these items will be pulled out of this group and considered separately. The Superintendent recommends approval: (ACTION)

1	PAYROLL WARRANTS:	
		\$215,764
	Cert. Contract Payroll Warrants & EFT's	
	Class. Contract Payroll Warrants & EFT's	\$92,298
	Certificated Hourly/Daily Payroll – Warrants	
	Class. Hourly/Daily Payroll Warrants & EFT's	\$8,004
		\$32,518
	SUBTOTAL	
	Minus Worker's Comp. Reimbursement - <u>NO REIMBURSEMENTS</u> -	348,584
	TOTAL	\$0.00
		\$348,584
2	District Cash Receipts as of May 2020	\$3041.30
3	Accounts Receivable Transaction Report as of May 2020	\$3041.30
4	Revolving Cash Fund Report for May 2020	\$3,000.00
5	Accounts Payable	Attached
6	Purchase Orders	Attached
7	Budget Transfers	Attached
8	Royalties	0

7. PERSONNEL

- A. DISCUSSION/ACTION – The Acting Superintendent recommends approval of Temporary Cafeteria Worker (Summer Lunch Program).
- B. DISCUSSION/ACTION – The Acting Superintendent recommends approval of Temporary Cafeteria Worker (Summer Lunch Program).

- C. DISCUSSION/INFORMATIONAL – The Acting Superintendent accepts letter of retirement for employee #490 with retirement commencing June 5th 2020.
- D. DISCUSSION/ACTION – The Acting Superintendent recommends approval of Summer School Teachers.

8. BUSINESS

- A. DISCUSSION/ACTION – The Acting Superintendent recommends approval of County Form Number 1.
- B. DISCUSSION/ACTION – The Acting Superintendent recommends approval of County Form number 2
- C. DISCUSSION/ACTION – The Acting Superintendent recommends approval of JLG Contract - Auditor.
- D. DISCUSSION/ACTION – The Acting Superintendent recommends approval of Janet Malony - Consultant Contract.
- E. DISCUSSION/ACTION – The Acting Superintendent recommends approval of CSBA Membership.
- F. DISCUSSION/ACTION – The Acting Superintendent recommends approval of ACSA Membership.
- G. DISCUSSION/ACTION – The Acting Superintendent recommends approval of CASH Membership.
- H. DISCUSSION/ACTION – The Acting Superintendent recommends approval to send Austin Matzaganian to USC School Business Management Certificate Program.
- I. DISCUSSION/ACTION – The Acting Superintendent recommends approval of CIF Representative Forms.
- J. DISCUSSION/ACTION – The Acting Superintendent recommends approval of annual Department of Public Health Contract with San Bernardino County Public Health.
- K. DISCUSSION/ACTION – The Acting Superintendent recommends approval of Direct Certification of Free and Reduced Meal Application Confidential Treatment agreement # 20/21-0136.
- L. DISCUSSION/ACTION – The Acting Superintendent recommends approval of Red River Agreement.
- M. DISCUSSION/ACTION – The Acting Superintendent recommends approval of Elite Modular.

- N. DISCUSSION/ACTION – The Acting Superintendent recommends approval of Management Contract.
- O. DISCUSSION/ACTION – The Acting Superintendent recommends approval of Leighton Consulting Contract.
- P. DISCUSSION/ACTION – The Acting Superintendent recommends approval of SSDA Membership.
- Q. DISCUSSION/ACTION – The Acting Superintendent recommends approval All American Inspections Inc.
- R. DISCUSSION/ACTION – The Acting Superintendent recommends approval John R Beyeryl Inc

9. PUBLIC HEARING/DISCUSSION -

The Board is asked to conduct a public hearing for discussion of the 2020-2021 Budget for Trona Joint Unified School District.

OPEN:_____ CLOSED:_____

10. FUTURE MEETINGS

Special Setting Meeting Thursday, June 25th 2020 (Time tbd)
Regular Meeting Thursday, July 9th 2020
(Unless otherwise posted)
4:30 p.m./ 6:00 p.m. Open Session
Trona High School Library (at new location)

11. ADJOURNMENT

The Board allots time during the discussion of agenda items for members of the public to comment. Please raise your hand and wait to be acknowledged by the Board President, then stand before speaking.

Any 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 in the District Office locate at 83600 Trona Road, Trona, CA.

Note: Individuals who require special accommodation, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent's Office at least two days before the meeting date.

ITEM 7 - PERSONNEL

- A. The Acting Superintendent recommends approval of Temporary Cafeteria worker, Trudy Lindsey for the Summer lunch program, to be paid at minimum wage.
- B. The Acting Superintendent recommends approval of Temporary Cafeteria worker, Tracy Surlles for the Summer lunch program, to be paid at minimum wage.
- D. The Acting Superintendent recommends approval of Summer School Teachers as follows: Mike Lane, Valerie Gennrich, Cheryl Bridges, Sandra Pettyjohn, Wendy Scott, and Nicole Yeager.

ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Report Cover Sheet

General Settings

Report Name
Printed
District
Logon
Fiscal Year

ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
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2020

Filters

Fiscal Year:
Board Meeting Date:
From PO Effective Date:
To PO Effective Date:
Display Encumbrance by:
Sort By:
Include Completed POs:
Include Vendor Address:
Include COs:

2020
06/18/2020
05/01/2020
05/31/2020
Account
BoardDescription
PO
YES
NO
NO

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
Board of Trustees Meeting 06/18/2020

55 Trona Joint Unified School District

		Fiscal Year: 2020			
Purchase Order	Vendor	Description	Ln	Fu Rs Y Goal Func Obj Sch Mgmt	Encumbered
200350	CDW GOVERNMENT INC	OFFICE SUPPLIES	1	01-0000-0-0000-8110-4350-000-0000	251.01
				Total	251.01
200351	OFFICE DEPOT	STORAGE BOXES	1	01-0000-0-0000-7200-4350-000-0000	111.52
				Total	111.52
200352	CROWN AWARDS	STUDENT AWARDS/RECOGNITION	1	01-0000-0-1110-1000-4351-430-0000	670.91
				Total	670.91
200353	SWEETWATER	VIDEO/AUDIO EQUIPMENT	1	01-0001-0-0000-7110-4340-000-0000	502.52
			2	01-0001-0-0000-7110-4440-000-0000	646.45
				Total	1,148.97
200354	OFFICE DEPOT	OFFICE SUPPLIES	1	01-0000-0-0000-7200-4350-000-0000	52.50
				Total	52.50
200355	ARMOR ZONE	FOOTBALL SOCKS	1	01-0001-0-1500-4200-4310-430-0000	387.90
				Total	387.90
200356	MEDCO SUPPLY COMPANY	SPORT MEDICAL SUPPLIES	1	01-0001-0-1500-4200-4310-430-0000	656.94
				Total	656.94
200357	OFFICE DEPOT	INSTRUCTIONAL SUPPLIES FOR CLA	1	01-0000-0-1110-1000-4310-110-0000	85.05
				Total	85.05
200358	STAPLES	CLASSROOM SUPPLIES	1	01-0000-0-1110-1000-4310-110-0000	58.15
				Total	58.15
200359	ALL AMERICAN INSPECTION, INC.	DSA INSPECTION SERVICES FOR MO	1	01-0001-0-0000-8500-6250-430-EMRG	10,000.00
				Total	10,000.00
200360	FACILISERV	BLEACHER INSPECTION	1	01-0001-0-1500-8110-5810-430-0000	390.00
				Total	390.00
200361	OFFICE DEPOT	OFFICE SUPPLIES	1	01-0000-0-0000-2700-4350-430-0000	646.31
				Total	646.31
200362	RED RIVER TECHNOLOGY LLC	SERVER ENVIRONMENT REFRESH	1	01-0000-0-0000-7700-6445-000-0000	50,633.52
				Total	50,633.52


BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT
 Board of Trustees Meeting 06/18/2020

55 Trona Joint Unified School District

Fiscal Year: 2020

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
200363	BEST BUY	INSTRUCTIONAL MATERIALS & SUPP	1	01	0000	0	1110	1000	4310	110	0000	107.74
											Total	107.74
200364	JOHN R BYERLY INC	LAB TESTING AT EMERGENCY PORTA	1	01	0001	0	0000	8500	6400	000	EMRG	28,549.00
											Total	28,549.00
200365	THE GRAIDE NETWORK INC	INSTRUCTIONAL MATERIALS	1	01	0000	0	0000	0000	9330	000		6,600.00
											Total	6,600.00
200366	RESTAURANT EQUIPMENT SOLUTIONS	CAFETERIA - COLD FOOD SERVING	1	01	5314	0	0000	3700	4450	000	0000	2,308.17
											Total	2,308.17
200367	SHOUTPOINT INC	VOICE AND TEXT MESSAGES THROUGH	1	01	0000	0	0000	0000	9330	000		345.00
											Total	345.00
200368	OFFICE DEPOT	INSTRUCTIONAL SUPPLIES	1	01	0000	0	1110	1000	4310	430	0000	225.75
											Total	225.75
200369	DAILY JOURNAL CORPORATION	Publication of BID NOTICE	1	01	0001	0	0000	7200	5990	000	EMRG	1,330.56
											Total	1,330.56
Purchase Order Count: 20											Grand Total	104,559.00
Fund Summary:											Fund 01	104,559.00

The above Purchase Order(s) have been issued in accordance with the District's policies and procedures and are hereby recommended for approval.



 Authorized Agent

 Board Approval

ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Report Cover Sheet

General Settings

Report Name
Printed
District
Logon
Fiscal Year

Filters

Transaction Type:
Board Meeting Date:
From Transmittal Number:
To Transmittal Number:
Audit Type:
Fiscal Year:
Sort By:
Print Description:
Include Vendor Address:
Page Break By Transmittal:
Include Voided Transmittal:

ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
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ALL
06/18/2020
20000233
20000245
ALL
2020
Reference Number
Board Description
NO
NO
NO

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 06/18/2020

55 Trona Joint Unified School District

Fiscal Year: 2020

Transmittal Number: 20000233-0 AUDIT

Reference	Vendor	Description	Amount
PO200156-008	REMAC/SPURR	NATURAL GAS FY 19/20	2,615.99
PO200182-027	RIDGECREST SEPTIC SERVICE	PORTABLE TOILETS (EMERG)	2,600.00
PO200326-001	HORIZON MECHANICAL CONTRACTORS	POOL PUMP REPAIR	15,121.00
		Transmittal Total	20,336.99
		Fund Summary:	Fund 01
			20,336.99

Transmittal Number: 20000233-0

PO200065-015	TEL-TEC SECURITY SYSTEMS INC.	SECURITY SYSTM	945.00
PO200065-016	TEL-TEC SECURITY SYSTEMS INC.	SECURITY SYSTM	30.00
PO200066-013	KERN AUTO PARTS INC	PARTS	53.57
PO200072-005	A-Z BUS SALES INC.	REPAIRS	367.68
PO200128-009	SPARKLETT'S	BOTTLED WATER DELIVERY SERVICE	39.98
PO200160-004	STERICYCLE	BIOHAZARDOUS WASTE DISPOSAL	44.01
PO200182-025	RIDGECREST SEPTIC SERVICE	PORTABLE TOILETS (EMERG)	777.01
PO200182-026	RIDGECREST SEPTIC SERVICE	PORTABLE TOILETS (EMERG)	163.40
PO200182-028	RIDGECREST SEPTIC SERVICE	PORTABLE TOILETS (EMERG)	195.10
PO200232-008	PRAXAIR DISTRIBUTION INC	WELDING CLASS CYLINDER RENTAL	314.75
PO200243-017	VECTOR USA	MANAGEMENT SERVICE FEE	2,189.55
PO200348-001	ACADEMIC THERAPY PUBLICATIONS	TEST KIT MANUAL RETENTION AND	171.89
PV200273-001	VECTOR USA	MARCH - SERVICE HOURS	1,272.38
		Transmittal Total	6,564.32
		Fund Summary:	Fund 01
			6,564.32

Transmittal Number: 20000234-0 AUDIT

PO200153-008	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL SERVICES FY 19/20	13,334.38
PO200182-029	RIDGECREST SEPTIC SERVICE	PORTABLE TOILETS (EMERG)	3,250.00
PO200254-007	DART	TUITION & TRANSPORTATION SERVI	1,500.00
PV200274-001	DUDE SOLUTIONS	TRIP DIRECT	914.50
PV200275-001	DUDE SOLUTIONS	MAINTENANCE SOFTWARE	2,820.60
PV200277-001	VECTOR USA	SEPTEMBER SERVICE	2,835.00
PV200280-001	VECTOR USA	VECTOR NOVEMBER SERVICE	506.25
		Transmittal Total	25,160.73
		Fund Summary:	Fund 01
			25,160.73

Transmittal Number: 20000234-0

PO200126-009	SOUTHERN CALIFORNIA EDISON INC	ELECTRICITY SERVICES FY19/20	5,527.44
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BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 06/18/2020

Fiscal Year: 2020

55 Trona Joint Unified School District

Transmittal Number: 20000234-0				
Reference	Vendor	Description	Amount	
PO200144-005	PITNEY BOWES GLOBAL FINANCIAL	POSTAGE MACHINE LEASE FY 19/20	500.00	
PO200322-001	LA ZOO	LA ZOO FIELD TRIP	57.00	
PO200339-002	HORIZON MECHANICAL CONTRACTORS	LMI PUMP FOR POOL	1,253.00	
PV200276-001	PRAXAIR DISTRIBUTION INC		334.71	
PV200278-001	VECTOR USA	SEPTEMBER MONTHLY PAYMENT	2,189.55	
PV200279-001	VECTOR USA	VECTOR NOVEMBER BILL - MONTHLY	2,189.55	
PV200281-001	KYA SERVICES LLC	FLOORING - HIGH SCHOOL	11,426.03	
		Transmittal Total	23,477.28	
		Fund Summary:	Fund 01	23,477.28
Transmittal Number: 20000235-0 AUDIT				
PO200270-001	QUALITY BIDDERS	SOFTWARE SERVICES FOR CONTRACT	10,000.00	
PV200282-001	TRONA HIGH SCHOOL ASB	REFEREE PAYMENTS	8,097.00	
		Transmittal Total	18,097.00	
		Fund Summary:	Fund 01	18,097.00
Transmittal Number: 20000235-0				
PO200254-008	DART	TUITION & TRANSPORTATION SERVI	1,500.00	
PV200283-001	SUZETTE M DAVIS	REIMBURSEMENT - SACRAMENTO	229.65	
PV200284-001	SISC I WORKERS' COMPENSATION	WORKERS COMPENSATION - 2ND QUA	23,337.51	
		Transmittal Total	25,067.16	
		Fund Summary:	Fund 01	25,067.16
Transmittal Number: 20000237-0 AUDIT				
PV200286-001	SELF-INSURED SCHOOLS OF CA	HEALTH INSURANCE - MAY	96,453.65	
PV200287-001	SELF-INSURED SCHOOLS OF CA	HEALTH INSURANCE - APRIL	94,252.25	
PV200288-001	SMALL SCHOOL DISTRICT ASSOCIAT	SSDA CONFERENCE REGISTRATION	2,025.00	
		Transmittal Total	192,730.90	
		Fund Summary:	Fund 01	192,730.90
Transmittal Number: 20000238-0				
PV200289-001	RACHEL ROSOFF	ASSESSMENT TOOL FOR KINDERGARD	175.00	
		Transmittal Total	175.00	
		Fund Summary:	Fund 01	175.00

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 06/18/2020

55 Trona Joint Unified School District

Fiscal Year: 2020

Transmittal Number: 20000239-0 AUDIT				
Reference	Vendor	Description	Amount	
PV200290-001	REVOLVING CASH FUND	REIMBURSEMENT - DATA FOR HOT S	2,108.20	
		Transmittal Total	2,108.20	
		Fund Summary: Fund 01	2,108.20	
Transmittal Number: 20000240-0 AUDIT				
PO200318-001	GRAY STEP SOFTWARE INC.	ASB SOFTWARE LICENSE	1,694.00	
		Transmittal Total	1,694.00	
		Fund Summary: Fund 01	1,694.00	
Transmittal Number: 20000240-0				
PO200074-018	BECK OIL INC.	FUEL	122.02	
PO200077-022	WAXIE	SUPPLIES	95.19	
PO200143-008	CENTURYLINK	LONG DISTANCE SERVICE FY 19/20	160.56	
PV200291-001	APPTGEY INC	ANNUAL CONTRACT PAYMENT	3,750.00	
		Transmittal Total	4,127.77	
		Fund Summary: Fund 01	4,127.77	
Transmittal Number: 20000241-0 AUDIT				
PO200236-007	FRONTIER COMMUNICATIONS	TELEPHONES	2,084.10	
PO200345-001	BEST BUY	HOTSPOT DEVICES FOR LOCKDOWN	2,154.57	
		Transmittal Total	4,238.67	
		Fund Summary: Fund 01	4,238.67	
Transmittal Number: 20000241-0				
PO200065-017	TEL-TEC SECURITY SYSTEMS INC.	SECURITY SYSTM	30.00	
PO200128-010	SPARKLETT'S	BOTTLED WATER DELIVERY SERVICE	39.98	
PO200144-006	PITNEY BOWES GLOBAL FINANCIAL	POSTAGE MACHINE LEASE FY 19/20	400.23	
PO200191-029	SEARLES DOMESTIC WATER CO.	WATER SERVICE FY 19/20	245.29	
PO200191-030	SEARLES DOMESTIC WATER CO.	WATER SERVICE FY 19/20	238.64	
PO200191-031	SEARLES DOMESTIC WATER CO.	WATER SERVICE FY 19/20	240.86	
PO200347-001	JOSTEN'S	KINDERGARTEN GRADUATION GOWNS	730.55	
PO200349-001	OFFICE DEPOT	PRINTER INK CARTRIDGES	135.74	
		Transmittal Total	2,061.29	
		Fund Summary: Fund 01	2,061.29	

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 06/18/2020

55 Trona Joint Unified School District

Fiscal Year: 2020

Transmittal Number: 20000242-0 AUDIT

Reference Vendor
PO200016-002 ILLUMINATE EDUCATION
PV200293-001 VECTOR USA

Description
KEY DATA SYSTEMS- STUDENT LICE
VECTOR - SERVICE HOURS
Transmittal Total

Amount
5,964.00
1,029.38
6,993.38

Fund Summary: Fund 01

6,993.38

Transmittal Number: 20000242-0

PO200064-010 JERRY A NEWBURY
PO200067-008 CONTINENTAL LABOR&STAFFING RS
PO200228-004 COUNTY OF SAN BERNARDINO
PV200292-001 THE COLLEGE BOARD
PV200294-001 VECTOR USA

repairs
BUS MAINTENANCE
SEWER SERVICE SY 19/20
VECTOR - MONTHLY SERVICES
Transmittal Total

276.01
470.16
2,409.20
252.00
2,189.55
5,596.92

Fund Summary: Fund 01

5,596.92

Transmittal Number: 20000243-0 AUDIT

PO200156-009 REMAC/SPURR

NATURAL GAS FY 19/20
Transmittal Total

2,684.74
2,684.74

Fund Summary: Fund 01

2,684.74

Transmittal Number: 20000243-0

PO200059-010 MWG WESTMAKER
PO200064-011 HIGH DESERT AIR DUCTOR LLC
PO200077-023 WAXIE
PO200139-009 WESTERN EXTERMINATOR
PO200177-010 IMAGE SOURCE
PO200350-001 CDW GOVERNMENT INC
PO200351-001 OFFICE DEPOT
PO200354-001 OFFICE DEPOT
PV200295-001 WESTERN EXTERMINATOR

LIFE INSURANCE POLICY (DISTRIC
repairs
SUPPLIES
PEST CONTROL SERVICES FY 19/20
XEROX PRINT SERVICE
OFFICE SUPPLIES
STORAGE BOXES
OFFICE SUPPLIES
Transmittal Total

868.09
276.01
246.60
147.50
84.02
251.01
111.52
66.65
325.00
2,376.40

Fund Summary: Fund 01

2,376.40

Transmittal Number: 20000244-0 AUDIT

PV200296-001 TRONA SCHOOLS CAFETERIA
PV200297-001 INFINITE CAMPUS INC

BREAKFAST FOR STAFF MEETING -
INFINITE CAMPUS - 2020-2021

331.50
6,135.20

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 06/18/2020

55 Trona Joint Unified School District

Fiscal Year: 2020

Transmittal Number: 20000244-0 AUDIT

Transmittal Total
6,466.70

Fund Summary: Fund 01
6,466.70

Transmittal Number: 20000244-0

Reference	Vendor	Description	Amount
PO200126-010	SOUTHERN CALIFORNIA EDISON INC	ELECTRICITY SERVICES FY19/20	3,555.72
PO200153-009	ATKINSON, ANDELSON, LOYA ,RUUD	LEGAL SERVICES FY 19/20	350.00
PO200235-022	STATER BROS MARKETS	OPEN PURCHASE ORDER FY 19/20	179.04
PO200238-002	JEANETTE L GARCIA	AUDIT SERVICE FOR FY 19/20	10,153.05
		Transmittal Total	14,237.81

Fund Summary: Fund 01
14,237.81

Transmittal Number: 20000245-0 AUDIT

PO200316-001	VECTOR USA	SURVEILLANCE CAMERAS	50,340.28
PO200353-001	SWEETWATER	VIDEO/AUDIO EQUIPMENT	1,148.97
PV200301-001	KNA STRUCTURAL ENGINEERS	EARTHQUAKE DAMAGE ASSESSMENT	22,210.00
		Transmittal Total	73,699.25

Fund Summary: Fund 01
73,699.25

Transmittal Number: 20000245-0

PO200160-005	STERICYCLE	BIOHAZARDOUS WASTE DISPOSAL	44.01
PO200363-001	BEST BUY	INSTRUCTIONAL MATERIALS & SUPP	107.74
PO200365-001	THE GRAIDE NETWORK INC	INSTRUCTIONAL MATERIALS	6,600.00
PO200367-001	SHOUTPOINT INC	VOICE AND TEXT MESSAGES THROUG	345.00
PV200298-001	THE DAILY INDEPENDENT	PROPOSED BUDGET HEARING	29.40
PV200299-001	AMANDA CELAYA	REIMBURSEMENT - DISTANCE LEARN	309.90
PV200300-001	HIGH DESERT AIR DUCTOR LLC	INSTALLATION OF 25 WIFI UNITS	4,146.25
PV200302-001	PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL - APRIL	324.73
PV200303-001	RIVERSIDE CO. OFFICE EDUCATION	ELPAC TRAINING	100.00
		Transmittal Total	12,007.03

Fund Summary: Fund 01
12,007.03


Total Number Of References: 91 **Transmittal Count: 21** **Grand Total: 449,901.54**

BEST NET CONSORTIUM
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 06/18/2020

55 Trona Joint Unified School District

Fiscal Year: 2020

The above Payable transactions have been issued in accordance with the District's policies and procedures.
It is recommended that the Board of Trustees approve them.



