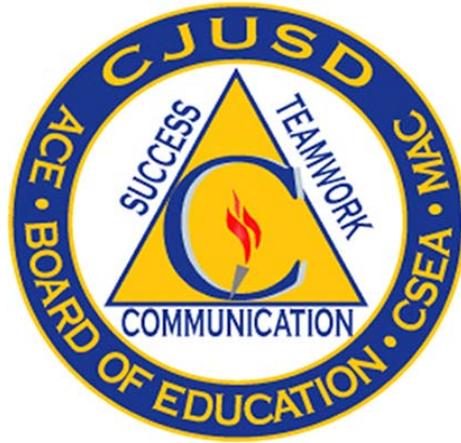


Colton Joint Unified School District

Student Services Center, Board Room, 851 South Mt. Vernon Ave., Colton, CA 92324



Board of Education Special Meeting

Agenda

Thursday, October 27, 2011
at 5:30 p.m.

Strategic Plan – Mission Statement

The Mission of the Colton Joint Unified School District, a team of caring employees dedicated to the education of children, is to ensure each student learns the academic knowledge and skills necessary to thrive in college or in the workforce and be responsible, productive citizens by providing engaging, challenging, and enriching opportunities and specialized programs in a safe environment in partnership with students, families and our diverse communities.

1.0 OPENING

1.1 Call to Order

- Mrs. Patt Haro, *President*
- Mr. Robert D. Armenta Jr., *Vice President*
- Mr. Frank Ibarra, *Clerk*
- Mr. Randall Ceniceros
- Mr. Roger Kowalski
- Mrs. Laura Morales
- Mr. Pilar Tabera

- Mr. Jerry Almendarez
- Mr. Jaime R. Ayala
- Mrs. Ingrid Munsterman
- Mr. Mike Snellings
- Mrs. Bertha Arreguín
- Mr. Todd Beal
- Mr. Brian Butler

- Mrs. Jennifer Jaime
- Mrs. Janet Nickell
- Ms. Sosan Schaller
- Mr. Darryl Taylor
- Ms. Katie Orloff
- Ms. Jennifer Rodriguez

1.2 Renewal of the Pledge of Allegiance.

An interpreter is available for Spanish-speaking persons wanting assistance.

2.0 SPECIAL PRESENTATIONS ~ None

3.0 SCHOOL SHOWCASE ~ None

4.0 PUBLIC HEARING ~ None

5.0 ADMINISTRATIVE PRESENTATIONS

- 5.1 Boundary Update – *Assistant Superintendent Snellings*
- 5.2 Corporate Advertising and Sponsorship Program Update – *Assistant Superintendent Ayala*
- 5.3 Budget Study Session – *Assistant Superintendent Ayala*

6.0 PUBLIC COMMENT

6.1 Announcement Regarding Public Comment for Items on the Agenda and Items Not on the Agenda (Gov. Code 54954.3[a])

The Board President clarifies the process regarding public comment and requests that the appropriate "Public Comment Card" be filled out. At the appropriate time during the Hearing Session, each speaker will be invited to the podium and should begin by stating his or her name and residing city. Board Bylaw 9323 states that *"Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 15 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add."*

Blue card—Specific Consent, Action, Study & Information or Closed Session Item: Please list the specific agenda item number and subject

White card—Items/Topics Not on the Agenda: Please list topic / subject

7.0 ACTION SESSION

- Page 3 A-1 Authorization to Close Funds 11, 14, 17, and 40 Established with the San Bernardino County Superintendent of Schools to Account for Adult Education, Deferred Maintenance, Special Reserve for Other than Capital Outlay Projects, and Special Reserve for Capital Outlay Projects
- Page 9 A-2 Approval of Letter of Authorization (LOA) 6 Amending the Agreement with Seville Construction Services, Inc. for a One-Year Extension of Services and Reconciliation of Letters of Authorization 1 through 5

8.0 ADMINISTRATIVE REPORTS ~ None

9.0 SUPERINTENDENT'S COMMUNIQUE

10.0 BOARD MEMBER COMMENTS

Following action items: Board Room, Student Services Center, 851 S. Mt. Vernon Ave., Colton, California

11.0 CLOSED SESSION (Government Code 54950 et seq.)

11.5 Conference with Labor Negotiator

- Agency:
 - Ingrid Munsterman, Assistant Superintendent, Human Resources Division
- Employee Organizations:
 - Association of Colton Educators (ACE)
 - California School Employees' Assoc. (CSEA)
 - Management Association of Colton (MAC)

12.0 ADJOURNMENT

BOARD AGENDA

SPECIAL MEETING
October 27, 2011

ACTION ITEM

TO: Board of Education

PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: Authorization to Close Funds 11, 14, 17, and 40 Established with the San Bernardino County Superintendent of Schools to Account for Adult Education, Deferred Maintenance, Special Reserve for Other than Capital Outlay Projects, and Special Reserve for Capital Outlay Projects

GOAL: Budget Planning

STRATEGIC PLAN: Strategy #1 – Communication

BACKGROUND: The California School Accounting Manual defines “fund” as a fiscal and accounting entity with self-balancing set of accounts recording cash and other financial activities, which are segregated for the purpose of carrying specific activities or certain objectives in accordance with regulations and restrictions.