Authorized Agent

Board Approval

CERTIFICATION OF BOARD MINUTES

DATE OF ACTION: June 18, 2020

<input type="checkbox"/> ADD	<input type="checkbox"/> ADD	<input type="checkbox"/> ADD
<input checked="" type="checkbox"/> DELETE	<input checked="" type="checkbox"/> DELETE	<input type="checkbox"/> DELETE
Sally Panknin NAME	Edward K. Tomes NAME	
BUSINESS Clerk TITLE	BUSINESS MANAGER TITLE	
2019/2020 FISCAL YEAR	FISCAL YEAR	FISCAL YEAR
SIGNATURE	SIGNATURE	SIGNATURE

AUTHORITY: <u> X </u>	EDUCATION CODE	SECTION: <u> 35161, 35250, 72000 (CC) </u>
<u> </u>	GOVERNMENT CODE	SECTION: <u> </u>
<u> </u>	PUBLIC CONTRACT CODE	SECTION: <u> </u>
<u> </u>	OTHER: LEGAL OPINON	SECTION: <u> </u>

COUNTY FORM NO. 2
REGULAR AUDIT

San Bernardino County Superintendent of Schools
DISTRICT FINANCIAL SERVICES

CERTIFICATION OF BOARD MINUTES

SCHOOL DISTRICT: TRONA JOINT UNIFIED SCHOOL DISTRICT

SUBJECT MATTER: BOARD DELEGATION-AUTHORIZED AGENT STATUS

DATE OF ACTION: June 18, 2020

IN ACCORDANCE WITH PROVISIONS OF LEGAL CODES FOR THE STATE OF CALIFORNIA, THE GOVERNING BOARD OF THE ABOVE NAMED SCHOOL DISTRICT/COMMUNITY COLLEGE DISTRICT, HEREBY APPROVES AND ADOPTS THE ACTION DESCRIBED BELOW:

NAME OF AUTHORIZED AGENT: Angelica Rivera

TITLE OF AUTHORIZED AGENT: BUSINESS CLERK

ACTUAL SIGNATURE OF AUTHORIZED AGENT: _____

AUTHORIZATION RELATES TO DOCUMENTS NOTED BELOW:

- ☒ DISTRICT ORDERS (AND RELATED JOURNAL ENTRIES)
☒ PAYROLL ORDERS (AND RELATED JOURNAL ENTRIES)
☒ VOLUNTARY PAYROLL DEDUCTIONS (PAY62O)
☒ NOTICES OF EMPLOYMENT FOR CERTIFICATED EMPLOYEES
☒ NOTICES OF EMPLOYMENT FOR CLASSIFIED EMPLOYEES
☒ NOTICES OF EMPLOYMENT FOR STUDENTS AND TEMPORARY EMPLOYEES
☒ PURCHASE ORDERS:
MONETARY LIMITATION: NONE FISCAL YEAR: 2020 - UNTIL NOTIFIED

- ☒ CONTRACTS:
MONETARY LIMITATION: NONE FISCAL YEAR: 2020- UNTIL NOTIFIED
NO CONTRACT APPROVED PURSUANT TO THIS DELEGATION SHALL BE VALID UNTIL SUCH APPROVAL HAS BEEN RATIFIED BY THE GOVERNING BOARD OF THE SCHOOL DISTRICT.

NOTE: IF NO LIMITATIONS ARE TO APPLY TO THE DELEGATION NOTED ABOVE, PLEASE INDICATE 'NONE' IN THE BLANK SPACES PROVIDED.

- ☒ JOURNAL ENTRIES (FOR THOSE NOT AUTHORIZED FOR DISTRICT OR PAYROLL ORDERS)
☒ INTERFUND TRANSACTIONS
☒ BUDGET TRANSFERS
☒ OTHER BOARD DELEGATED AUTHORITY, PLEASE SPECIFY _____

AUTHORITY: X EDUCATION CODE SECTION: 17604, 17605, 35161, 81655(CC)
X EDUCATION CODE SECTION: 42603

I CERTIFY, UNDER PENALTY OF PERJURY, THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT.

SIGNATURE: GOVERNING BOARD DESIGNEE TITLE DATE
(CANNOT SELF-CERTIFY UNLESS NO OTHER INDIVIDUAL HAS CO. FORM 1 AUTHORITY)

COUNTY FORM NO. 2
REGULAR AUDIT

San Bernardino County Superintendent of Schools
DISTRICT FINANCIAL SERVICES

CERTIFICATION OF BOARD MINUTES

SCHOOL DISTRICT: TRONA JOINT UNIFIED SCHOOL DISTRICT

SUBJECT MATTER: BOARD DELEGATION-AUTHORIZED AGENT STATUS

DATE OF ACTION: June 18, 2020

IN ACCORDANCE WITH PROVISIONS OF LEGAL CODES FOR THE STATE OF CALIFORNIA, THE GOVERNING BOARD OF THE ABOVE NAMED SCHOOL DISTRICT/COMMUNITY COLLEGE DISTRICT, HEREBY APPROVES AND ADOPTS THE ACTION DESCRIBED BELOW:

NAME OF AUTHORIZED AGENT: Debra Wright

TITLE OF AUTHORIZED AGENT: BUSINESS CLERK

ACTUAL SIGNATURE OF AUTHORIZED AGENT: _____

AUTHORIZATION RELATES TO DOCUMENTS NOTED BELOW:

- ☒ DISTRICT ORDERS (AND RELATED JOURNAL ENTRIES)
☐ PAYROLL ORDERS (AND RELATED JOURNAL ENTRIES)
☐ VOLUNTARY PAYROLL DEDUCTIONS (PAY62O)
☐ NOTICES OF EMPLOYMENT FOR CERTIFICATED EMPLOYEES
☐ NOTICES OF EMPLOYMENT FOR CLASSIFIED EMPLOYEES
☐ NOTICES OF EMPLOYMENT FOR STUDENTS AND TEMPORARY EMPLOYEES
☒ PURCHASE ORDERS:
 MONETARY LIMITATION: NONE *FISCAL YEAR:* 2020 - UNTIL NOTIFIED

- ☒ CONTRACTS:
 MONETARY LIMITATION: NONE *FISCAL YEAR:* 2020- UNTIL NOTIFIED
NO CONTRACT APPROVED PURSUANT TO THIS DELEGATION SHALL BE VALID UNTIL SUCH APPROVAL HAS BEEN RATIFIED BY THE GOVERNING BOARD OF THE SCHOOL DISTRICT.

NOTE: IF NO LIMITATIONS ARE TO APPLY TO THE DELEGATION NOTED ABOVE, PLEASE INDICATE 'NONE' IN THE BLANK SPACES PROVIDED.

- ☐ JOURNAL ENTRIES (FOR THOSE NOT AUTHORIZED FOR DISTRICT OR PAYROLL ORDERS)
☐ INTERFUND TRANSACTIONS
☐ BUDGET TRANSFERS
☐ OTHER BOARD DELEGATED AUTHORITY, PLEASE SPECIFY _____

AUTHORITY: X EDUCATION CODE **SECTION:** 17604, 17605, 35161, 81655(CC)
 X EDUCATION CODE **SECTION:** 42603

I CERTIFY, UNDER PENALTY OF PERJURY, THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT.

SIGNATURE: GOVERNING BOARD DESIGNEE TITLE DATE
(CANNOT SELF-CERTIFY UNLESS NO OTHER INDIVIDUAL HAS CO. FORM 1 AUTHORITY)



Jeanette L. Garcia & Associates

202 East Airport Drive, Suite 160

San Bernardino, CA 92408

Phone: (909) 763-2100

Fax: (909) 763-2330

www.jlgcpa.net

Jeanette L. Garcia,
CPA

June 12, 2020

Trona Joint Unified School District
83600 Trona Rd.
Trona, CA 93562

We are pleased to confirm our understanding of the services we are to provide Trona Joint Unified School District for the years ended June 30, 2021, 2022 and 2023. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Trona Joint Unified School District as of and for the years ended June 30, 2021, 2022 and 2023. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Trona Joint Unified School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Trona Joint Unified School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedules
3. Schedule of Changes in the District's Net OPEB Liability and Related Ratios
4. Schedules of the District's Proportionate Share of Net Pension Liability and District Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Trona Joint Unified School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

1. Combining Nonmajor Fund Statements
2. Individual Fund Statements
3. Schedule of Average Daily Attendance
4. Schedule of Instructional Time
5. Schedule of Expenditures of Federal Awards

Member:

American
Institute of
Certified Public
Accountants

California
Society of
Certified Public
Accountants

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Trona Joint Unified School District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Trona Joint Unified School District's financial statements. Our report will be addressed to the Board of Trustees of Trona Joint Unified School District. We cannot provide assurance that unmodified opinions will be expressed.

Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Trona Joint Unified School District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain

other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Trona Joint Unified School District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Trona Joint Unified School District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Jeanette L. Garcia & Associates and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the California Department of Education, the State Controller's Office, the County Office of Education, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Jeanette L. Garcia & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audits as soon as possible and when mutually agreed upon and to issue our reports no later than December 15 of each year. Jeanette L. Garcia, CPA will be the CPA in charge of the engagement and will be responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Fifteen (15) bound copies, one (1) unbound copy and one (1) electronic copy of the audit report shall be rendered to the District in addition to the copies to be filed with applicable governmental units. Additional copies of the audit report will be furnished per request at the price of \$25 per copy. Our fee for these services will be at our standard hourly rates except that we agree that our gross fee, including mileage, will not exceed \$25,500 for 2020-21, \$26,000 for 2021-22 and \$26,500 for 2022-23. Our invoices for these fees will be rendered as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Any additional auditing services provided for (1) any changes in District reporting format, i.e. GASB requirements and/or audit requirements as issued by the California State Controller's Office, Federal Agencies, American Institute of CPAs, or Governmental Accounting Standards Board, and (2) any changes in the number of funds or accounts maintained by the District during the period under this contract, may result in a modification of quoted fees.

Our standard hourly rates for the years under audit will be as follows:

2020-21 through 2022-23

Partner	\$190
Manager/Consultant	155
Senior Auditor	115
Staff Auditor	92

In accordance with Education Code Section 14505 there will be:

- A) Retention of ten percent (10%) of the contracted audit fee until the State Controller certifies the audit report conforms to the reporting provisions of the Standards and Procedures for Audits of California K-12 Local Educational Agencies;
- B) Retention of fifty percent (50%) of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the Procedures for Audits of California K-12 Local Educational Agencies;

- C) A provision that this multi-year contract shall be null and void if auditor is declared ineligible to perform local educational agency audits pursuant to Education Code Section 41020.5.

Either party to this agreement may cancel the second year of the agreement, with or without cause and without penalty, by notifying the other party in writing prior to the commencement of field work or February 1 of the fiscal year under audit, whichever is sooner.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review accompanies this letter.

We appreciate the opportunity to be of service to Trona Joint Unified School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Jeanette L. Garcia & Associates

RESPONSE:

This letter correctly sets forth the understanding of Trona Joint Unified School District.

By: _____

Title: _____

Date: _____

Grant Bennett Associates

A PROFESSIONAL CORPORATION

Report on the Firm's System of Quality Control

October 15, 2019

To Jeanette L Garcia & Associates and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Jeanette L Garcia & Associates (the firm) in effect for the year ended December 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Jeanette L Garcia & Associates in effect for the year ended December 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Jeanette L Garcia & Associates has received a peer review rating of *pass*.



GRANT BENNETT ASSOCIATES
A PROFESSIONAL CORPORATION
Certified Public Accountants



www.gbacpa.com

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916/922-5109 FAX 916/641-5200

P.O. Box 223096
Princeville, HI 96722
888/769-7323

Independent Contractor Agreement

This agreement is hereby entered into between the **TRONA JOINT UNIFIED SCHOOL DISTRICT**, hereinafter referred to as "District," and **JANET MALONY**, hereinafter referred to as "Contractor."

Contractor name: JANET MALONY

Mailing address: 7225 CAMERON STREET, LAS VEGAS, NV 89118

Phone number: 909-499-0800

Email: Malony.janet@gmail.com

WHEREAS, it is the desire the TRONA JOINT UNIFIED SCHOOL DISTRICT to contract with Contractor to provide the following services,

Evaluation of current and past business practices of the District, develop new efficient business systems and procedures, train current staff in applicable laws and practices in California School Business, make recommendation to District Superintendent and Board for on-going Business Office staffing needs, upon the terms and conditions set forth and Contractor agrees to perform the services under said terms and conditions,

WHEREAS, District is in need of such services and advice, and

WHEREAS, Contractor is specially trained and has extensive experience in California School Business including knowledge of applicable laws and school business practices and is competent to perform the services required by the District, and such services are needed for a limited duration;

NOW, THEREFORE, the parties agree as follows:

1. **Scope of work:**
Assist in Facilities Construction Funding Activities as needed
Continue to evaluate current business processes and make recommendations to increase efficiency where needed
Audit payroll
Assist with Charter School closure issues
Work with court assigned Charter School Receiver
Train and assist business staff in budget monitoring, budget revision and preparation for interim financial reporting
Train in budget monitoring of LCAP expenditures
Make recommendation to District Superintendent and School Board on fiscal issues
2. **Term:** Contractor shall commence providing services under this **Agreement** on Wednesday, July 1, 2020 and will diligently perform as required and complete performance by June 30, 2021. (Hours worked not to exceed 400 hrs.)
3. **Compensation:** District agrees to pay the Contractor for services satisfactorily rendered pursuant to this **Agreement** a total hourly fee not to exceed \$36,000. District shall pay Contractor according to the following terms and conditions: Monthly Net 30 upon receipt of itemized invoice.

The basis of the fee for Services shall be as follows:

a. \$ 80.00 per hour,

b. \$ _____ per day

Contractor shall invoice District on a monthly basis or as agreed to for all hours worked pursuant to this **Agreement**.

4. **District shall reimburse Contractor for the following expenses that are attributable directly to work performed under this Agreement:** mileage to-and-from Contractor's home to District Office and hotel expense. Mileage to be reimbursed at District's current rate and hotel expense not to exceed \$160.00 per night. Contractor will invoice District monthly for reimbursement of expenses and provide original receipts for documentation of hotel expense.
5. **Precedence of Agreement over Exhibits:** Should there be any ambiguity or inconsistency between any exhibits to this **Agreement** and the terms of this **Agreement**, the terms of this **Agreement** take precedence.
6. **Independent Contractor:** Contractor, in the performance of this **Agreement**, shall be and act as an **independent** contractor. Contractor understands and agrees that she shall not be considered officers, employees, or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation.
7. **Taxes:** Contractor acknowledges and agrees that it is the sole responsibility of Contractor to report as income its compensation received from District and to make the requisite tax filings and payments to the appropriate federal, state, or local tax authority. No part of Contractor's compensation shall be subject to withholding by District for the payment of social security, unemployment, or disability insurance or any other similar state or federal tax obligation.
8. **Fringe Benefits:** Contractor understands that Contractor is not eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of District.
9. **Unemployment Compensation:** District shall make no state or federal unemployment compensation payments on behalf of Contractor. Contractor will not be entitled to these benefits in connection with work performed under this **Agreement**.
10. **Workers' Compensation:** District shall not obtain workers' compensation insurance on behalf of Contractor.
11. **Indemnification:** Contractor shall indemnify and hold District harmless from any loss or liability arising from performing services under this **Agreement**.
12. **Materials:** Contractor shall furnish, at her own expense, all materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this **Agreement**, except as follows:
Use of District computer when in District Office. Contractor will supply her own computer when working from home.

Contractor's services will be performed, findings obtained, reports and recommendations prepared in accordance with general and currently accepted principles and practices of her profession.
13. **Confidentiality and Use of Information:** Contractor shall hold in trust for the District, and shall not disclose to any person, any confidential information. Confidential information is information which is related to the District's research, development, trade secrets and business affairs; but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.
14. **Termination:** With reasonable cause, either party may terminate this **Agreement** at any time by giving 5 day's written notice to the other party of the intent to terminate. Upon receipt of written

notice, Contract will submit an invoice to District for any unpaid hours worked within 2 business days. District has 30 days upon receipt of invoice to submit payment to Contractor.

15. **Exclusive Agreement:** This is the entire **Agreement** between Contractor and District.
16. **Modifying the Agreement:** This **Agreement** may be modified only by a writing signed by both parties.
17. **Resolving Disputes:** If a dispute arises under this **Agreement**, any party may take the matter to California state court, jurisdiction of the county of San Bernardino.
18. **Fingerprinting & Criminal Records Check Requirements:** The District anticipates that the Contractor will not have contact with any students of the District. However, if the Contractor determines that a visit to a school campus is necessary, the Contractor shall arrange with the District to be accompanied by a District employee at all times or comply with Education Code 45125.1.
21. **Compliance with Applicable Laws:** The service completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Contractor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, equipment and personnel engaged in operations covered by this **Agreement** or accruing out of the performance of such operations.
22. **Nondiscrimination in Employment:** Contractor agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.
23. **Assignment and Delegation:** Contractor may not assign or subcontract any rights or delegate any of its duties under this **Agreement** without District's prior written approval.

This **Agreement** is entered into this 18th day of June, 2020.

CONTRACTOR

Signature of Authorized Agent

XXX-XX-3351
Social Security or Taxpayer I.D. No.

Janet Malony
Typed or Printed Name

909-499-0800
(Area Code) Telephone Number

DISTRICT USE ONLY

Authorized District Approval

Date

ABOUT CASH

- California's Coalition for Adequate School Housing (CASH) is the premier statewide organization which promotes, develops and supports state and local funding for K-12 construction and maintenance.
- CASH membership consists of over 1,200 school districts, county offices and private sector businesses, including architects, attorneys, consultants, construction managers, financial institutions, modular building manufacturers, contractors, developers and others in the school facilities industry.
- CASH is your voice in Sacramento to advocate for funding to build, modernize, and maintain K-12 public schools in California.
- Since 1982, CASH has sponsored or supported over \$53 billion in statewide school bonds to build and/or modernize thousands of schools.
- CASH has very close working relationships with the Office of Public School Construction (OPSC), Division of the State Architect (DSA) and the California Department of Education (CDE) - the primary state agency partners that are critical to your success in school facilities.
- CASH represents the voice of the school facilities community before the State Allocation Board (SAB) - the body that determines the allocation of school facilities funding and changes to the School Facilities Program (SFP) and other funding programs.
- CASH is also one of only 15 members on the SABs Implementation Committee which reviews and advises the SAB regarding SFP regulation development and implementation.

- CASH affords its members numerous networking and training opportunities through its monthly membership meetings in Sacramento, an annual conference in late February which includes quality educational sessions and a trade show also in Sacramento, a Fall Conference in Southern California in October, and educational workshops and webinars throughout the year.
- CASH helps to build future leaders through its School Facilities Leadership Academy - a year-long rigorous program that provides professional training in areas including modernization, new construction and maintenance of public schools.
- Another way CASH helps to build future leaders is through the CASH Maintenance Management Certification Program (CMMCP). CMMCP is an educational program designed to develop current and potential maintenance staff into leading experts in the maintenance arena. The CMMCP will provide an educational resource for those who would like to increase their expertise in the management of school maintenance and operations programs.
- CASH has several committees in which many members are involved. These committees help shape the future of the organization, whether it is assisting with crafting our annual conference or helping to shape legislation and regulation.

For more information, visit the CASH website at www.cashnet.org or contact CASH staff at 916.448.8577.

COALITION FOR ADEQUATE SCHOOL HOUSING

MEMBERSHIP APPLICATION

for

SCHOOL DISTRICTS

COUNTY OFFICES OF EDUCATION

CHARTER SCHOOLS



MEMBERSHIP BENEFITS

- Be the first to know about changes in state requirements which could affect your eligibility for facilities funding.
- Receive critical and topical updates on statutory and administrative changes in laws affecting facilities.
- Access to CASH's expert members and leadership on your particular issues.
- Access the members only section of the CASH website, featuring an online membership directory, legislative and policy updates and a school district job posting bulletin board.
- Free access to monthly membership meetings in Sacramento and our online newsletter.
- Discounts to all CASH-sponsored educational events.
- Your membership helps maintain state and local funding for school facilities.
- Your membership helps promote and pass statewide school bonds.
- Ability to apply for the Maintenance Management Certification Program.
- Ability to apply for the School Facilities Leadership Academy.
- Ability to join the Maintenance Network.

CASH MEMBERSHIP FORM

MEMBERSHIP TYPE FEES

(Choose all that apply)

School Districts and Charter Schools

by enrollment (ENR):

- ☐ 0-999 \$50.00 + \$0.22 per ENR
☐ 1,000-4,999 \$435.00
☐ 5,000-9,999 \$591.00
☐ 10,000-14,999 \$787.00
☐ 15,000 and over \$952.00

County Office of Education (By ENR):

- ☐ 0-20,000 \$503.00
☐ 20,000 and over \$938.00

Additional Membership Directory Listing
(must be at same address as main contact) \$228.00

Name: _____
 Email: _____

How did you hear about CASH?

All dues are effective 7/1/2019 and are subject to change without notice.



CALIFORNIA'S
 COALITION
for ADEQUATE
 SCHOOL HOUSINGSM
www.cashnet.org

CASH membership is by entity, not individual.
 The individual identified below as the main contact will receive mailings for the entity:

District/COE/Charter: _____
 Main Contact: _____
 Title: _____
 Address: _____
 City: _____
 State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email: _____

Method of Payment

Please pay online with your credit card at:

<http://www.cashnet.org/membership/>

Or return this application with your purchase order or check to:

Coalition for Adequate School Housing
 1303 J Street, Suite 520
 Sacramento, California 95814
 T: 916.448.8577 | F: 916.448.7495



USCRossier

School of Education

**School Business Management Certificate
Program**

**Developing CBO
Competencies 2020-2021**

The Power of Partnerships

The **School Business Management Certificate Program (SBMCP)** is the focused product of a collaboration between the USC Rossier School of Education instructional design experts and its program partners—the Fiscal Crisis and Management Assistance Team (FCMAT) and School Services of California, Inc. (SSC). Leaders from these highly-regarded school business management groups serve as invaluable resources to SBMCP participants as they move through the program. These leaders provide insights into real-world scenarios and offer strategies that are relevant and applicable to today's workplace. Our third partner, the Alliance of Schools for Cooperative Insurance Programs (ASCIP), generously underwrites the honorariums issued to the program mentors.



Fiscal Crisis and Management Assistance Team (FCMAT)

The mission of the Fiscal Crisis and Management Assistance Team is to help California's local educational agencies fulfill their financial and management responsibilities by providing fiscal advice, management assistance, training and other related school business services. To support this mission, FCMAT supports educational programs, such as the USC Rossier's School Business Management Certificate Program, in order to prevent financial mismanagement. Not only do FCMAT experts present in the program throughout the year, but FCMAT also makes its workshops available to program participants at no additional cost.

WEB: fcmat.org



School Services of California, Inc. (SSC)

Whether the engagement is for information services, legislative or governmental relations, financial and business consulting, executive search, or innovative workshops and training that are designed to help in solving problems and improving student performance, SSC is the recognized expert. Their recognized strength is the quality of their expert staff who are committed and focused to ensure that all children in California get a world-class education as they become the next generation of national and world leaders. Like FCMAT, SSC provides USC Rossier's SBMCP students with access to its workshops on a complimentary basis.

WEB: sscal.com



Alliance of Schools for Cooperative Insurance Programs (ASCIP)

ASCIP generously underwrites the honorariums issued to the mentors who work with SBMCP participants.

WEB: ascip.org

Competency-Based Program for Experienced Professionals

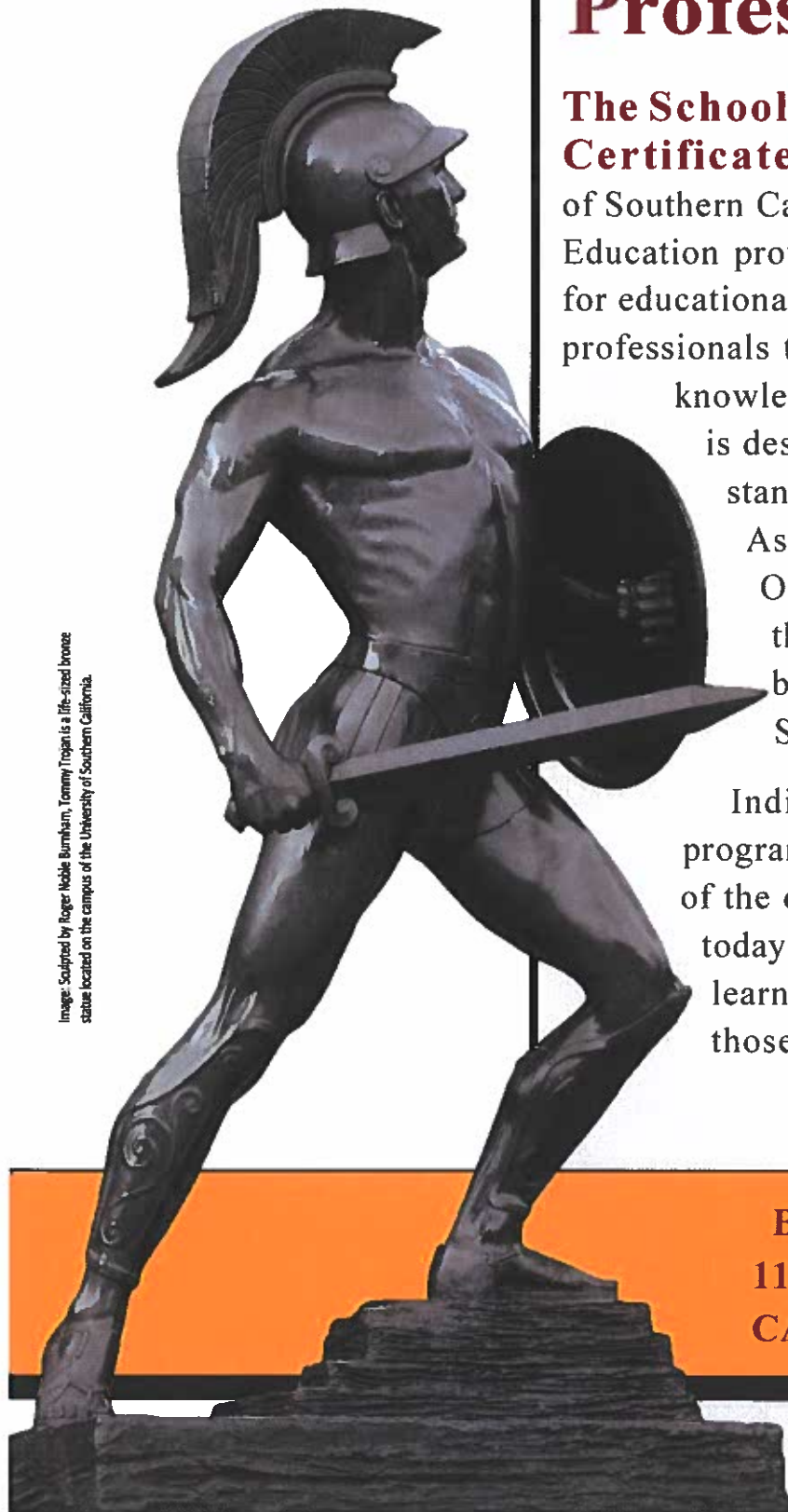
The School Business Management Certificate Program

at the University of Southern California's Rossier School of Education provides a unique opportunity for educational leaders and school business professionals to deepen their management knowledge through a curriculum that is designed around the professional standards established by the Association of School Business Officials International (ASBO) and the certification requirements set by the California Association of School Business Officials (CASBO).

Individuals who participate in this program will gain a greater understanding of the day-to-day challenges facing today's school business officials and will learn problem-solving strategies to meet those challenges.

Become eligible through this 11-month program to apply for CASBO CBO Certification.

Image: Sculpted by Roger Noble Burnham, Tommy Trojan is a life-sized bronze statue located on the campus of the University of Southern California.



USC Rossier School of Education

School Business Management Certificate Program

Program Overview

USC Rossier's **School Business Management Certificate Program (SBMCP)** is an 11-month program that simulates a year in the life of a K-12 school district business office and provides a laboratory where participants can gain real-world skills for the workplace.

In a cohort of approximately 40 students, you will be guided by experienced practitioners through a curriculum developed around ASBO standards and CASBO CBO Certification requirements.

You will have the opportunity to apply leadership and management principles in simulations grounded in the context of today's K-12 public education.

The program curriculum recognizes the varied and complex responsibilities of the school business official and addresses topics across every aspect of education administration.

- Organization and Administration
- Public Policy and Intergovernmental Relations
- Legal Issues
- Financial Resource
- Principles of School Finance
- Budgeting and Financial Planning
- Accounting, Auditing, and Financial Reporting
- Cash Management, Investments, and Debt Management
- Technology for School Finance Operations
- Personnel and Benefits Administration
- Professional Development
- Human Relations
- Planning and Construction
- Maintenance and Operations
- Purchasing
- Real Estate Management
- Strategic Planning
- Instructional Support Program Evaluation
- Instructional Program Evaluation
- Communications
- Management Information Systems
- Ancillary Services Risk Management
- Transportation
- Food Services

Upon successful completion of this program, individuals will be eligible to apply for CASBO CBO Certification.

The purpose and focus of this program is to help participants develop the competencies identified by the ASBO as essential to leading a business operation in a K-12 school district or charter organization.

USC Rossier School of Education School Business Management Certificate Program



Program Scope and Sequence

The **School Business Management Certificate Program (SBMCP)** is designed to provide a comprehensive learning experience for individuals who seek to further their understanding of school business management and/or for those who are working on a career path that could culminate with a Chief Business Official position in K-12 public education or charter schools.

Most of the core competencies to which students are exposed in the SBMCP are transferable between the various sectors of public education and jobs within the business office. The program lasts 11 months and is delivered in a blended format, using state-of-the-art technology to support the interactive online learning component that makes up 75% of the time spent.

BOOT CAMP - Wednesday, July 22nd, through Sunday, July 26th, 2020

The program begins with a 4 1/2-day residential Boot Camp that lays down fundamentals of school business and reinforces communication, problem solving and leadership skills. The Boot Camp is the foundation for the rest of program where students will build and expand their professional networks—beginning with their classmates, extending to the SBMCP's professional staff, and finally encompassing an important group of field experts who help support instruction. Campus housing is provided for the Boot Camp. Staying overnight in the campus housing is not mandatory but is highly recommended as the after-class assignments can take several hours to complete.

ONLINE SESSIONS: Quarters 1 and 2 (July 27–December)

Immediately following the conclusion of the Boot Camp, participants begin the online portion of the program. Online sessions include live class sessions in our online classroom, group work and individual assignments. Some of the individual coursework is asynchronous and self-paced. For group work, an interactive, online meeting space is provided. Live sessions are held on most Mondays from 6:00 to 7:00 p.m. These interactive sessions feature experts in school business management. Attendance is recommended but is not required. These live sessions are recorded and can be viewed at your convenience, 24 hours a day.

Continued on next page

USC Rossier School of Education School Business Management Certificate Program



MID-YEAR MEETING (Mid-January, 2021)

This 2-day session is held in Sacramento and coincides with the School Services of California, Inc. (SSC) workshop. The SSC generously provides our cohort with complimentary registration to its half-day workshop where the governor's budget is explained to school business leaders from across the state. After the workshop, participants work with the instructional team to prepare for their SBMCP capstone projects. These efforts focus on organizing the project timeline; documenting the project outcomes for written submission; and learning presentation skills that will be used for the oral presentation of the project summary. A one-night hotel stay (double occupancy room with an option to upgrade to private) at the Embassy Suites Riverfront Walk, Sacramento, is included as part of the tuition fee.

ONLINE SESSIONS: Quarters 3 and 4 (January–June)

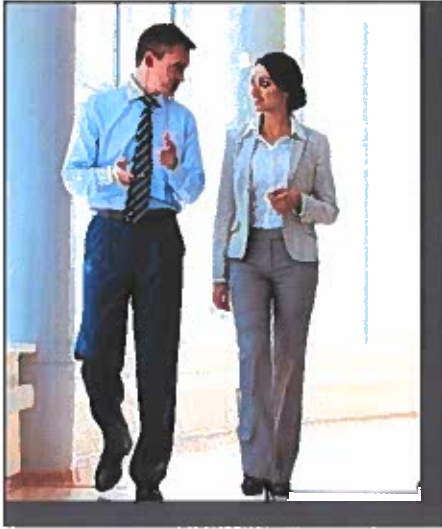
Participants continue to move through the competency-based curriculum that loosely maps onto an actual school business calendar. In addition to building skills through real-world simulations, participants also begin to work on their capstone projects.

LEADERSHIP CAPSTONE SESSION (June 17th through 19th, 2021)

The SBMCP program concludes with a 2 1/2-day residential session designed for program participants to showcase their capstone project. Significant time is also dedicated to two workshops: "How to Put Your Best Foot Forward When Applying for a Position" and "How to Shine through the Interview Process." All aspects of the capstone experience are observed, reviewed and assessed by staff, and constructive feedback is provided by the state's top school business leaders. There is an awards reception on Friday evening for participants, their mentors and the instructional team. The official Culmination Ceremony, where the certificate of completion is awarded, is held on Saturday morning. Family and friends are welcome to attend the Culmination Ceremony. A two-night hotel stay at the Ayres Costa Mesa is covered by tuition (double occupancy room with option to upgrade to private).

USC Rossier School of Education

School Business Management Certificate Program



Lead Instructional Team

Joel Montero, Faculty Director

Chief Executive Officer, FCMAT (retired)

Michael Bishop, Mentor Liaison

Business Services Consultant and Former CBO for Santa Ana Unified, Paramount Unified and Compton Unified

Lynn David, Facilitator

Director of Business Services, Acton-Agua Dulce Unified School District

Tami Ethier, Facilitator

Intervention Specialist, FCMAT

Michelle Giacomini, Facilitator

Deputy Executive Officer, FCMAT

Pearl Iizuka, Facilitator

Business Services Consultant and Former CBO, Palos Verdes Unified School District

Marcus Wirowek, Facilitator

Senior Director of Human Resources, Riverbank Unified School District

Small Learning Support Groups

Each student is part of a Small Learning Support Group of 6-8 students and is assigned to one of our program facilitators. During the program, this facilitator is generally your first point of contact when requesting assistance.



Mentors

Since the program uses fictitious scenarios to immerse students in a simulated learning experience, each student is also asked to select a mentor from their real-world workplace who can help them translate the learning to application. The ideal mentor is a person who is or has been a chief business officer in a K-12 setting. The mentors will be contacted several times throughout the year by the program's Mentor Liaison who will articulate the workload and big picture goals. The mentor/mentee relationship is one of mutual contact. This means the mentee should be able to reach out for support when needed and the mentor should check in regularly.

USC Rossier School of Education School Business Management Certificate Program

Special Guest Presenters

Starting with the Boot Camp and continuing throughout each phase of the program, top experts from California will share their expertise on a host of school business management topics. These experts include:

Carolynne Beno

*Assistant Superintendent SELPA
Yolo County Office of Education*

Stephanie Bruce

*Director Nutrition Services
Palm Springs Unified School District*

Debi Deal

*Intervention Specialist
FCMAT*

Tom DeLapp

*Communications Expert
Communication Resources for Schools*

Phil Fleming

*Facilities Supervisor
Fullerton High School District*

Steven Gald

*Vice President, Public Finance
California Financial Services*

Brianna Garcia

*Director, Management Consulting Services
School Services of California, Inc.*

Gita Govahi

*Assistant Dean
USC Marshall School of Business*

John Gray

*President
School Services of California, Inc.*

Laura Haywood

*Technical Writer
FCMAT*

Caroline Larson

*Partner
Vavrinek, Trine Day & Co., LLP*

Leonel Martinez

*Technical Writer
FCMAT*

Molly McGee-Hewitt

*Executive Director, CEO
CASBO*

Bill McGuire

*Deputy Superintendent of Administrative
Services
Twin Rivers Unified School District*

Kathleen O'Sullivan

*Auditor
School Services of California, Inc.*

Matt Phillips

*Director, Management Consulting Services
School Services of California, Inc.*

Scott Sexsmith

*Intervention Specialist
FCMAT*

Suzanne Speck

*Vice President
School Services of California, Inc.*

Nancy Sullivan

*Chief Operations Officer
FCMAT*

USC Rossier School of Education School Business Management Certificate Program

How to Apply

Admission to the **School Business Management Certificate Program** is done on a rolling basis. You are encouraged to apply early as the program typically reaches capacity several months before its July start date.

THE APPLICATION PROCESS

- Open an account in the USC Rossier Professional Development Application website to upload your documents. The registration link will be available in January 2020 - **There is a non-refundable fee of \$25 to open this account**
- Complete the online application and upload .pdf versions of:
 - A letter of recommendation from someone who can speak to your professional experience
 - Your current resume

After your application documents are received, you will be scheduled for a 30-minute phone meeting with two members of the program's instructional team to discuss program expectations in terms of workload, method of doing assignments, online meeting time, etc., and to ensure that the program is in alignment with your career goals.

Within 48 hours of the meeting, you will be notified if you are approved to register.

After you are approved to register, you will be sent a hyperlink to the online registration website where you will set up your payment plan. You will be asked to make a deposit of \$720 to guarantee your spot in the cohort.

At this time, you will also be asked to identify someone in your professional life who will serve as your mentor while you are in the program. The mentor's role is to help you synthesize the program lessons and apply them to your daily workplace.

Your mentor will confirm his/her participation by sending an email to Dr. Madeleine Mejia at madeleine.mejia@usc.edu.

Tuition

The fee for the program is **\$7,200**. This includes your housing and meals during the residential sessions as well as access to all online materials. Housing is double occupancy, but there are opportunities to upgrade to a private room for the Mid-Year Meeting and Capstone Session for an additional charge.

USC is happy to provide a payment plan. A nonrefundable deposit of \$720 is required at the time of registration. By July 1, 2020, a total of \$3,600 must be received (that is 50% of the tuition and includes the \$720 deposit). The remaining \$3,600 is due by March 1, 2021.

\$6,200 due to COVID-19



TO: SUPERINTENDENT OF PUBLIC SCHOOLS
PRINCIPAL OF PRIVATE SCHOOLS

FROM: RON NOCETTI, EXECUTIVE DIRECTOR

RE: FORM TO RECORD DISTRICT AND/OR SCHOOL REPRESENTATIVES TO LEAGUES

DATE: APRIL 15, 2020

Enclosed is a form upon which to record your district and/or school representatives to leagues for **next year, 2020-2021**. It is a form sent every year to you in order to obtain the names of league representatives to every league in the state and to make sure that the league representatives are designated by school district or school governing boards. **It is a legal requirement that league representatives be so designated.**

The education code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues. This is a necessity! (Ed. Code 33353 (a) (1))

We are asking that, after action by the governing board, you **send the names of league representatives to your CIF Section office**. Obviously, the presumption behind this code section is that the representatives of boards are the only people who will be voting on issues, at the league and section level, that impact athletics.

If a governing board does not take appropriate action to designate representatives or this information is not given to Section offices within the required time frame, CIF is required to suspend voting privileges (CIF Constitution, Article 2, Section 25, p. 18) for the affected schools.

At the State Federated Council level, we will be asking that Sections verify that their representatives are designated in compliance with this Ed. Code section.

I hope this gives you a bit of background. Thank you for all you do to help support high school athletics. It is a valuable program in all high schools, and we appreciate the support you give to the program and to CIF.

Please return the enclosed form no later than June 28, 2020 directly to your CIF Section Office. Addresses of each section are listed on the back of the form. Please contact us if we can give you further information.

2020-2021 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 28, 2020.**

Trona Joint School District/Governing Board at its 6/18/20 meeting,
(Name of school district/governing board) (Date)

appointed the following individual(s) to serve for the 2020-2021 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL Trona High School
NAME OF REPRESENTATIVE Joseph Wolfe POSITION Principal
ADDRESS 87000 Trona Road CITY Trona ZIP 93562
PHONE 7605722861 FAX _____ E-MAIL jwolfe@tjUSD.net

NAME OF SCHOOL Trona Elementary School
NAME OF REPRESENTATIVE Kent Schmidt POSITION AD
ADDRESS 83000 Trona Road CITY Trona ZIP 93562
PHONE 7605722861 FAX _____ E-MAIL Kschmidt@tjUSD.net

NAME OF SCHOOL _____
NAME OF REPRESENTATIVE _____ POSITION _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

NAME OF SCHOOL _____
NAME OF REPRESENTATIVE _____ POSITION _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Joseph Wolfe Signature _____
Address 87000 Trona Road City Trona Zip 93562
Phone 760572-2861 Fax _____

PLEASE RETURN THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.
SEE FOLLOWING PAGE FOR CIF SECTION OFFICE CONTACT INFORMATION.

CIF SECTION OFFICES

CIF CENTRAL SECTION

Jim Crichlow, Commissioner
P.O. Box 1567
Porterville, CA 93258
Phone: (559) 781-7586
Fax: (559) 781-7033
Email: jcrich@cifcs.org

CIF CENTRAL COAST SECTION

Duane Morgan, Commissioner
333 Piercy Road
San Jose, CA 95138
Phone: (408) 224-2994
Email: dmorgan@cifccs.org

CIF LOS ANGELES SECTION

Vicky Lagos, Commissioner
10660 White Oak Avenue, Suite 216
Granada Hills, CA 91344
Phone: (818) 767-0800
Email: vlagos@cif-la.org

CIF NORTH COAST SECTION

Pat Cruickshank, Commissioner
5 Crow Canyon Court, Suite 209
San Ramon, CA 94583
Phone: (925) 263-2110
Email: slivingston@cifncs.org

CIF NORTHERN SECTION

Elizabeth Kyle, Commissioner
2241 St. George Lane, Suite 2
Chico, CA 95926
Phone: (530) 343-7285
Email: lkyle@cifns.org

CIF OAKLAND SECTION

Franky Navarro, Commissioner
1000 Broadway, Ste. 150
Oakland, CA 94607
Phone: (510) 879-2846
No fax number

CIF SAC-JOQUIN SECTION

Michael Garrison, Commissioner
P.O. Box 289
Lodi, CA 95241
Phone: (209) 334-5900
Email: kjohnson@cifsjs.org

CIF SAN DIEGO SECTION

Joe Heinz, Commissioner
3636 Camino Del Rio North #200
San Diego, CA 92108
Phone: (858) 292-8165
Email: stacycifds@gmail.com

CIF SAN FRANCISCO SECTION

Don Collins, Commissioner
555 Portola Drive, Bungalow 2
San Francisco, CA 94131
Phone: (415) 920-5185
Fax: (415) 920-5189

CIF SOUTHERN SECTION

Rob Wigod, Commissioner
10932 Pine Street
Los Alamitos, CA 90720
Phone: (562) 493-9500
Email: sharonh@cifss.org



Contract Number

SAP Number

N/A

Department of Public Health

Department Contract Representative
Telephone Number

John Greswit
(909) 388-0255

Contractor
Contractor Representative

Trona Joint Unified School District
Suzette Davis,
Acting Superintendent

Telephone Number

(760) 372-2861

Contract Term

07/15/20 through 06/30/21

Original Contract Amount

Amendment Amount

Total Contract Amount

Cost Center

9300321000

IT IS HEREBY AGREED AS FOLLOWS:

This Agreement is made and entered into by and between the Trona Joint Unified School District (School), and the County of San Bernardino, a political subdivision of the State of California (County). The San Bernardino County Department of Public Health is hereinafter referred to as "Department."

WHEREAS, the above named parties desire to set forth in writing the specific terms and conditions mutually agreed upon regarding nursing services for the purposes authorized by sections 49452, 49452.5, 49454, and 49455 of the California Education Code.

NOW THEREFORE, in consideration of the execution of this Agreement, the parties mutually agree to the following conditions.

1. The Department shall provide nursing services for School as listed in **Attachment A** to this Agreement. **Attachment A** is hereby incorporated by reference and made part of this Agreement. Provision of services is subject to the availability of Department nursing staff to perform said services.
2. School will reimburse the Department at the rate of \$20.84 per discrete initial or re-check screening performed on School's students, specifically: hearing, hearing re-check (as applicable), vision, near vision, color vision (as applicable), or scoliosis. Department shall provide screening services at the school locations listed in Section III of **Attachment A**. By agreement of Department and School, and subject to availability of Department's resources, Department may provide the screening services described in this Agreement at other locations, on the condition they are located within the County of San Bernardino.

School will reimburse Department for the amount of Department's total costs to provide the additional services, which may exceed \$20.84 per screening.

3. Department shall provide to School, and School will reimburse Department for the cost of lice treatment solution, including product, applicable sales tax, warehouse/procurement, and shipping/postage.
4. School agrees to reimburse Department upon receipt of an invoice stating the number of total screenings performed during the invoice period. School shall make two (2) installment payments annually to Department on or about January 31st and July 31st of each year. School will remit payment no later than thirty (30) days following receipt of invoice.
5. Not less than five (5) business days prior to the beginning of service delivery by Department, School shall provide an electronic roster of students to be screened (in Microsoft Excel, or compatible spreadsheet product). Roster shall include the first name, last name, gender, grade level, and teacher for each student. As applicable, roster shall indicate if the student is placed in special education, or excluded from receiving screening services for reasons determined by School (e.g., long- or short-term independent study, medical/health status, opt-out).
6. Department shall not be responsible for School's compliance with the California Education Code and/or other regulations, mandates, or requirements related to the services described in this Agreement, nor shall Department advise or provide interpretation to School concerning same.
7. School shall be responsible for maintaining compliance with the California Education Code and/or other regulations or requirements related to the services described in this Agreement.
8. School shall be responsible for notifying Department of amendments or other modifications to the California Education Code that affect Department's provision of screening services as described in this Agreement, including changes in requirements for screening types, frequencies, grade level/age of students, and/or reporting. School shall notify Department of said changes not less than thirty (30) days prior to the effective date of the change(s).
9. Prior to Department's performance of services as described in this Agreement, School shall be responsible for provision and collection of a document signed by each student's parent/guardian indicating his/her consent or permission for the student to receive vision, hearing, and/or scoliosis screenings, as applicable. School shall ensure consent or permission documents are completed, received, and available to Department for those students to be screened, prior to scheduling and confirming date(s) for service delivery with Department.
10. Except for Department's initial notification (per contact information provided by School) of a failed preliminary screening or functional impairment that prevents screening, School shall be responsible for all contact and follow-up with parents/guardians of pupils that have failed preliminary screenings described in this Agreement.
11. Department and/or School may request changes to the Agreement through written request and subsequent amendment to the Agreement. All requests or demands required or permitted to be given or made hereunder shall be in writing and shall be deemed duly given: Upon actual delivery, if delivery is by hand; or upon receipt by the transmitting party of confirmation or answer back if delivery is by telex, telegram or facsimile; or three (3) days following delivery into the First Class United States mail. Such request is to be sent to the respective party at the address indicated below. No amendment to this Agreement shall be valid unless made in writing and signed by the parties hereto. Each such notice is to be sent to the respective party at the address indicated below or to any other address or person that the respective party may designate by written notice delivered pursuant hereto:

School: Trona Joint Unified School District
83600 Trona Road
Trona, CA 93562
Attn: Suzette Davis, Acting Superintendent

Department: Department of Public Health
Office of Public Health Administration
351 North Mountain View Avenue, Third Floor
San Bernardino, CA 92415
Attn: Public Health Director

12. County shall maintain on file at its offices a monthly activity report of the nurse's activities and screenings completed related to this Agreement. The report will be available upon verbal or written request by School.
13. School agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of this Agreement from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. School's indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.
14. County agrees to indemnify and hold harmless School and its authorized agents, officers, volunteers and employees against any and all claims arising from County's negligent acts or omissions and for any costs or expenses incurred by County or School on account of any claim therefore.
15. In the event that the County and/or School are determined to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this Agreement, the County and/or School shall indemnify the other to the extent of its comparative fault.
16. When transmitting protected health information to School via electronic devices or media, Department shall utilize automated encryption protocols and systems, including password protection.
17. County and School are authorized self-insured public entities for purposes of Professional Liability, General Liability, Automobile Liability and Workers' Compensation and warrant that through their respective programs of self-insurance, they have adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions or obligations of this Agreement.
18. The School and the Department shall comply with applicable provisions and regulations of the Health Insurance Portability and Accountability Act, the California Confidentiality of Medical Information Act, the California Education Code and any other applicable laws regarding the confidentiality and security of individually identifiable health information.
19. The term of this Agreement shall be from July 15, 2020 through June 30, 2021. This Agreement may be terminated by either party upon at least thirty (30) days' written notice to the other party of the effective date of termination. If such termination is effected, the County will invoice the School for costs associated with activities performed in accordance with this Agreement and paid at the rate in section 2 of this Agreement through the effective date of termination.
20. The County's Department of Public Health, through its Director or designee, is authorized to discharge all functions ascribed to County in this Agreement, except those specifically reserved by law to the Board of Supervisors.
21. This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The Contractor and County shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

This Agreement, consisting of four (4) pages, and Attachment A, is the full and complete document describing the services to be rendered by the County to the School.

BOARD OF SUPERVISORS

►

Curt Hagman, Chairman, Board of Supervisors

Dated: _____
SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD

Lynna Monell
Clerk of the Board of Supervisors
of the County of San Bernardino

By _____
Deputy

Trona Joint Unified School District
(Print or type name of corporation, company, contractor, etc.)

By _____
(Authorized signature - sign in blue ink)

Name Suzette Davis
(Print or type name of person signing contract)

Title Acting Superintendent
(Print or Type)

Dated: _____

Address 83600 Trona Road

Trona, CA 93562

FOR COUNTY USE ONLY

Approved as to Legal Form

►
Adam Ebright, Deputy County Counsel

Date _____

Reviewed for Contract Compliance

►
Jennifer Mulhall-Daudel, HS Contracts

Date _____

Reviewed/Approved by Department

►
Corwin Porter, Interim Director

Date _____

**CONTRACTED SERVICES FOR FISCAL YEAR 2020-2021
COUNTY OF SAN BERNARDINO DEPARTMENT OF PUBLIC HEALTH
AND
TRONA JOINT UNIFIED SCHOOL DISTRICT**

I. DEPARTMENT RESPONSIBILITIES

County shall:

- a. Provide nursing services to include the following mandated services:
 1. Hearing screening
 2. Hearing re-check screening, as applicable
 3. Vision screening
 4. Near vision screening
 5. Color vision screening, as applicable
 6. Scoliosis screening
- b. As mutually agreed, consult with School to assess the status of students related to the services described above, and to reassess the status throughout the school year, as necessary.
- c. Act as a resource to School related to the services described above.
- d. Perform hearing screening tests by a certified audiometrist in Kindergarten, Second, Fifth, Eighth, and Tenth or Eleventh Grades, as applicable, including special education, new students to the School, and students referred for screening by School personnel.
- e. Perform hearing tests on preliminary failures.
- f. Perform vision screening which will include testing for acuity, near vision, and color blindness (as applicable), pursuant to Section 49455 of the California Education Code. Facilitate communication to parents of screening results requiring further assessment or follow-up. When a student's functional impairments preclude meaningful vision screening, this will be recorded, and the student's parent/guardian will be notified to obtain this evaluation by and any subsequent care from an appropriate specialist.
- g. Inform parents in writing of the results for vision and scoliosis screenings that require further assessments with telephone follow-up, as needed. Inform parents via letter of the results for hearing screenings that require further assessment.
- h. Prepare annual reports required by the State for hearing screening, using the form provided by the State or a form provided by the school district that meets all the requirements and captures all the data required by the State.
- i. Prepare documentation of the services described above, and provide to school district for inclusion in the individual student's health records.
- j. Perform scoliosis screening on seventh grade girls and eighth grade boys as mandated by the California Education Code 49452.5.
- k. Provide health information for all identified students who need further diagnosis and treatment for health related conditions related to hearing, vision, and scoliosis.

II. SCHOOL RESPONSIBILITIES

- a. School staff will provide complete class lists in electronic format (Microsoft Excel, or compatible spreadsheet product) for each school class required to be screened, including the first name, last name, gender, grade level, and teacher for each student. As applicable, roster shall indicate if the student is placed in special education, or excluded from receiving screening services for reasons determined by School (e.g., long- or short-term independent study or medical/health status).

ATTACHMENT A

- b. School will provide the name of the person to contact at each school location for day-to-day operational concerns and issues, and notify Department of any change in contact information, including telephone number and e-mail.
- c. School will provide staff to direct the flow of students to and from their classrooms to the on-campus location at which screening services are conducted by Department. This includes coordination with school administrative staff, teachers, and/or other faculty or personnel, as applicable.
- d. School will coordinate with Department to schedule recheck date(s) for students that fail preliminary hearing tests.
- e. School will notify, as applicable, speech and language therapists and/or appropriate personnel when screening results for students are available.
- f. School will provide forms to report the results of hearing screenings to the State, or in lieu of providing said forms, will indicate concurrence with the County's use of State forms, as provided by County.

III. LOCATION OF SERVICE DELIVERY

County shall provide the services described in this agreement at the locations listed below:

- a. Trona Elementary School
- b. Trona High School



**AGREEMENT FOR DIRECT CERTIFICATION OF FREE
AND REDUCED MEAL APPLICATION
CONFIDENTIAL TREATMENT**

AGREEMENT NO. 20/21-0136

In compliance with the State of California mandates regarding the confidentiality of documentation received identifying CALWORKS and Food Stamp Families for the implementation of Direct Certification of eligible students for free benefits under this Schools Nutrition Program, it is hereby agreed between the San Bernardino County Superintendent of Schools, herein referred to as **SUPERINTENDENT** and the **TRONA JOINT UNIFIED SCHOOL DISTRICT** herein referred to as **DISTRICT**, that:

1. The **SUPERINTENDENT** shall release to the **DISTRICT** the address of each child, of school age four through eighteen in CALWORKS and Food Stamps families who are eligible as certified by Human Services for these programs.
2. The **DISTRICT** shall abide by the stipulation set forth in the California Department of Education School Nutrition Programs Unit's Agreement to Implement Direct Certification to "maintain as confidential, documentation of children certified as eligible by direct certification including a list of names of children within the School Food Authority (SFA) from households currently certified to receive food stamps or CALWORKS". This signed agreement with the **DISTRICT** certifies that the **DISTRICT** will only use this information for the purposes of qualifying students for free benefits under the School Food Authority and for purposes stated under the current amendments to Education Code Section 49558.
3. The **SUPERINTENDENT** shall obtain this agreement with the **DISTRICT** prior to the releasing of information for direct certification to ensure compliance with the confidentiality stipulations cited above in Item #2.

This agreement for the direct certification of eligible students generated is effective July 1, 2020 through and including June 30, 2023 and is entered into the 1st day of July 1, 2020 by the **SUPERINTENDENT** and the **DISTRICT** duly signed.

**SAN BERNARDINO COUNTY
SUPERINTENDENT OF SCHOOLS**


Amber L. Arias, Manager, Procurement Services

Date: _____

**TRONA JOINT UNIFIED
SCHOOL DISTRICT**

Date: _____



**AGREEMENT FOR DIRECT CERTIFICATION OF FREE
AND REDUCED MEAL APPLICATION
CONFIDENTIAL TREATMENT**

AGREEMENT NO. 20/21-0136

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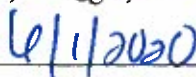
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2. The **DISTRICT** shall abide by the stipulation set forth in the California Department of Education School Nutrition Programs Unit's Agreement to Implement Direct Certification to "maintain as confidential, documentation of children certified as eligible by direct certification including a list of names of children within the School Food Authority (SFA) from households currently certified to receive food stamps or CALWORKS". This signed agreement with the **DISTRICT** certifies that the **DISTRICT** will only use this information for the purposes of qualifying students for free benefits under the School Food Authority and for purposes stated under the current amendments to Education Code Section 49558.
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This agreement for the direct certification of eligible students generated is effective July 1, 2020 through and including June 30, 2023 and is entered into the 1st day of July 1, 2020 by the **SUPERINTENDENT** and the **DISTRICT** duly signed.

**SAN BERNARDINO COUNTY
SUPERINTENDENT OF SCHOOLS**


Amber L. Arias, Manager, Procurement Services

Date: _____



**TRONA JOINT UNIFIED
SCHOOL DISTRICT**

Date: _____

**Red River Technology LLC**

21 Water Street
Suite 500
CLAREMONT, NH 03743
Ph: 603-448-8880
Fax: 603-448-8844
www.redriver.com

Quote No: OP-0031723-2**Quote Date:** 04/14/2020**RFQ:****Contract:** Open Market**To:****TRONA JOINT UNIFIED SCHOOL
DISTRICT****Darik McCullar****83600 TRONA ROAD****TRONA, CA 93562****Ph: 760-372-2821****Email: dmccullar@tjUSD.net**

Red River is monitoring the current health and economic environment as it relates to our supply chain. The lead times on this quote are based on the most current information available and are subject to change as the situation evolves.

Quote Name: OP-0031723

Account Rep	Sales Support	Lead Time	Ship Via	F.O.B.	Terms
Scott Shiffer scott.shiffer@redriver.com	Jordan Holmes jordan.holmes@redriver.com 6035043975	60 Days ARO	GROUND SHIPPING	FOB Destination	NET 30

Line	Item	Description	QTY	Price	Ext. Price
1	RRPS-PROJ-FFP	RED RIVER RED RIVER PROJECT FFP	1	\$14,885.71	\$14,885.71
2	UT1ZAC101A07D	UNITRENDS SOFTWARE UNITRENDS RS 8006 APPLIANCE WITH ENTERPRISE PLUS	1	\$8,303.44	\$8,303.44
3	UT1ZAC101H07D	UNITRENDS SOFTWARE UNITRENDS MODEL 8006 RECOVERY APPLIANCE UNIT - 3 Y EAR	1	\$4,868.83	\$4,868.83
4	UT1ZC1101PA6D	UNITRENDS SOFTWARE UNITRENDS FOREVER CLOUD 500GB - 90 DAYS RETENTION ANNUAL SUB	4	\$1,687.19	\$6,748.76
5	867959-B21	HEWLETT PACKARD ENTERPRISE HPE DL360 GEN10 8SFF CTO SERVER	1	\$1,911.38	\$1,911.38
6	867959-B21#ABA	HEWLETT PACKARD ENTERPRISE U.S. - ENGLISH LOCALIZATION	1	\$0.00	\$0.00
7	P02571-L21	HEWLETT PACKARD ENTERPRISE HPE DL360 GEN10 XEON-S 4208 FIO KIT	1	\$772.79	\$772.79
8	P00922-B21	HEWLETT PACKARD ENTERPRISE HPE 16GB (1X16GB) DUAL RANK X8 DDR4-2933 CAS-21-21-21 REGISTERED SMART MEMORY KIT	4	\$542.25	\$2,169.00
9	P00922-B21#0D1	HEWLETT PACKARD ENTERPRISE FACTORY INTEGRATED	4	\$0.00	\$0.00
10	872477-B21	HEWLETT PACKARD ENTERPRISE HPE 600GB SAS 10K SFF SC DS HDD	6	\$507.78	\$3,046.68
11	872477-B21#0D1	HEWLETT PACKARD ENTERPRISE FACTORY INTEGRATED	6	\$0.00	\$0.00
12	P01366-B21	HEWLETT PACKARD ENTERPRISE HPE 96W SMART STORAGE BATTERY 145MM CBL	1	\$135.40	\$135.40
13	P01366-B21#0D1	HEWLETT PACKARD ENTERPRISE FACTORY INTEGRATED	1	\$0.00	\$0.00
14	804331-B21	HEWLETT PACKARD ENTERPRISE HPE SMART ARRAY P408i-A SR GEN10 CTRLR	1	\$551.30	\$551.30

D&B No: 933678708 **Case Code:** 04MB1 **Tax ID No:** 02-0483341**ISO 9001:2015**

Line	Item	Description	QTY	Price	Ext. Price
15	804331-B21#0D1	HEWLETT PACKARD ENTERPRISE FACTORY INTEGRATED	1	\$0.00	\$0.00
16	865408-B21	HEWLETT PACKARD ENTERPRISE HPE 500W FS PLAT HT PLG LH PWR SPLY KIT	2	\$298.85	\$597.70
17	865408-B21#0D1	HEWLETT PACKARD ENTERPRISE FACTORY INTEGRATED	2	\$0.00	\$0.00
18	874543-B21	HEWLETT PACKARD ENTERPRISE HPE 1U GEN10 SFF EASY INSTALL RAIL KIT	1	\$96.72	\$96.72
19	874543-B21#0D1	HEWLETT PACKARD ENTERPRISE FACTORY INTEGRATED	1	\$0.00	\$0.00
20	867959-B21	HEWLETT PACKARD ENTERPRISE HPE DL360 GEN10 8SFF CTO SERVER	2	\$1,911.38	\$3,822.76
21	867959-B21#ABA	HEWLETT PACKARD ENTERPRISE U.S. - ENGLISH LOCALIZATION	2	\$0.00	\$0.00
22	P02571-L21	HEWLETT PACKARD ENTERPRISE HPE DL360 GEN10 XEON-S 4208 FIO KIT	2	\$772.79	\$1,545.58
23	P00922-B21	HEWLETT PACKARD ENTERPRISE HPE 16GB (1X16GB) DUAL RANK X8 DDR4-2933 CAS-21-21-21 REGISTERED SMART MEMORY KIT	8	\$542.25	\$4,338.00
24	P00922-B21#0D1	HEWLETT PACKARD ENTERPRISE FACTORY INTEGRATED	8	\$0.00	\$0.00
25	872475-B21	HEWLETT PACKARD 300GB SAS 10K SFF SC DS HD	4	\$304.65	\$1,218.60
26	872475-B21#0D1	HEWLETT PACKARD ENTERPRISE FACTORY INTEGRATED	4	\$0.00	\$0.00
27	P01366-B21	HEWLETT PACKARD ENTERPRISE HPE 96W SMART STORAGE BATTERY 145MM CBL	2	\$135.40	\$270.80
28	P01366-B21#0D1	HEWLETT PACKARD ENTERPRISE FACTORY INTEGRATED	2	\$0.00	\$0.00
29	804331-B21	HEWLETT PACKARD ENTERPRISE HPE SMART ARRAY P408I-A SR GEN10 CTRLR	2	\$551.30	\$1,102.60
30	804331-B21#0D1	HEWLETT PACKARD ENTERPRISE FACTORY INTEGRATED	2	\$0.00	\$0.00
31	865408-B21	HEWLETT PACKARD ENTERPRISE HPE 500W FS PLAT HT PLG LH PWR SPLY KIT	4	\$298.85	\$1,195.40
32	865408-B21#0D1	HEWLETT PACKARD ENTERPRISE FACTORY INTEGRATED	4	\$0.00	\$0.00
33	TAX	STATE SALES TAX SALES TAX	1	\$2,408.56	\$2,408.56
					TOTAL: \$59,990.01

*** Attention Contracting *** Domestic Orders placed against this quote may be subject to state sales tax unless your organization's tax exemption certificate for the appropriate state(s) is included in your order.

This quote is provided IAW FAR Part 13, 14, or 15.

This quote is valid for 30 days unless otherwise noted within this quote.

REMIT TO:
Red River Technology LLC
PO Box 780924
Philadelphia, PA 19178-0924

We welcome your feedback.
Please complete our Customer Survey:
<http://www.redriver.com/customer-survey>



Quote No: OP-0031723-2

Terms and Conditions

Thank you for choosing to work with Red River Technology LLC (Red River).

These terms and conditions apply to any order resulting from this quote except to the extent of any conflict with any applicable customer-specific contract (including without limitation any government indefinite-delivery/indefinite-quantity contract) or applicable law. In the event of such a conflict, the contract or applicable law shall supersede and take precedence over these terms and conditions.

Quotations are considered all or nothing unless otherwise specified. Please contact us if you would like to procure only a portion of the products or services identified in this quotation.

This quote is intended for the use of the person or entity to whom it is addressed and contains information that is privileged and confidential and may be protected from disclosure under applicable law. If you are not the intended recipient, your use of this message for any purpose is strictly prohibited. If you have received this quote in error, please notify the sender so that we may correct our records.

By soliciting and accepting this quote, the intended recipient of this quote agrees not to disclose its content to any third party, including without limitation any other vendors, and agrees not to use this quote for any purpose other than determining whether to purchase the quoted goods or services from Red River. You agree that Red River shall be entitled to seek a court order enjoining any violation of this obligation in addition to other remedies afforded under law for any violation.

All purchases are subject to credit approval.

Red River may invoice for hardware/software products and licensing upon proof of delivery. Invoicing for services will be based on Period of Performance (POP) start date, milestone completion, or as otherwise agreed upon in an agreed-upon Statement of Work (SOW).

All returns are subject to pre-approval and must have an RMA (Return Merchandise Authorization) number issued by Red River. Return approval may be based on the policies of the manufacturers whose products we provide. Generally, unopened products in 100% re-sellable condition may be returned within 30 days. Please take note that most manufacturers do not permit the return of products that have been opened, custom built or otherwise preconfigured. Some manufacturers do not allow returns for any reason. Please check with your sales representative for specific manufacturer return guidelines. Failure to return a product within the applicable return period will be deemed to be an acceptance of the product.

Red River does not separately warrant the products of the manufacturers we carry and disclaims all warranties except as otherwise agreed in writing between you and Red River.

Red River will honor the pricing in this quotation for a period of 30 days pending manufacturer or distributor price increase or discontinuance, unless otherwise noted within this quote.

Shipments of information technology products to California may require additional charges to cover CA state environmental fees, for which the customer will be responsible.

Any dispute arising out of or relating to this quotation or a resulting order will be resolved exclusively in a court of competent jurisdiction in the State of New Hampshire. The customer will be responsible for all legal costs and other third-party collection fees associated with Red River's efforts to collect non-payment of invoices. This paragraph does not apply to government customers.

Orders may be subject to state or local taxes without the provision of reseller, or valid tax exemption certificates.

By soliciting and accepting this quote, the intended recipient of this quote will comply with the most recent version of the clauses set forth in the Federal Acquisition Regulation (FAR) 52.244-6, entitled "Subcontracts for Commercial Items," and Defense Federal Acquisition Regulation Supplement (DFARS) clauses applicable to subcontracts for commercial items.

These terms and conditions are subject to change prior to issuance of any order.

Additional shipping charges may apply when OCONUS, expedited, or heavy-weight shipments or any non-standard shipping arrangements are requested and/or required for order fulfillment.

Any Trade Agreements Act (TAA) information in this quote is based solely on data from the applicable manufacturer/supplier source.

TAA is determined at time of quote. NC=Non-TAA compliant, C=Compliant, NA=TAA Not Applicable

Red River will communicate changes in TAA status impacting customer requirements promptly upon being informed of such changes by the manufacturer/supplier source.

Red River



Response To:

Trona JUSD

Server Environment Refresh

Statement of Work – Quote OP-0031723-2

May 27, 2020

Submitted By:

Scott Shiffer

Phone: 909-552-5300

Email: scott.shiffer@redriver.com

Chris Barrere

Phone: 512-817-5277

Email: chris.barrere@redriver.com

Red River Technology LLC

21 Water Street, Suite 500

Claremont, NH 03743

www.redriver.com

The data in this document shall not be disclosed outside the Customer organization. It shall not be used or disclosed in whole or in part for any purpose other than to evaluate the document. Should a service agreement be awarded to Red River Technology LLC (Red River) as a result of or in connection with the submission of this document, Customer shall have the right to use or disclose the data to the extent provided by the agreement. This restriction does not limit the right of Customer to use information contained in the data if it is obtained from another source without restriction.

Non-Disclosure Statement

The data in this document shall not be disclosed outside the Customer organization. It shall not be used or disclosed in whole or in part for any purpose other than to evaluate the document. Should a service agreement be awarded to Red River Technology LLC. (Red River) as a result of or in connection with the submission of this document, Customer shall have the right to use or disclose the data to the extent provided by the agreement. This restriction does not limit the right of Customer to use information contained in the data if it is obtained from another source without restriction.

THE INFORMATION AND SOLUTION PROPOSED ARE CONSIDERED TO BE UNIQUE
AND SHOULD BE PROTECTED AS "PROPRIETARY" ONLY FOR THE EYES OF
CUSTOMER MANAGEMENT

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Use or disclosure of information contained on this sheet is subject to the restriction on the title page of this proposal.

1.0 EXECUTIVE SUMMARY

The Trona Joint Unified School District operates several elementary, middle and high schools and serves students in kindergarten through grade 12. The Trona Joint Unified School District schools provide Title I and gifted and talented education programs. Its schools also conduct classes in art, music, band, choir, and physical and computer education. In addition, the district's schools offer meals and transportation, health care and guidance counseling services.

Trona JUSD has a requirement for the implementation of a new Server Environment Refresh infrastructure into their environment.

Established in 1995, Red River is a Technology Transformation IT solutions provider with Corporate Headquarters in Claremont, NH, and Federal Headquarters in the Washington, DC metro area. We support customers in the commercial, civilian, military, healthcare, and education markets worldwide. We provide a wide range of capabilities and cutting-edge IT solutions designed to solve current challenges, optimize available assets, and help make meaningful IT investments that align with the strategic goals of our customers. Key solution areas include Data Center, Network Infrastructure, Storage, Software Development, and Mobility. We provide Consulting Services along with Supply Chain Management and Professional, Managed, and Support Services to maximize process improvements and cost savings. Our technology expertise and mission-critical experience help our customers optimize their business processes and extend the value of their IT investments.

2.0 SOLUTION OVERVIEW

RED RIVER is pleased to provide the Trona JUSD team with a solution that provides new file, backup, AD, DNS, and Airwave Servers, and integrates them into their existing environment. Red River will design the new infrastructure, plan and perform migration, stage and configure the new equipment, perform testing and cutover, and document the new server environment.

3.0 PROJECT MILESTONES

3.1 INITIATING & PLANNING MILESTONE

To promote the success of any customer environment changes, upon initiating the project the Red River team will use the planning and design phase to capture all necessary aspects of the solution upgrades or verify that changes are compatible with the existing environment and will not affect capability and operation of the affected infrastructure. The specific design aspects of this solution will entail the following:

- Information gathering
 - Review current server hardware and OS configurations
 - Review current file server layout and permissions
 - Review current backup system jobs and schedule
 - Review current network switches

Use or disclosure of information contained on this sheet is subject to the restriction on the title page of this proposal.

- **Design**
 - New server hardware and OS configurations
 - New file server layout and permissions
 - New backup system jobs and schedule
 - New, automated disaster recovery policy for DrAAS
 - New connections to network switches
- **Migration Planning**
 - Create migration plan for server hardware and OS configurations
 - Create migration plan for file server layout and permissions
 - Create migration plan for backup system jobs and schedule

3.2 EXECUTING MILESTONE

Upon successful planning of the engagement, the assigned Red River engineer will begin the necessary tasks to complete the desired changes within the customer environment. The specifics identified for this effort are as follows:

- **Staging**
 - 1 replacement DL360 AD/DNS server, migrate services
 - 1 replacement DL360 Airwave server, migrate services
 - 1 new DL360 file server, migrate services
 - 1 Unitrends 8004 backup appliance test and validate backup jobs
 - Implement the backup and automated disaster recovery policies to include utilizing the DRAAS capability for automated recovery of the environment in case of site failure. Set up a regular testing schedule and runbook.
- **Documentation**
 - Create As-built documentation for server hardware, OS configurations and services
 - Create As-built documentation for backup system jobs and schedule

3.3 VALIDATION & TESTING MILESTONE

A detailed test plan will be developed based on the agreed upon design developed in the planning phase of the project. The test plan will include the test procedure to be performed, the anticipated results for that specific testing activity, and the actual observed results achieved during performance of the test plan. The test results will be presented as part of the closure documents and will have been signed by the assigned engineer and the customer designated point of contact for validation of testing and results for each activity. Customer participation in the testing and validation of the solution is a critical aspect of this process and will be scheduled with the customer to support effective project closure.

3.4 CLOSING (ACCEPTANCE) MILESTONE

Use or disclosure of information contained on this sheet is subject to the restriction on the title page of this proposal.

Upon completion of the design and deployment milestones, the customer-designated point of contact will certify completion by signing the project acceptance form. Once the acceptance has been provided the customer will be requested to complete a Red River Customer Satisfaction Survey as part of final project related deliverables and the final step to support full project closure.

3.5 PROJECT DELIVERABLES

- Project Management specified documentation
- Detailed Design Document
- The fully implemented solution defined within this SOW
- Test and Acceptance Document
- Final Configuration Documentation (As-Built) of the implemented solution
- Customer Satisfaction Survey

3.6 TASKS THAT ARE OUT OF SCOPE

The following tasks are excluded from the project. (A quote for this work can be provided if desired)

- Red River is responsible for performing only the Services expressly specified in this SOW. All other services, tasks and activities are considered out of scope.
- Initial setup of DrAAS is included in this SOW. Ongoing testing is not included, but can be arranged through Red River Managed Services.

4.0 PROJECT MANAGEMENT

4.1 RED RIVER'S PROJECT TEAM

A dedicated Project Team is assigned and available throughout the lifecycle of the project. This includes an Account Executive, the Inside Account Team, a Lead Engineer, and a Project Manager. We will add technical and administrative resources as necessary to complete the project successfully. Below is a description of the project team:

- **Account Executive (AE):** The AE is responsible for the overall satisfaction of the customer's business requirements. It is the job of the AE to be intimately aware of the customer's business goals, needs, and challenges.
- **Inside Account Team:** This team consists of dedicated sales personnel that are available every day to provide hardware quotes as well as a variety of other pre-sales activities.
- **Project Manager (PM):** Every project that Red River is involved in is assigned a PM. The PM is the primary interface to the customer. They are responsible for providing the customer with status updates, promptly communicating project risks, and verifying that all technical resources have what they need to successfully deliver the solution.
- **Lead Engineer:** When a customer engages Red River to provide a service, whether it is a design, installation, or simply a consulting project, a Lead Engineer provides senior technical guidance for the Delivery Team. The Lead Engineer makes certain the right

Use or disclosure of information contained on this sheet is subject to the restriction on the title page of this proposal.

resource is applied to the right task and the right tasks are done at the right time, and in effect, is the Foreman of the Red River Delivery Team.

- **Other Resources:** Red River has a pool of technical and administrative resources that are applied at any time at the direction of the Lead Engineer or PM. This includes installation technicians, Professional Trainers, Technical writers, etc.

The combined expertise of the PM and engineers involved are used to effectively manage an engagement of this complexity and importance. While the PM functions as the primary interface for the customer, the engineering team applies experience and lessons learned from similar projects and has ultimate responsibility for customer satisfaction and adherence to project deliverables, and meeting customer's expectations.

4.2 PROJECT MANAGEMENT APPROACH

The Red River Project Team provides a tailored Project Management approach based on Project Management Institute (PMI) concepts and agile methodology to deliver solutions successfully. Team members have professional certifications to include but are not limited to the following: PMI-PgMP, PMI-PMP, PMI-RMP, PMI-ACP, CSM, CSPO, ITIL, and Six Sigma.

Red River engages our customers using our proven five-phased project management approach—INITIATING, PLANNING, EXECUTING, VALIDATING, and CLOSING. The Red River Project Team collaborates with customers to kick-off the project through **Initiating and Planning** the current IT infrastructure implementation approach and understand the operational challenges and mission-critical goals. Our engineers work directly with the customer's technical staff for **Executing** awarded solutions and services. We use customer-approved design document deliverables to verify custom solutions and services deployed specifically meet or exceed the stated requirements of the intended solution and will help the Agency achieve their primary IT goals. Once the Red River Project Team has implemented the solution, we engage the customer in **Validating** the solution through testing within the customer environment. In **Closing**, we provide the customer acceptance documentation to substantiate and support all stated milestones and objectives are met, the solution operates as designed, and the project is ready for final acceptance.

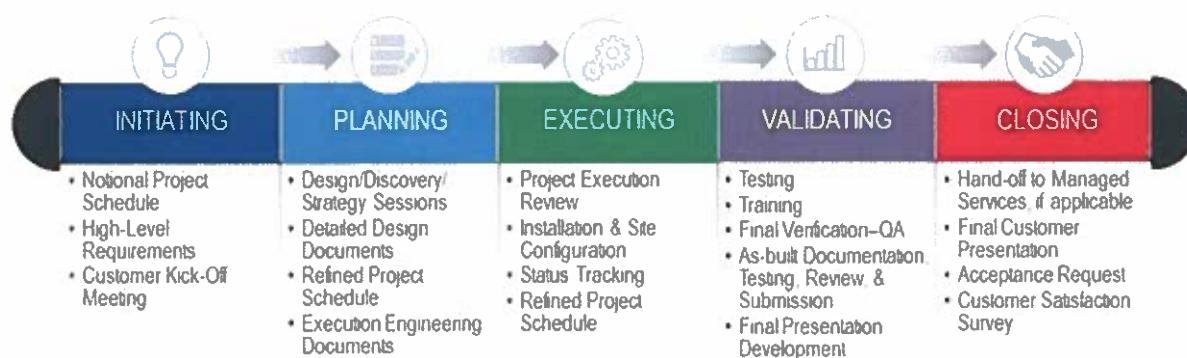


Figure 1: Red River's Proven Project Management Approach

Initiating and Planning Phase: This phase forms the foundation to achieve success for the entire effort. Red River uses proven processes and extensive experience to address all aspects of

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the project management lifecycle and project execution plans from cradle to grave. The Lead Engineer works closely with the customer or end user to explain solution requirements based on site survey findings, including recommended areas for improvement. Red River develops design documentation and presents it to the customer for approval. After the Planning Phase, we provide a detailed list of the activities and deliverables to the customer.

Execution Phase: This phase represents the specific implementation activities (onsite and remote level work) that deliver the approved solution at the designated locations for the effort. Once deployed, Red River will stage the solution for the next phase of operations.

Validating Phase: This phase represents all activities necessary to certify the installed solution. This includes all end-to-end system testing and final User Acceptance testing for the proposed solution. The Validating phase confirms that the solution is complete and technically compliant with all stated requirements and defined performance standards.

Closing Phase: This phase represents the final phase of the designated project effort. During this phase, Red River performs a top to bottom review of all project requirements, verifies all final deliverables are complete, and the Customer and Red River mutually agree all stated requirements have been satisfied.

Specific project deliverables provided to support all Red River Professional Service engagements are as follows:

- Project Schedule
- Status Reports
- Meeting Minutes
- Detailed Design Document
- Test and Acceptance Documentation
- As-Built Documentation

The assigned Red River PM tracks, manages, and delivers each of the defined deliverables. The project is deemed complete when all deliverables have been submitted and accepted by the customer, and the Customer Satisfaction Survey has been returned to Red River.

4.2.1 *KICK-OFF MEETING*

Upon contract award, Red River's PM sets up an initial Kick-Off meeting with the customer to discuss the approach and plan for the project. This meeting focuses on gathering information to establish the project stakeholder register, define all stakeholder roles, and begin the data gathering to complete and submit the initial project plan baseline, the Project Management Plan, and the requirements for scheduling and completing the necessary site evaluations. The PM also establishes project tracking and accountability within the suite of software tools Red River employs to enhance visibility and tracking of all project activities from procurement to resource scheduling and financial accountability.

4.2.2 *PROJECT MANAGEMENT PLAN*

The Project Management Plan is the document that details and outlines the specifics of the project, including scope, schedule, communication, cost, quality, risk, and staffing, and the management and control of each of these project facets. This document is updated based on any project changes that occur that impact the specifications set forth. The primary uses of the project

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plan are to document planning assumptions and decisions, facilitate communication among stakeholders, and document approved scope, cost, and schedule baselines. Upon contract award, Red River will develop additional details of the project plan to document the overall planning, monitoring, and implementing activities in close collaboration with the customer, stakeholders, and decision makers.

The following aspects of Project Management are defined in the Initiating and Planning Phases and are included in the Project Management Plan:

Scope Management: Managing and controlling scope changes are necessary and critical to supporting accurate configuration management of the final solution. Specific processes for managing scope challenges are defined and documented, and upon completion will become an integral part of the overarching Project Management Plan.

Change Management: Changes to the scope, SOW, or deliverables may be requested by the primary points of contact from each party in written form. Parties will review the requests and consult with each other on the acceptance of the changes and what the impact to pricing or schedule will be. If changes are accepted then an amendment to the SOW will be made once signed by both parties.

Communications Management: All reports, updates, and communications relating to the project effort will originate from or are routed through the PM. The PM will be accountable for tracking any open items, and addressing any issues and risks with the necessary resources so that project requirements and deliverables are met on time. Specific communication channel requirements are defined and distribution lists for the necessary deliverables are established and documented.

Schedule Management: The PM will create and have a baseline schedule approved. This serves as the final schedule management document for the project. Maintaining compliance with the approved baseline schedule for the project serves to safeguard cost and scope constraints remain on track and are not detrimental to project success. All actual start and finish dates for task efforts are accurately documented and will reflect any schedule risks that may be present.

Risk Management: The Red River PM is responsible for all risk identification and mitigation strategies. The Risk Management Plan will clearly define all associated project risks and define appropriate mitigation strategies for each risk that could materialize during project execution. The Risk Management Plan includes the creation of a risk register that identifies all risks, determined triggers, and accountable parties for the mitigation strategy implementation and the level of impact for the associated risk.

Quality Management, Quality Assurance/Quality Control: The PM has the ultimate responsibility for ensuring the Red River quality principles are maintained and for managing the quality processes, while the Lead Engineer is the technical representative charged with ensuring all quality control processes are followed. The system design documents are created in full collaboration with the customer and the team to safeguard all tenets of quality assurance are maintained throughout development. Any instances of quality challenges or non-conformity to specifications or requirements are brought to the attention of the PM who initiates the

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appropriate corrective action processes as defined within the Red River Quality Management System doctrine. Red River maintains an ISO 9001:2015 certification.

5.0 ASSUMPTIONS

5.1 PROJECT ASSUMPTIONS

- Red River reserves the right to use Subcontractors
- Red River will work at specified locations or remotely
- If necessary, Red River engineers will be provided a hard VPN so they can use Red River laptops and tools to perform the tasks outlined in the SOW

5.2 CUSTOMER RESPONSIBILITIES

- Designate a single point of contact to whom all communications may be addressed and who has the authority to act on all aspects of the services
- Provide confirmation of the scheduled activity to the Red River Project Manager, before the Red River team is dispatched
- Reasonable access to all customer sites and facilities, including where applicable, computer equipment, telecom equipment, facilities, workspace and telephone for Red River's use during the project
- Adequate secured storage areas on Trona JUSD sites for Red River equipment for the duration of the project
- Provide list of naming schemes and IP addressing for devices as may be applicable.
- Provide list of users, User Groups and desired roles as applicable
- Customer will provide Red River with all necessary information concerning any and all security considerations and the process to work within any present security policies and processes

6.0 PRICING TERMS AND CONDITIONS

- Red River reserves the right to partial invoice for services based on milestones outlines in section Project Milestones
- Project Milestones are contingent on successful completion of tasks by both Trona JUSD and Red River. Red River will not be held to pre-discussed milestones if Trona JUSD fails to complete tasks as pre-determined. Red River reserves the right to invoice for work completed due to customer project delays.
- All project pricing is based on performance during normal business hours Monday through Friday, 8:00am to 5:00pm local time unless outlined in the statement of work.

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Time that is required outside of normal business hours may require a change order detailing the work to be completed and any associated costs

- Red River reserves the right to invoice the hardware upon delivery
- Red River will deploy a resource as soon as available
- Payment Terms are based on Customer Credit reference and will be determined by Red River Finance
- If at any time during the project, tasks are identified that are outside of the outlined tasks, Red River will issue a change order to accommodate those changes. A quote will be submitted to the customer outlining additional tasks and increased costs. These are subject to customer approval.
- Travel if required will be billed in accordance with GSA Per-Diem rates and billed on actual expenses incurred plus handling.
- See Attached Quote for all other Terms and Conditions

7.0 APPROVAL TO PROCEED WITH PROJECT

The pricing for work to be completed in the document previously defined is a *firm fixed price engagement* based on the information gathered and milestones as outlined. Red River is pleased to offer the services described in the above SOW on the attached Quote Number: **OP-0031723-2**

Red River reserves the right to invoice based on milestone completion as defined in the milestone payment schedule below:

Milestone	Percentage	Invoice Upon
Hardware	100.00%	Delivery
Planning/Design	25.00%	Order
Execution	50.00%	Milestone
Validation	15.00%	Milestone
Closure	10.00%	Acceptance
Travel	100.00%	As Incurred

The undersigned parties each understand and agree that this SOW, *Server Environment Refresh*, accurately sets forth the services that Red River will provide for Customer.

Following receipt of signed Contract Agreement and the Customer's Purchase Order, a Red River Project Manager will contact Trona JUSD to discuss next steps. Red River requires a minimum of two (2) weeks' notice to begin project implementation from date of receipt of signed Contract Agreement and Customer's Purchase Order.

CUSTOMER CONTACT NAME:

CUSTOMER CONTACT TITLE:

CUSTOMER PHONE NUMBER:

CUSTOMER EMAIL ADDRESS:

PROJECT SITE ADDRESS:

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(Signature)

(Print Name)

Date

Trona JUSD

**** A signed copy can be emailed or Faxed to 603.448.8844 and be accompanied with a Purchase order.**

7.1 PROJECT COMPLETION AND ACCEPTANCE

Upon completion of all mile stones on the deployment the Red River assigned Project manager will notify the customer point of contact we are at the completion stage. Once all milestones have been completed, they will submit an acceptance worksheet for signature and approval. After notification of completion Red River will assume acceptance after seventy-two (72) hours unless we have been alerted that there are any defects or missed milestones.



Elite Modular Leasing & Sales, Inc.

May 20, 2020

Trona Joint Unified School District
83600 Trona Rd.
Trona, CA 93562

Attn: Darik McCullar (e-mail dmccullar@tiusd.net)

The following proposal is based upon Trona Joint USD utilizing the Open Piggyback Contract Bid SSPU, #40-09/2016-17 with Savanna School District as outlined as outlined below

Re: PCR #2 – Revise Lease term from (1) Year to (3) Year Term

Item I – EML-1083 PCR #2 Cost Savings for a (3) Year Lease Term

- | | | |
|----|--|----------------------|
| a) | 1- Year Lease Term (per 1-21-20 executed proposal) | \$10,182.20 per year |
| b) | 3- Year Lease Term | \$ 9,039.30 per year |

NOTE: Annual savings is \$1,142.90 per year

Item II – Inclusions

- No changes from executed 10-21-19 proposal

Item III – Exclusions

- No changes from executed 10-21-19 proposal

If the above is acceptable, please sign below by 5-22-20 and return.

Sincerely,

Elite Modular Leasing and Sales, Inc.

Jeremy Goldenetz

Jeremy Goldenetz

President

ACCEPTED _____ DATE _____

BY _____

TITLE _____

LEASE EXTENSION AGREEMENT

EML-1077

This lease extension agreement is made as of May 19, 2020, by and between ELITE MODULAR LEASING AND SALES, INC., a California Corporation ("**Lessor**") and Trona Joint Unified School District, a Public California Corporation ("**Lessee**"), for the following personal property: Five (5) relocatable modular building(s) located at Trona Elementary School of approximately Four Thousand Eight Hundred (4,800) square feet, bearing the following serial numbers: 21718-19, 21796-97, 38579-80, 54175-76 and 54183-84 **including ramps and landings** pursuant to the Savanna School District's 2017 District-wide contract for the Purchase, Lease, Relocation, Dismantling and Removal of Division of the State Architect (DSA) Approved Portable Buildings Bid No. SSPU #40-09/2016-2017 incorporated herein by reference.

The agreement certifies that the parties agree to extend the original lease agreement for an additional time period of Three (3) years, starting on September 1, 2020 and ending on August 31, 2023.

The lease will be extended at an annual rate of \$55,067.00 per year, payable in advance.

The dismantle and return delivery fees are: \$23,377.50 dismantle / \$5,000.00 shuttling / \$21,000.00 crane / \$25,975.00 return.

This document binds the Lessor and the Lessee to the terms and conditions of the original lease. This lease extension agreement, along with the original lease, is the entire agreement between both parties.

LESSOR

ELITE MODULAR LEASING AND SALES, INC.,
a California Corporation

By: _____

Name: Jeremiah Goldenetz

Title: President

LESSEE

TRONA JOINT UNIFIED SCHOOL DISTRICT, a
Public California Corporation

By: _____

Name: Darik McCullar

Title: MOT Foreman

LEASE AGREEMENT
EML-1083
BASIC LEASE INFORMATION

A. PARTIES:

Lessor: Elite Modular Leasing & Sales, Inc., a California Corporation

Lessee: Trona Joint Unified School District

B. DATE OF LEASE: June 15, 2020

C. BASIC LEASE PROVISIONS:

1. Property: One (1) relocatable building(s), serial number(s) 30010-30011 of approximately Nine Hundred Sixty (960) square feet, per Proposal dated October 21, 2019, pursuant to the Savanna School District's 2017 District-wide contract for the Purchase, Lease, Relocation, Dismantling and Removal of Division of the State Architect (DSA) Approved Portable Buildings Bid No. SSPU #40-09/2016-2017 incorporated herein by reference.
2. Term: One (1) Year.
3. Commencement Date: August 1, 2020
4. Expiration Date: August 31, 2023
5. Permitted Use: Classroom/Educational Use.
6. Location of Installation: Trona Elementary School, 83600 Trona Road, Trona, CA 93562.
7. Base Rent: Annual Rent of \$11,013.40 (including ramp & landing).
Monthly Rent of \$ N/A.
8. Address for Notices:

Lessor: Elite Modular Leasing & Sales, Inc.
3091 Indian Avenue
Perris, CA 92571

Lessee: Trona Joint Unified School District
83600 Trona Road
Trona, CA 93562

9. Delivery and Installation fee: Delivery \$5,195.00 / Shuttling \$1,039.00 / Special Unloading \$9,409.50 / Installation \$4,675.50.
10. Dismantle and Return fee: Dismantle \$4,675.50 / Shuttling \$1,039.00 / Special Unloading \$9,409.50 / Return \$5,195.00.
11. Improvements: \$7,630.10 (foundation and carpet).

This Lease Agreement ("Lease") is made as of June 15, 2020, by and between Elite Modular Leasing & Sales, Inc., a California Corporation ("Lessor"), and Trona Joint Unified School District, a public educational institution ("Lessee"). The parties shall be referred to herein individually as "Party" and cumulatively as "Parties."

1. LEASE

Subject to the terms and conditions set forth in this Lease, and the Savanna School District contract awarded pursuant to Bid #SSPU #40-09/2016-17, Lessor leases to Lessee the Property (as defined in Paragraph [C.1.] of the Basic Lease Information).

2. TERM; DELIVERY OF PROPERTY; CONDITION OF THE PROPERTY; LESSOR'S WORK

2.1. Term. The Lease Term ("Term") shall be Three (3) Years as set forth in Paragraph [C.2.] of the Basic Lease Information, commencing on the Commencement Date, as set forth in Paragraph [C.3.], and ending on the Expiration Date set forth in Paragraph [C.4.].

2.2. Delivery of Property. Lessor shall deliver the Property to Lessee subject to Section [2.3.] below. In the event of any delay in the delivery of the Property to Lessee, this Lease shall not be void or voidable, however, Lessor shall be liable to Lessee for any loss or damage resulting from such delay and the Base Rent set forth in Paragraph [C.7.] of the Basic Lease Information shall be adjusted due to the delay.

2.3. Condition of the Property. Lessor represents and warrants that the Property is suitable for the conduct of Lessee's business. Lessor shall have no obligation to make or pay for any improvements or renovations to the Property to prepare the Property for Lessee's occupancy, unless so agreed upon between the Parties in writing. The taking of possession of the Property by Lessee shall conclusively establish that the Property is in good order, condition and repair.

2.4. Lessor's Work. Upon delivery of the Property to Lessee, Lessor shall install the Property at the Location as set forth in Paragraph [C.6.] of the Basic Lease Information. Lessor shall provide all labor, materials, and services required for the construction and installation of the Property per any approved plans as set forth in the Basic Lease Information Paragraph [C.1.]. The Property shall be fully furnished with all electrical and heating, ventilation and air conditioning (HVAC) required by the Lessee. Lessor's work shall not include any site work, including, but not limited to connection of utilities, ramp extensions and inspections. Lessee shall pay to Lessor a delivery and installation fee, per Paragraph [C.9] of the Basic Lease Information. The fee shall be paid by Lessee with the first lease payment due or as otherwise agreed in writing. Upon termination of

this Lease as provided for herein, Lessor shall dismantle said Property from the Location. Lessee shall pay to Lessor a dismantle and return fee per Paragraph [C.10.] of the Basic Lease Information.

3. BASE RENT

Lessee shall pay on the Commencement Date, without prior notice, deduction or offset, the amounts set forth as Base Rent in Paragraph [C.7] of the Basic Lease Information.

4. USE OF PROPERTY

The Property shall be used for classroom or normal educational purposes by Lessee and such ancillary uses as shall be reasonably required in connection therewith and for no other use or uses without the prior express written consent of Lessor.

5. PROHIBITED USES

Lessee shall not use or allow the Property to be used in violation of any law or rule or regulation, or for any improper or unlawful use. Lessee shall not do or permit to be done anything that will cause cancellation of any fire, casualty, liability, or other insurance policy insuring the Property. Lessee shall not cause, maintain or permit any nuisance in, on or about the Property. In addition, Lessee shall not remove the Property from the Location set forth in Paragraph [C.6.] of the Basic Lease Information without the prior written approval of Lessor. Moreover, any and all delivery, installation, dismantling or removal of the Property shall be done solely by Lessor, unless otherwise authorized in writing by Lessor.

6. LESSEE'S MAINTENANCE AND REPAIR

6.1. Lessee's Maintenance and Repair Obligation. Lessee, at Lessee's sole cost and expense, shall keep the Property in good condition and repair, normal wear and tear and damage by fire or other casualty excepted. Only minor routine maintenance shall be performed on the Property by Lessee, such as electrical connections, replacing light bulbs, and custodial services.

6.2. Lessor's Right to Make Repairs. Lessee shall give Lessor prompt written notice of any damage to or defective condition in any part of the Property. Upon such notice, the Parties shall come to an agreement as to the necessity and extent of repairs required for the Property. If Lessee was required to make such repairs as required by the Lease, Lessor may, after written notice to Lessee and Lessee's failure to repair within ten (10) business days of receipt of Lessor's notice, make such repairs. Lessee shall reimburse Lessor upon receipt of an invoice, all costs incurred by Lessor in performing any such repair on account of Lessee.

7. LESSEE'S FURNISHINGS AND ALTERATIONS

7.1. Lessee's Furnishings. Lessee shall be permitted to install any and all school furniture and furnishings ("Furnishings") in the Property as is required for usual school purposes. All Furnishings shall be installed at Lessee's sole expense and shall remain the sole property and responsibility of Lessee.

7.2. Removal of Furnishings. Any Furnishings installed by Lessee shall be removed by Lessee, at Lessee's sole cost, at the expiration or sooner of this Lease and the Property shall be restored by Lessee to its condition prior to the installation of the Furnishings, ordinary wear and tear excepted.

7.3 Unpermitted Furnishings. Aside from Furnishings authorized in Section [7.1] above, Lessee shall not be permitted to make any other alterations to the Property without the prior written consent of Lessor.

7.4 Lessee's Alterations. Lessee, at Lessee's sole cost and expense, shall be permitted to make alterations to the Property upon prior written approval by Lessor. Such alterations shall include, but not be limited to, changes to the layout of the Property, installation of low voltage electrical outlets, and installation of partition walls that are necessary for the Lessee's educational purposes.

8. LESSEE'S INSURANCE

Lessee will cause its own all risk insurance property policies to be extended to cover the Property with endorsements in the name of the Lessor as its interest may appear. Lessee will also cause Lessor to be named as additional insured in its public liability policy to the extent of the Lessee's operations of the said Property for as long as this Lease is in force.

9. INDEMNIFICATION

9.1. Indemnification of Lessor. Lessee shall indemnify, defend, protect, and hold harmless Lessor from any and all claims, losses, costs, damages, expenses and liabilities (including without limitation court costs and reasonable attorneys' fees) ("Claims") to the extent arising from any negligent acts or negligent omissions of Lessee arising out of this Lease, or any breach by Lessee of the terms and conditions of this Lease.

9.2. Indemnification of Lessee. Lessor shall indemnify, defend, protect, and hold harmless Lessee from any and all claims, losses, costs, damages, expenses and liabilities (including without limitation court costs and reasonable attorneys' fees) ("Claims") to the extent arising from any negligent acts or negligent omissions of Lessor arising out of this Lease or any breach by Lessor of the terms and conditions of this Lease.

9.3. Survival. The provisions of this Section 9 shall survive the expiration or earlier termination of this Lease with respect to any claims or liability arising in connection with any event occurring prior to such expiration or termination.

10. DESTRUCTION OF PROPERTY

Lessee shall promptly notify Lessor in writing of any destruction of or irreparable damage to the Property resulting from fire or any other casualty. Lessor and Lessee shall mutually agree on the appropriate course of action regarding the Lease. Lessor shall not be obligated to repair or replace any of Lessee's Furnishings, such as movable furniture, equipment, trade fixtures and other personal property, due to destruction of or irreparable damage to the Property.

11. SURRENDER OF PROPERTY; OWNERSHIP AND REMOVAL OF FURNISHINGS

On the Expiration Date as set forth in Paragraph [C.4.] of the Basic Lease Information, or earlier termination of this Lease, Lessee shall surrender the Property to Lessor vacant and broom-clean, except for reasonable wear and tear. Lessee shall remove all Lessee's Furnishings prior to the Expiration Date or termination of the Lease.

12. COMPLIANCE WITH LAWS

Lessor and Lessee shall comply with any law, statute, zoning restriction, ordinance, rule, regulation or requirement of duly constituted public authorities now in force or which may hereafter be in force ("Applicable Laws") relating to or affecting the construction, condition, use or occupancy of the Property.

13. DEFAULT BY LESSEE AND REMEDIES UPON DEFAULT

13.1. Events of Default. The occurrence of any of the following shall constitute an "event of default" on the part of Lessee:

(i) Nonpayment of Rent. Failure to pay any installment of Rent due and payable in this Lease on the date when payment is due after reasonable efforts by Lessor have been exhausted to collect;

(ii) Other Obligations. Failure to perform any material obligation under this Lease and such failure continues for a period of thirty (30) calendar days after Lessor's written notice of such failure.

13.2 Remedies Upon Default. If an event of default by Lessee occurs, Lessee shall be deemed in breach of the Lease and Lessor shall have, in addition to any other remedies available to Lessor at law or in equity, the right to terminate this Lease, in which event Lessee shall immediately surrender the Property to Lessor, and if Lessee fails to do so, Lessor may, without prejudicing any of the remedies that Lessor may have under this Lease, at law or in equity, take possession of the Property.

13.3. Waiver of Breach. The waiver by Lessor of any breach by Lessee of any of the provisions of this Lease shall not constitute a continuing waiver or a waiver of any subsequent default or breach by Lessee either of the same or a different provision of this Lease. The subsequent acceptance of Rent by Lessor shall not be deemed to be a waiver of any preceding breach at the time of acceptance of such payment. No term of this Lease shall be deemed to have been waived by Lessor unless the waiver is in writing signed by Lessor.

14. DEFAULT BY LESSOR AND REMEDIES UPON DEFAULT

14.1 Event of Default by Lessor. Lessor shall be in default if Lessor fails to perform any material obligation under this Lease, and such failure continues for a period of thirty (30) calendar days after Lessee's written notice of such failure.

14.2 Remedies Upon Default. If an event of default by Lessor occurs, Lessor shall be deemed in breach of the Lease and Lessee shall have, in addition to any other remedies available to Lessee at law or in equity, the right to terminate this Lease, in which event Lessor shall immediately dismantle and remove the Property at Lessor's sole cost and expense, and if Lessor fails to do so, Lessee may, without prejudicing any of the remedies that Lessee may have under this Lease, at law or in equity, take possession of the Property, dismantle, remove and store the Property at Lessor's cost and expense.

14.3 Waiver of Breach. The waiver by Lessee of any breach by Lessor of any of the provisions of this Lease shall not constitute a continuing waiver or a waiver of any subsequent default or breach by Lessor either of the same or a different provision of this Lease. No term of this Lease shall be deemed to have been waived by Lessee unless the waiver is in writing signed by Lessee.

15. NOTICES

Notices in Writing; Method of Delivery. Except as otherwise expressly provided by law, any and all notices given under this Lease shall be in writing, to either Party at the appropriate address set forth in the Basic Lease Information, or to such other place as either party may from time to time designate in a written notice to the other, and shall be deemed duly given when personally delivered or sent by United States certified or registered mail, postage prepaid, return receipt requested, with notice effective three (3) days after the date it is posted.

16. ATTORNEY'S FEES

If any litigation is commenced between Lessor and Lessee, each Party shall be responsible for its own attorney's fees and costs.

17. MISCELLANEOUS

17.1. Force Majeure. Acts of God, an inability to obtain services, labor, or materials or reasonable substitutes therefor due to governmental actions, civil commotions, and other causes beyond the reasonable control of the Party obligated to perform, (collectively, a "Force Majeure") shall excuse the performance of such Party for a period equal to any such prevention, delay or stoppage to perform under the Lease.

17.2. Binding Effect. This Lease shall be binding on and shall inure to the benefit of the heirs, executors, administrators and successors of the Parties.

17.3 No Assignment. This Lease shall not be assigned or transferred by either Party.

17.4. Venue. The venue for resolution of any dispute between the Parties concerning this Lease shall be the County of Orange. The Parties hereby expressly waive all rights they may have to a change of venue.

17.5. Time of Essence. Time is expressly declared to be of the essence in this Lease.

17.6. Severability. If any term or condition of this Lease shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term or condition to persons or circumstances other than those with respect to which it is invalid or unenforceable, shall not be affected thereby, and each term and condition of this Lease shall be valid and enforceable to the fullest extent permitted by law.

17.7. Entire Agreement. It is understood and acknowledged that there are no oral agreements between Lessor and Lessee respecting the leasing of the Property and this Lease constitutes the Parties' entire agreement with respect to the leasing of the Property. Any agreement or understanding or representations respecting the Property or their leasing by Lessor to Lessee not expressly set forth in this Lease are null and void. None of the terms, covenants, conditions or provisions of this Lease can be modified or deleted except in writing signed by Lessor and Lessee.

IN WITNESS WHEREOF the Parties hereto have caused this Lease to be executed and authorized as indicated immediately below.

LESSOR

LESSEE

ELITE MODULAR LEASING & SALES, INC.,
a California Corporation

TRONA JOINT UNIFIED SCHOOL
DISTRICT

By: _____

By: _____

Name: Jeremiah Goldenetz

Name: Darik McCullar

Title: President

Title: MOT Foreman

Trona Joint Unified School District Salary Schedule SALARIES

To be in effect until further Board action

Revised 5/14/2020

Certificated Management **NEW BASE (15% included)**

DAYS	Position	I	II	III	IV	V
210	Counselor	83,877	87,189	90,500	93,811	115,362
215	Elementary Principal	106,614	108,746	111,988	118,036	122,795
215	K-12 School Principal	112,960	114,478	120,575	124,381	128,189

Classified Management **NEW BASE (15% included)**

Months	Position	I	II	III	IV	V
12	MOT Foreman	70,000	72,954	75,907	78,770	93,447
12	Business Manager	65,000	70,000	75,000	80,000	85,000
12	Superintendent's Secretary	54,389	56,564	58,825	61,177	67,295
12	Cafeteria Manager	38,695	42,681	45,555	48,426	51,303

- Health, dental, and vision insurance will be paid for a ten-year period for any current employee who retires after serving at least ten years (or 20,880 hours) for the District. For classified employees hired after September 16, 1990, these benefits will be paid for a five-year period to employees who retire after twenty years of service. Those classified employees who are eligible for Medicare shall be provided with a Medicare Supplemental Plan for the number of years that the ten/five year coverage provisions would have cost the District had the employee received the full ten/five year of District paid benefits, or until the death of the employee, whichever comes first.

- Years-of-Service Longevity (Monthly Amounts)

	<u>Total</u>	
11-15 Years	\$50	\$50
16-20 Years	\$50	\$100
21 + Years	\$100	\$200

- Fringe Benefits;
 - Group Health, Dental and Vision Insurance will be provided by the District to employees and their families.
 - Group life insurance is provided for employees.
 - A cell phone stipend of \$100/mo will be offered, but not required, for employees.

- All new employees who have not completed a full year (from November 1) of regular service in the District as a regular employee, stay on the same step of pay. New regular skilled employees may be granted up to three steps for previous experience; placement will be determined at the time of employment.

- Classified Management positions earn vacation time while certificated supervisory positions do not. A 10.5 month classified supervisor will earn 13 days vacation time per year while a 12 month classified supervisor will earn 15 days vacation time per year.

- Longevity Increments will be earned as follow by a 12 month classified Supervisor:

<u>Years of Service</u>	<u>Additional Vacation Days</u>	<u>Total Vacation Days</u>
(Year 8 -15)	3	18
(Year 8 -15)	6	21
(Year 8 -15)	13	28



Leighton Consulting, Inc.
A LEIGHTON GROUP COMPANY

May 22, 2020

Proposal No. RC20-180

Trona Joint Unified School District
83600 Trona Road
Trona, California 93562

Attention: Mr. Darik McCullar, Operations and Maintenance Foreman

Subject: Proposal to Conduct an Additional Feasibility Geotechnical Investigation
Potential High School Site Adjacent to Existing Elementary School
83600 Trona Road
Trona, San Bernardino County, California

Leighton Consulting, Inc. (Leighton Consulting) is pleased to present this proposal to conduct a geotechnical investigation for the potential site for replacement high school in the western portion of the Trona Joint Unified School District property at 83600 Trona Road in the community of Trona in unincorporated San Bernardino County, California. We have performed limited feasibility-level subsurface investigation studies on District property in the past, and have concluded that the western portion of the campus is more feasible for construction of new buildings than the eastern portion of the District property (where the existing high school is). The purpose of our work will be to further explore the potential high school site subsurface conditions, to evaluate the feasibility for development, and to provide preliminary geotechnical recommendations for design and construction. Proposed building locations and layouts have not yet determined; as such, additional exploration may be necessary as development plans become available, in order to satisfy DSA requirements for the number of geotechnical explorations.

PROJECT DESCRIPTION

The existing Trona Elementary School is located in the northwestern portion of the District property south of Athol Street and approximately 1,200 feet west of Trona Road. We understand that construction of a replacement high school in the open area west of the existing school is being considered. Plans depicting the proposed elementary school are not available to us at this time, and we have made several assumptions in preparation of this proposal.

PROPOSED SCOPE OF WORK

The purpose of our geotechnical feasibility investigation will be to evaluate the site subsurface conditions with respect to construction of new structures and to provide preliminary recommendations for design and construction. We will address the items listed on California Geological Survey Note 48 checklist for school construction projects. However, because plans are not currently available, the number of borings required for CGS approval cannot be determined and is not intended.

We assume that field exploration can be performed during daylight hours on weekdays and that you will provide us with permission and access to the site for the field exploration. Saturday drilling, if required, can be performed for an additional fee. We propose the following scope of work.

- **Research:** We will review available literature and maps relevant to the proposed improvements. We will also review published geologic maps and reports to look for geological hazards and potential geotechnical issues that may be of significance to the proposed improvements.
- **Field Exploration:** Before we begin fieldwork, we will notify you and provide locations of our borings and CPT soundings. We assume that a representative of the District will be able to mark our proposed boring and CPT locations. Once our exploration locations are marked, we will notify Underground Service Alert (USA) so that known public or private underground utilities can be identified and avoided. We will also coordinate our work with you. This proposal is based on the assumption that no permits will be required.

We propose to drill, log and sample four borings in the western portion of the District property, west and south of the existing elementary school campus. We plan to drill the borings to depths of 50 to 70 feet below the existing ground surface. Borings may be terminated shallower if very dense or oversized materials are encountered. The number and depths of borings will be dependent on the difficulty and pace of drilling. The borings will be drilled by a subcontracted drill rig operator. Representative soil samples will be collected and transported to our geotechnical laboratory for testing.

We also propose to advance approximately six (6) Cone Penetrometer Test (CPT) soundings in the general area of our exploratory borings extending to a maximum depth of 70 feet below existing ground or refusal, whichever is shallower.

Upon completion of drilling, the proposed exploration locations will be backfilled with soil cuttings generated from the drilling activities. If groundwater is encountered, the exploration locations will be backfilled with a bentonite grout mix. Excess soil cuttings will be spread within the open, vacant property.

- **Geotechnical Laboratory Testing:** We will test recovered soil samples at our geotechnical laboratory, including testing representative bulk and relatively undisturbed soil samples. Tests depend on soil conditions encountered and may include in-situ moisture content and dry density, modified Proctor compaction curves (ASTM D1557), collapse potential, consolidation, grain size distribution, expansion index, Atterberg limits, sulfate content, chloride content, resistivity and pH.
- **Office Studies:** We will review field and laboratory data and perform engineering analysis to develop preliminary geotechnical recommendations for the proposed improvements. We will prepare a report presenting our findings, conclusions and preliminary recommendations for design and construction of the proposed school. The report will be signed and stamped by a California licensed Certified Engineering Geologist (CEG) and Geotechnical Engineer (GE). Our report will address the following:
 - Site Conditions: We will review and summarize surface, subsurface, groundwater conditions (available past and present), and engineering properties of earth materials encountered during exploration. We will discuss excavation characteristics of encountered subsurface materials, including ease or difficulty of excavation.
 - Liquefaction Potential: Based on the findings from our exploration and our review of pertinent reports and maps, we will discuss the potential for liquefaction, liquefaction-related damage potential, and seismic settlement onsite.
 - Compressible Soils: We will evaluate the extent and presence of compressible soils at the site and evaluate anticipated settlement based on anticipated structural loads.
 - Ground Improvement: We will provide preliminary ground improvement options and building foundation recommendations based on the evaluation of compressible and liquefiable soils and subsurface conditions.
 - Foundation Design: We will provide preliminary vertical and lateral bearing pressures for use in foundation design for the proposed structures. We will provide preliminary recommendations for foundation type, minimum foundation size, minimum embedment depth, and expected total and differential settlements.

- **Pavement Design:** We will provide flexible and rigid pavement section recommendations based on encountered subsurface conditions and assumed Traffic Indices.
- **Lateral Earth Pressures:** We will provide recommended lateral earth pressures for active, at-rest and passive conditions, and soil friction for retaining wall design.
- **Corrosivity:** We will characterize corrosion potential of metal in contact with onsite soils and identify whether special design and measures are required.
- **Concrete:** We will test the onsite soils for water-soluble sulfate content and evaluate the potential of sulfate attack on concrete. We will discuss measures for concrete design against sulfate attack.
- **Construction Considerations:** We will present guidelines for site preparation, overexcavation, fill placement, compaction requirements, temporary excavation, and geotechnical parameters for design of temporary shoring.

For this feasibility-level evaluation, we have assumed that our geotechnical investigation report will not be submitted to CGS and/or DSA for project review at this stage, other than for preliminary planning, if applicable. Additional geotechnical exploration may be required as project planning progresses.

Although the presence of hazardous materials is not anticipated, identification, handling and treatment of hazardous materials are beyond the scope of our geotechnical engineering services. We can provide these services, if requested.

SCHEDULE

Leighton Consulting will begin the geotechnical investigation upon receipt of your written authorization to proceed. The fieldwork will require 3 days to complete. Laboratory testing, analysis and report preparation will require 5 weeks to complete. Project briefings can be provided as our data is developed, upon request. We anticipate our report will be available about 6 weeks after completion of the field work.

FEES AND TERMS

Fee

Leighton proposes to perform the geotechnical investigation for a fixed fee of **Thirty-Seven Thousand Four Hundred Dollars (\$37,400)**. We have assumed that field work can be performed during normal daytime work hours (weekdays, 7 am to 6 pm), Monday through Friday. Additional charges will be incurred if work needs to be performed on a Saturday or Sunday.



Post-report consultation, if desired will be provided for an additional fee on a time-and-materials basis in accordance with our Professional Fee Schedule. This cost estimate for the scope of work described within this proposal is based upon a prevailing wage schedule of rates. Our fees will be reduced if this project is not subject to California prevailing wage requirements.

Terms and Conditions

Since this is a California public works project, we will need a DIR Project ID from you. Since this is a California public works project, we will need a **DIR Project ID** from you (the “awarding body”) before we begin any prevailing wage work on site; see:

<https://www.dir.ca.gov/Public-Works/Awarding-Bodies.html>

<https://www.dir.ca.gov/pwc100ext/ExternalLookup.aspx>


We have not included budget to staff your project with an apprentice. Although possible under California Prevailing Wage law, based on our experience, we do not anticipate an apprentice will be dispatched for training on this project. If we are required to provide training for an apprentice on your project, then additional fees would be required to cover that additional labor expense, beyond what we currently propose.

Attached is a Scope of Work Agreement covering the proposed services. We propose to execute this contract under the terms and conditions of the existing Master Services Agreement between Trona Joint Unified School District and Leighton Consulting, Number C87778M, dated August 15, 2019. If the services are awarded to Leighton Consulting and the Scope of Work Agreement is acceptable to you, please have the Agreement executed by a duly authorized officer of your corporation and return one original to us. Your assent to our beginning work before the Agreement is fully executed constitutes your agreement that the terms and conditions of this Scope of Work are acceptable to you.

We appreciate the opportunity to be of additional service to the District. If you have any questions or information that would update this scope and/or budget, then please contact us at your convenience.

Respectfully submitted,

LEIGHTON CONSULTING, INC.


Jason D. Hertzberg, GE 2711
Principal Engineer

SGO/JDH/PB/rsm

Attachments: Scope of Work Agreement

Distribution: (1) Addressee (PDF via e-mail)

SCOPE OF WORK AGREEMENT

This Scope of Work, effective _____, is, upon execution of the Parties, incorporated under **Master Services Agreement No. C8777M8** and between Leighton Consulting, Inc. and Trona Joint Unified School District, effective August 1, 2019.

PROJECT LOCATION:

Proposed Trona High School Reconstruction, 83600 Trona Road, City of Trona, California

DESCRIPTION OF SERVICES:

Conduct additional Geotechnical Investigation

SCOPE OF WORK:

See attached proposal dated May 22, 2020, Proposal No. RC20-180.

LEIGHTON:

Leighton Consulting, Inc.
10532 Acacia Street, Suite B-6
Rancho Cucamonga, California 91730
Telephone: (909) 484-2205
Email: jhertzberg@leightongroup.com

Prime Contact: Mr. Jason D Hertzberg

CLIENT:

Trona Joint Unified School District
83600 Trona Road
Trona, California 93562
Telephone: (760) 372-2824
Fax: (760) 372-4534

Prime Contact: Mr. Darik McCullar

FEE:

The Services shall be undertaken for a fixed fee of \$37,400.

I have reviewed and agree to this scope of work.

LEIGHTON CONSULTING, INC.

TRONA JOINT UNIFIED SCHOOL DISTRICT
Client

By (Signature)

By (Signature)

(Print Name)

(Print Name)

Date: _____

Date: _____

CLIENT ACKNOWLEDGES THAT IT HAS READ AND UNDERSTANDS THE DOCUMENT ENTITLED "INFORMATION FOR CLIENTS REGARDING LEIGHTON'S SERVICES"



Leighton

LEASE EXTENSION AGREEMENT

EML-1077

This lease extension agreement is made as of May 19, 2020, by and between ELITE MODULAR LEASING AND SALES, INC., a California Corporation ("Lessor") and Trona Joint Unified School District, a Public California Corporation ("Lessee"), for the following personal property: Five (5) relocatable modular building(s) located at Trona Elementary School of approximately Four Thousand Eight Hundred (4,800) square feet, bearing the following serial numbers: 21718-19, 21796-97, 38579-80, 54175-76 and 54183-84 **including ramps and landings** pursuant to the Savanna School District's 2017 District-wide contract for the Purchase, Lease, Relocation, Dismantling and Removal of Division of the State Architect (DSA) Approved Portable Buildings Bid No. SSPU #40-09/2016-2017 incorporated herein by reference.

The agreement certifies that the parties agree to extend the original lease agreement for an additional time period of Three (3) years, starting on September 1, 2020 and ending on August 31, 2023.

The lease will be extended at an annual rate of \$55,067.00 per year, payable in advance.

The dismantle and return delivery fees are: \$23,377.50 dismantle / \$5,000.00 shuttling / \$21,000.00 crane / \$25,975.00 return.

This document binds the Lessor and the Lessee to the terms and conditions of the original lease. This lease extension agreement, along with the original lease, is the entire agreement between both parties.

LESSOR

ELITE MODULAR LEASING AND SALES, INC.,
a California Corporation

By: _____

Name: Jeremiah Goldenetz

Title: President

LESSEE

TRONA JOINT UNIFIED SCHOOL DISTRICT, a
Public California Corporation

By: _____

Name: Darik McCullar

Title: MOT Foreman



2647 Gateway Road, Suite #105-300, Carlsbad, CA 92009 - Ph (760) 683-5200
AllAmericanInspectionInc.com

PROPOSAL **DSA INSPECTION SERVICES**

January 22, 2020

Trona Joint USD
83600 Trona Road
Trona, CA 93562

Attention: Ms. Suzette Davis, Superintendent
RE: In-Plant Inspection Proposal
Project: Relocatable Buildings at Trona High School

I am respectfully submitting my proposal for In-Plant inspection services relating to your relocatable buildings that will be manufactured at Silver Creek International in Perris, CA.

DSA IN-PLANT INSPECTION SERVICE		
PLANT MANUFACTURE: SCI #11283		
<u>No. & Size of Buildings</u>	<u>Inspection Fee per Building</u>	<u>Total</u>
DSA In-Plant IOR & Visual Welding Inspection Service		
(2) 12 x 40 Restroom Buildings	\$5,000.00 x 2	\$10,000.00
Total Not to Exceed:		\$10,000.00

*Any required material testing including inspection of foundation embeds, must be provided by a DSA approved lab (not the IOR).

Respectfully Submitting,

Stacey Douglas

Accepted by:

Date: 5 / 15 / 2020



John R. Byerly

INCORPORATED

May 21, 2020

Trona Joint Unified School District
83600 Trona Road
Trona, California 93562

File No.: C-1012
I.D. No.: 052020

Attention: Austin Matzaganian, Business Manager

Project: Trona Elementary School, Emergency Relocatables, 83600 Trona Road, Trona, California; DSA File No. 36-60, DSA Application No. 04-119307

Subject: Proposal for Geotechnical Engineering, Special Inspection, and Laboratory Testing Services

References: (a) Project Plans, Frick, Frick and Jetté Architects, February 2020
(b) DSA-103, List of Required Structural Tests and Special Inspections, DSA Approved, April 14, 2020

Ladies and Gentlemen:

We are pleased to present this proposal for geotechnical engineering, laboratory testing, and special inspection services that will be needed during construction and placement of two new modular toilet buildings, one shade structure and associated site improvements at Trona Elementary School. We understand that the District will contract directly with an in-plant inspector for the toilet modular buildings. The shade structure will be fabricated at the USA Shade & Fabric Structures, Inc., shop in Texas. We would retain the services of Steel Inspectors of Texas, Inc., to perform shop welding inspection in our behalf. We also understand a construction schedule is currently unavailable at this time, however, based on our review of the referenced documents and our experience with similar projects, the following tests/inspections will likely be required for this project.

GEOTECHNICAL ENGINEERS • TESTING AND INSPECTION
2257 South Lilac Ave., Bloomington, CA 92316-2907
Bloomington(909) 877-1324 Riverside (909) 783-1910 Fax (909) 877-5210

Our fees are predicated on time consumption computed at the unit rates listed on the enclosed Schedule of Fees. The following table lists our estimated scope of services and fees

FEE SUMMARY:

Service	Estimated Hours/Tests	Hourly/Unit Rate	Estimated Fee
Foundation soil inspection, includes drilling of shade structure piers (2 days)	20 hours	115.00*	2,300.00
Compaction tests, subgrade/base (2 days)	20 hours	115.00*	2,300.00
Compaction tests, utility trench backfill (3 days)	24 hours	115.00*	2,760.00
Laboratory test, maximum density, (soil)	2 tests	180.00	360.00
Laboratory test, grain size analysis, (soil)	2 tests	130.00	260.00
Laboratory test, maximum density, (base)	1 test	200.00	200.00
Laboratory test, grain size analysis, (base)	1 test	130.00	130.00
Asphalt concrete paving inspection and testing (1 day)	16 hours	115.00*	1,840.00
Asphalt standard density (HVEEM)	1 test	170.00	170.00
Tag, identify, and sample reinforcing steel	12 hours	85.00	1,020.00
Laboratory test, reinforcing steel tensile	4 tests	60.00	240.00
Laboratory test, reinforcing steel bend	4 tests	60.00	240.00
Concrete mix design review	1 mix	120.00	120.00
Concrete batch plant inspection-Trona (2 pours)	16 hours	85.00	1,360.00
Concrete batch plant inspection-Perris (2 pours)	8 hours	85.00	680.00
ACI technician, fabrication of concrete test cylinders, including slump/temperature testing - Trona (2 pours)	16 hours	115.00*	1,840.00
ACI technician, fabrication of concrete test cylinders, including slump/temperature testing - Perris (2 pours)	8 hours	85.00	680.00
Pick up/deliver concrete test cylinders -Trona (2 days)	12 hours	80.00	960.00
Pick up/deliver concrete test cylinders - Perris	4 hours	80.00	320.00
Compression testing of concrete test cylinders	20	25.00	500.00
Hold cylinder's (not tested)	5	15.00	75.00

Service	Estimated Hours/Tests	Hourly/Unit Rate	Estimated Fee
Special inspection, in-plant shop welding, (fabrication in Texas by Steel Inspectors of Texas, Inc.)	---	---	3,500.00
Shop, ultrasonic/magnetic particle tests of welds (if requested at Silver Creek Industries, Perris, CA)	12 hours	135.00*	1,620.00
Special inspection, field welding (2 days)	20 hours	115.00*	2,300.00
Substance as required by DIR for Trona	17 days	62.00	1,054.00
Staff engineer, report preparation	8 hours	120.00	960.00
Principal engineer, report review/signature	4 hours	190.00	760.00
Total:			\$28,549.00

* indicates prevailing wage

Should the client elect to not have one or more of the listed services performed, our total fee would be reduced accordingly. Our fee estimates are based on the parameters tabulated above. Should the contractor's construction schedule or the testing frequency required by the project inspector or DSA differ from those indicated, the actual fees would likely differ from our estimate.

Our Schedule of Fees is considered a part of this proposal and will be used in invoicing for all services. The fee estimate also assumes 5-day workweeks and 8-hour workdays. Premium pay rates are required for time in excess of 8 hours in any day, for time in excess of 40 hours in any week, and for Saturday work. Holiday and Sunday work would be charged at double time. There would be no fee for preparing final verified reports.

If the scope of services and estimated fee are acceptable, please forward your purchase order to this office or sign one copy of this proposal and forward the signed copy to this office.

Trona Joint Unified School District
May 21, 2020
Page 4

File No.: C-1012
I.D. No.: 052020

We appreciate the opportunity to provide you with this proposal. Should there be questions, please contact this office.

Respectfully submitted,

JOHN R. BYERLY, INC.




John R. Byerly, P.E.
President
R.E. No. GE179, Exp. 6/30/21
R.E. No. C15871, Exp. 6/30/21

JRB:LA:jet

Enclosure: Schedule of Fees

Trona JUSD

Name of Client (Print)


Authorized Signature
5-21-2020

Date

P.O. and/or Project No.



John R. Byerly
I N C O R P O R A T E D

SCHEDULE OF FEES

MAY 21, 2020

GEOTECHNICAL ENGINEERS • TESTING AND INSPECTION
2257 South Lilac Ave., Bloomington, CA 92316-2903
Bloomington (909) 877-1324 Riverside (909) 783-1910 Fax (909) 877-6210



John R. Byerly INCORPORATED

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GEOTECHNICAL ENGINEERS • TESTING AND INSPECTION
2257 South Lilac Ave., Bloomington, CA 92318-2903
Bloomington (909) 877-1324 Riverside (909) 783-1910 Fax (909) 877-5210

SCHEDULE OF FEES FOR GEOTECHNICAL SERVICES**PROFESSIONAL PERSONNEL**

		Regular Rate	Prevailing Wage Rate
Principal Engineer	Per Hr.	\$ 190.00	
Project Engineer	Per Hr.	150.00	
Project Geologist	Per Hr.	150.00	
Staff Engineer	Per Hr.	120.00	
Staff Geologist	Per Hr.	120.00	
Expert Witness Preparation	Per Hr.	190.00	
Expert Witness Testimony (at trial or deposition)	Per Hr.	300.00	

FIELD PERSONNEL

Field Technician (including density testing)	Per Hr.	85.00	115.00
Supervising Field Technician	Per Hr.	120.00	
Staff Engineer	Per Hr.	120.00	
Field Exploration Equipment	Local Prevailing Rate + 20%		
Subsistence	Quotation		

GEOTECHNICAL LABORATORY TESTING

Laboratory Technician	Per Hr.	\$ 75.00
Supervising Laboratory Technician	Per Hr.	95.00
Atterberg Limits		
Liquid Limit	Each	80.00
Plastic Limit	Each	90.00
Shrinkage Limit	Each	100.00
Plasticity Index	Each	170.00
California Bearing Ratio - CBR		
(at specified moisture content - does not include optimum		
moisture content and maximum dry density determination)		
	Each	450.00

Geotechnical Laboratory Testing (continued)

		Regular Rate	Prevailing Wage Rate
Consolidation Testing (without time rate).....	Each	\$ 200.00	
Add one time rate	Each	90.00	
Corrosion Tests			
pH	Each	25.00	
Minimum Resistivity	Each	30.00	
Sulfate	Each	25.00	
Chloride	Each	25.00	
Redox Potential	Each	25.00	
Sulfide	Each	25.00	
Corrosion Series	Each	150.00	
Direct Shear Tests (3-point)	Each	250.00	
Direct Shear Tests - Residual (per point)	Point	140.00	
Expansion Index	Each	150.00	
Expansion Study (3 points remolded) (maximum density not included)	Each	340.00	
Grain Size Analysis (Gradation)			
Sieve Analysis (including wash passing No. 200 sieve)	Each	130.00	
Sieve Analysis Plus Hydrometer	Each	250.00	
% Passing No. 200 Sieve	Each	60.00	
Optimum Moisture and Maximum Dry Density			
Lab Max – (4-inch mold)	Each	180.00	
Lab Max – (6-inch mold)	Each	200.00	
Lab Max – California 216 Method	Each	200.00	
Organic Content	Each	60.00	
Moisture Content	Each	30.00	
Moisture/Density Determination – Tube Sample	Each	45.00	
"R" Value			
Untreated Material	Each	285.00	
Lime or Cement Treated Material	Each	300.00	
Sand Equivalent (average of 4)	Each	120.00	

SPECIAL INSPECTION SERVICES**INSPECTION FEES**

		Regular Rate	Prevailing Wage Rate
Aggregate, Plant Sampling	Hour	\$ 85.00	\$ 115.00
Asphalt, Paving	Hour	85.00	115.00
Asphalt, Batch Plant	Hour	85.00	115.00
Commercial Building Inspection (Wood Framing, ICC)	Hour	85.00	115.00
Concrete, Batch Plant	Hour	85.00	
Concrete, Placing	Hour	85.00	115.00
Concrete, Placing Pre-Stress	Hour	85.00	115.00
Concrete, Pre and Post-Tensioning	Hour	85.00	115.00
Drilled Piers or Piles	Hour	85.00	115.00
Driven Piles	Hour	85.00	115.00
Field Welding, Structural Steel (AWS-CWI, AWS-ACWI and ICC)	Hour	85.00	115.00
Fireproofing Inspection	Hour	85.00	115.00
Ground Rod	Hour	95.00	120.00
Gunite, Placing	Hour	85.00	115.00
Hi-Tensile Bolting	Hour	85.00	115.00
Magnetic Particle Testing	Hour	115.00	135.00
Masonry Placing Inspection	Hour	85.00	115.00
Pachometer Meter Reinforcing Steel Locator	Hour	95.00	125.00
Pull Tests of Anchor Bolts/Dowels	Hour	85.00	115.00
Reinforcing Steel, Placing	Hour	85.00	115.00
Schmidt Concrete Hammer	Hour	95.00	115.00
Shop Welding Fabrication (AWS-CWI, AWS-ACWI and ICC)	Hour	90.00	
Skidmore Testing	Hour	140.00	170.00
Special Inspector	Hour	85.00	115.00
Tag, Identify, and Sample Rebar or Structural Steel	Hour	85.00	115.00
Torque Testing of High Strength Bolts	Hour	90.00	115.00
Ultrasonic Testing	Hour	115.00	135.00
Witness Installation of High Strength Bolts	Hour	85.00	115.00

MATERIALS TESTING SERVICES**AGGREGATE TEST**

Absorption	Each	\$ 40.00
Clay Lumps and Friable Particles	Each	75.00
Cleanliness Value (Fine or Coarse)	Each	125.00
Decantation (No. 200)	Each	35.00
Deleterious Substances Determination	Each	115.00
Durability Test (Fine or Coarse) *	Each	165.00
Fineness Modulus (Including Sieve Analysis)	Each	130.00
Flat and Elongated Pieces (Per Size Fraction)	Each	105.00
Fractured Faces (Per Size Fraction)	Each	105.00
Light Weight Particles	Each	135.00

Aggregate Test (continued)

		Regular Rate	Prevailing Wage Rate
Los Angeles Rattler	Each	\$ 230.00	
Moisture	Each	30.00	
Organic Impurities	Each	55.00	
Percent Clay in Sands by Hydrometer	Each	180.00	
Percent Passing No. 200 Sieve	Each	50.00	
Percent Shale	Each	95.00	
Permeability of Granular Soil (ASTM D 2434)	Each	225.00	
Potential Reactivity (Chemical Method)	Each	Quotation	
Sand Equivalent	Each	120.00	
Sieve Analysis (Fine or Coarse - Processed)	Each	80.00	
Sieve Analysis (Pit Run)	Each	130.00	
Soft Particles	Each	95.00	
Soundness of Sodium Sulfate (Fine or Coarse)	Each	325.00	
Specific Gravity (Fine or Coarse)	Each	75.00	
Voids	Each	65.00	
Weight Per Cubic Foot	Each	75.00	
Deposit Evaluation	Each	Quotation	

* Lightweight aggregate also requires Specific Gravity and Absorption Testing

ASPHALT PAVING MATERIALS

Asphalt Paving Inspection	Hour	\$ 85.00	\$ 115.00
Plant Control during Operations	Hour	85.00	
Coring with Diamond Bit (Includes Bit Charge) (Contractor to provide access)	Hour	140.00	160.00
Density of Cores	Each	45.00	
Film Stripping	Each	80.00	
Los Angeles Rattler	Each	230.00	
Laboratory Standard Density (Marshall)	Each	170.00	
Laboratory Standard Density (Hveem)	Each	170.00	
Moisture Vapor Susceptibility		Quotation	
Mix Design	Each	135.00	
Mix Design Studies (Marshall or Hveem)	Each	450.00	
Pavement Evaluation		Quotation	
Plant Sample - % Asphalt, Ignition Oven	Each	145.00	
Plant Sample - % Asphalt and Gradation, Ignition Oven	Each	230.00	
Ignition Oven Aggregate Correction	Each	180.00	
Sand Equivalent	Each	120.00	
Sieve Analysis	Each	80.00	
Soundness Test (Sodium Sulfate) (Fine or Coarse)	Each	325.00	
Stability Test - "S" Value (Hveem Method)	Each	250.00	
Stability Test (Marshall Method - Set of 3)	Each	250.00	
Theoretical Maximum Specific Gravity (Rice)	Each	125.00	
Thickness of Pavement	Each	15.00	

CONCRETE

		Regular Rate	Prevailing Wage Rate
Absorption – Concrete Pipe or Tile (ASTM C497)	Each	\$ 30.00	
Batch Plant Inspection	Hour	85.00	
Concrete Placing Inspection	Hour	85.00	115.00
Coring (Includes Bit Charge)	Hour	140.00	160.00
Coring Assistant (Required for Work from Ladder or Scaffolding)	Hour	85.00	115.00
Field Technician	Hour	85.00	115.00
Molding Cylinders and Beams	Hour	85.00	115.00
Pachometer Reinforcing Steel Locator	Hour	95.00	125.00
Pick up Cylinders	Hour	80.00	
Pre-Stress and Post-Tensioning Inspection	Hour	85.00	115.00
Schmidt (Rebound) Hammer	Hour	90.00	115.00
Compression Test – 6"x12" and 4"x8" Cylinders	Each	25.00	
Hold Cylinders (Not Tested)	Each	15.00	
Compression Test – Concrete or Shotcrete Cores			
8" Maximum Diameter	Each	30.00	
Compression Test – Shotcrete – 6"x12" and 4"x8" Cylinders	Each	40.00	
Compression Test – Gypsum Cylinders	Each	30.00	
Gypsum Cylinders – Dried to Constant Weight	Each	22.00	
Mix Designs			
First Design (Exclusive of Aggregate Tests)	Each	120.00	
Additional Design (Same Report)	Each	90.00	
Review of Mix Design	Each	120.00	
Modulus of Elasticity – 6"x12" Cylinders	Each	126.00	
Modulus of Rupture (Flexure) – 6"x8" Beams	Each	80.00	
Moisture Vapor Kit	Each	25.00	
Saw-Cutting Samples for Testing (If Required)	Each	10.00	
Shrinkage Test (Set of 3)	Each	450.00	
Slump Cone (Refundable upon Return of Cone)	Deposit	60.00	
Splitting Tensile Test	Each	50.00	
Trial Batch in Laboratory			
(Including Air Content, Unit Weight Water Demand, Slump and Strength Determinations (1 at 7 days and 2 at 28 days))	Each	450.00	
Unit Weight of Cylinders	Each	25.00	

* No charge if cylinder returned to us for testing

FIREPROOFING TESTS

Compression	Each	\$ 45.00	
Cohesion/Adhesion	Each	45.00	
Density	Each	40.00	
Dry Film Fireproofing Testing	Hour	120.00	\$ 140.00
Fireproofing Inspection	Hour	85.00	115.00

CONCRETE MASONRY UNIT (CMU) AND BRICK

		Regular Rate	Prevailing Wage Rate
Coring (Includes Bit Charge)	Hour	\$ 140.00	\$ 160.00
Coring Assistant (Required for Work from Ladder or Scaffolding)	Hour	85.00	115.00
In-Place Shear Testing	Hour	85.00	115.00
Masonry Placing Inspection	Hour	85.00	115.00
Molding Grout and Mortar	Hour	85.00	115.00
Pickup Grout and Mortar Samples	Hour	80.00	
Sample Masonry Units	Hour	80.00	
CMU, Compression	Each	45.00	
CMU, 24-Hour Absorption	Each	40.00	
CMU, Moisture Content	Each	40.00	
CMU, Density (Unit Weight)	Each	30.00	
CMU, Lineal Shrinkage (Rapid Method)	Each	90.00	
CMU, Dimensions	Each	20.00	
CMU, C140 Complete Testing	Each	650.00	
Brick, Compression	Each	35.00	
Brick, 24-Hour Absorption	Each	40.00	
Brick, 5-Hour Absorption	Each	40.00	
Brick, Modulus of Rupture	Each	35.00	
Grouted Masonry Prism Compression	Each	175.00	
Hydraulic Conductivity (Permeability) (ASTM D 5084)	Each	350.00	
Mortar and Grout Specimens, Compression	Each	30.00	
Masonry Cores, Compression 8" Maximum Diameter	Each	50.00	
Masonry Cores, Shear 8" Maximum Diameter	Each	70.00	
Tensile Test – CMA Method	Each	160.00	
Saw-Cutting Samples for Testing (If Required)	Each	10.00	
Unit Weight of Units	Each	25.00	
Mortar Cement Permeable Voids (ASTM C642)	Each	75.00	

REINFORCING AND STRUCTURAL STEEL

Anchor Bolts		Quotation	
Bolt – Hardness Only	Each	\$ 40.00	
Bolt – Wedge Tensile (Up to 100,000 lbf)	Each	100.00	
Hi-Strength Bolting	Hour	85.00	\$ 115.00
Field Welding Inspection (AWS-CWI, AWS-ACWI, and ICC)	Hour	85.00	115.00
Magnetic Particle Testing	Hour	115.00	135.00
Nut – Hardness (Proof Load Under 100,000 lbf)	Each	45.00	
Nut – Hardness (Proof Load Between 100,000 – 150,000 lbf)	Each	55.00	
Shop Welding (AWS-CWI, AWS-ACWI, and ICC)	Hour	85.00	115.00
Skidmore Testing	Hour	140.00	160.00
Tag, Identify, and Sample Reinforcing Steel	Hour	85.00	
Tag and Identify Structural Steel	Hour	85.00	115.00

Reinforcing and Structural Steel (continued)

		Regular Rate	Prevailing Wage Rate
Tension and Elongation (Reinforcing Steel)			
No. 11 or Smaller	Each	60.00	
No. 14	Each	120.00	
No. 18 (Proof Test)	Each	120.00	
Ultrasonic Testing	Hour	\$ 115.00	\$ 135.00
Washer - Hardness	Each	35.00	
Welder's Qualification Test - AWS and ASME Procedures		Quotation	
Bend Test (Reinforcing Steel)	Each	60.00	
Welded Wire Mesh Bend Test	Each	60.00	
Welded Wire Mesh Shear Test	Each	60.00	
Tension (Structural Steel)	Each	60.00	
Bend Test (Structural Steel)	Each	60.00	
Torque Testing of High Strength Bolts	Hour	85.00	115.00
Witness Installation of High Strength Bolts	Hour	85.00	115.00
Machining Coupons for Test (Tensile or Bend)		Quotation	

ROOF TILE

Sample Roof Tile	Hour	\$ 85.00	
Strength	Each	50.00	
Absorption	Each	50.00	
Permeability	Each	70.00	

TESTING MACHINE - 400,000 LB. UNIVERSAL

Machine with Operator	Hour	\$ 275.00	
Additional Technician	Hour	75.00	

MISCELLANEOUS

Expert Witness Testimony	Hour	\$ 300.00	
Expert Witness Preparation	Hour	190.00	
Modular Construction, Inspection and Certification	Hour	85.00	\$ 115.00
Roof Tests and Inspection	Hour	85.00	115.00
Structural Failure Investigation		Quotation	
Verification of Fabricator's Quality Control Capabilities		Quotation	
Welder Qualification Test		Quotation	
Glue Laminated Structural Lumber	Local Prevailing Rate + 20%		

**ALL REPORTS ARE REVIEWED BY REGISTERED CIVIL ENGINEERS APPROVED BY
THE STATE OF CALIFORNIA, DIVISION OF STATE ARCHITECTURE**

CONDITIONS AND WORKING HOURS

<u>Minimum Charges</u>	There will be no minimum charges for inspection services. Other than late cancellation fees, client will be charged only for time spent on-site plus applicable travel time
<u>Travel Time</u>	Travel time from Bloomington to site of work and return will be charged at applicable hourly rate.
<u>Clerical Time</u>	Clerical time for report preparation is included in the hourly and unit rates for inspectors and testing. There will be no additional charge for clerical preparation of reports.
<u>Regular Time</u>	First 8 hours, Monday through Friday between 6 a.m. and 5 p.m.
<u>Time and One-Half</u>	First 12 hours on Saturday Monday through Friday after first 8 hours through 12 hours of shift or for hours worked between 5 p.m. and 6 a.m.
<u>Double Time</u>	All day Sunday and after first 12 hours Monday through Saturday. Holidays: New Year's, Memorial, Independence, Labor, Veterans, Thanksgiving, Day after Thanksgiving, Christmas Day.
<u>Prevailing Wage Projects</u>	Separate rates are provided for those projects where SB 1999 prevailing wage requirements are applicable. Our prevailing wage rates will increase in consistence with predetermined increases mandated by the California Department of Industrial Relations.
<u>Parking</u>	When not furnished for Inspector, parking will be charged as paid by the Inspector.
<u>Agency Approval of Special Inspectors</u>	Agency (e.g. Building and Safety Department) fees for approval or registration of special inspectors for a specific job will be charged to the client with no mark-up. Inspector's time to submit qualifications for agency approval will be charged at straight time rate.
<u>Subsistence</u>	On remote jobs, subsistence, when not furnished for Inspector, will be charged by Quotation.
<u>Completion</u>	Inspector will remain on job until discharged by competent authority.
<u>Cancellation</u>	No charge if made before 4:00 p.m. of the preceding day. If cancellation is received after 4:00 p.m. of the previous day, a late cancellation fee equivalent to 2 hours of requested inspection service may be charged.
<u>Terms of Payment</u>	<p>Fees charged are for professional and technical services and are due on presentation. If not paid within 30 days from date of invoice, they are considered past due and a finance charge of 1-1/2% per month will be added to the unpaid balance (APR 18%). Any invoice under \$100.00 will be C.O.D.</p> <p>All invoice errors or necessary corrections shall be brought to the attention of the company within fifteen (15) days of receipt of invoice; thereafter customer acknowledges invoices are correct and valid. John R. Byerly, Inc. reserves the right to terminate its services to a customer without notice if all invoices are not current. Upon such termination of services, the entire amount accrued for all services performed shall immediately become due and payable. Customer waives any and all claims against John R. Byerly, Inc., its subsidiaries, affiliates, servants and agents, for termination of work on account of these terms.</p>

Terms of Payment
Continued

Should it be necessary to refer a past-due account to an attorney, to file suit for collection, or to file suit to collect mechanics lien, customer agrees to pay all reasonable expenses and costs incurred thereby, including reasonable attorney fees and costs. Jurisdiction and venue shall be in San Bernardino County, State of California.

Limitation of Liability

It is agreed that Client will limit any and all liability, claims for damages, costs of defense, or expenses to be levied against the Geotechnical Engineer on account of any design defects, errors or omissions of professional negligence to a sum not to exceed \$75,000.00 or the amount of their fee, whichever is greater. Client agrees to notify any contractors or subcontractors who may perform work in connection with any design, reports or studies prepared by Geotechnical Engineer of such limitation of liability for design, defects, errors, omissions or professional negligence and requires as a condition precedent to their performing the work a like limitation of liability on their part as against the Geotechnical Engineer. In the event Client fails to obtain a like limitation of liability provision as to design defects, errors, omissions or professional negligence, any liability of the Client and the Geotechnical Engineer to such contracts or subcontracts arising out of an alleged defect, error or omission or professional negligence shall be allocated between the Client and the Geotechnical Engineer in such a manner that the aggregate liability for damages for such design defects to all parties, including the Client, shall not exceed \$75,000.00 or the amount of the Geotechnical Engineer's fee, whichever is greater.

REPORTS

Minimum charge for all special testing.....	\$ 100.00
Minimum charge for all special research.....	25.00
Added charge for reproduction and mailing services for the report covering the research.....	.15 per sheet
Blueprints or other outside services	Cost + 20%

Principal engineer time will be charged for preparation of each report.