The aforementioned funds have been in place for many years. However, at this time the Board is asked to authorize closing funds due to:

- Adult Education Fund 11 – The categorical flexibility implemented by SBX3 4 in 2009 removed the program restrictions formerly associated with the funding source. In addition, the Board eliminated this program on February 17, 2011. Reserves and/or interest income remaining in Fund 11 will be transferred to the General Fund.
- Deferred Maintenance Fund 14 – The categorical flexibility implemented by SBX3 4 in 2009 removed the program restrictions formerly associated with the funding source. Consequently, these funds may be reported in the General Fund. Reserves and/or interest income remaining in Fund 14 will be transferred to the General Fund.
- Special Reserve for Other Than Capital Outlay Projects Fund 17 – The Governmental Accounting Standards Board (GASB) has issued Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, that considerably alters the categories and terminology used to describe the components of fund balance. As a result, California Department of Education notes that Fund 17 functions effectively as extension of the general fund and recommends that these funds be combined with the general fund. Reserves and/or interest income remaining in Fund 17 will be transferred to the General Fund.
- Special Reserve for Capital Outlay Projects Fund 40 – Initially this fund was established to set aside funds to purchase

equipment for Grand Terrace High School. However, in 2010-11 the District had to transfer these funds to general fund for day-to-day operating expenditures. Reserves and/or interest income remaining in Fund 40 will be transferred to the General Fund.

**BUDGET
IMPLICATIONS:**

Net effect is zero to the District-wide budget.

RECOMMENDATION:

That the Board authorize to close funds 11, 14, 17, and 40 established with San Bernardino County Superintendent of School to account for Adult Education, Deferred Maintenance, Special Reserve for Other than Capital Outlay Projects, and Special Reserve for Capital Outlay Projects.

ACTION:

On motion of Board Member _____ and _____, the Board adopted the authorization as presented.

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS
DISTRICT FINANCIAL SERVICES

REQUEST FOR NEW FUND/RESOURCE/SUB-FUND

District: Colton Joint Unified School District Date: October 27, 2011

District Contact: Sosan Schaller Phone: (909) 580-6605

Authorized Agent Signature: _____

REQUEST FOR FUND/SUB-FUND REQUEST TO CLOSE FUND/SUB FUND

Attached is Board Certification requesting the establishment or closure of a project, fund (sub-fund).

Fund Adult Education Fund 11 # _____ Date: 10/27/2011
Sub-Fund _____ # _____ Date: _____

To Close Fund Fund balance and cash must equal zero			
Interfund Transfer Closing Balances	to	Fund# _____	Ref # _____
Residual Interest to be transferred	to	Fund# _____	
If Balance is zero attach screen dump of On-line Cash			
District Financial Services:			
Processed Interfund	Date	BY _____	
Field Definition Notated	Date	BY _____	
Complete Fund Closure FAS ()	Schools ()	Date	By _____
Business Advisory Services:			
Request to Redirect Interest Sent	Date	BY _____	
Conversion Charts Updated	Deposit ()	BY _____	
	Property Tax ()	BY _____	
	Interest ()	BY _____	

If Sub-Fund is State School Building Program in Funds 30 or 35 – Must attach

- Final accounting Review of Project Financing and Expenditures
- Confirmation Letter of Audit Completion
- If Closing Fund 30 to Fund 35 Project Processing Declaration Form

REQUEST FOR FEDERAL RESOURCE

Attached is Grant/Entitlement Letter or Application identifying New Resource

Name: _____ PCA # _____

BAS ONLY
State Title:
Abbreviation:

Business Advisory Services	
# Assigned	Initials
Yes	NO
() ()	Range
() ()	Combos
Date	DFS

REQUEST FOR STATE RESOURCE

Attached is Grant/Entitlement Letter or Application identifying New Resource

Name: _____ PCA # _____

BAS ONLY
State Title:
Abbreviation:

Business Advisory Services	
# Assigned	Initials
Yes	NO
() ()	Range
() ()	Combos
Date	DFS

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS
DISTRICT FINANCIAL SERVICES

REQUEST FOR NEW FUND/RESOURCE/SUB-FUND

District : Colton Joint Unified School District Date: October 27, 2011

District Contact : Sosan Schaller Phone: (909) 580-6605

Authorized Agent Signature: _____

REQUEST FOR FUND/SUB-FUND REQUEST TO CLOSE FUND/SUB FUND

Attached is Board Certification requesting the establishment or closure of a project, fund (sub-fund).

Fund Deferred Maintenance Fund 14 # _____ Date: 10/27/2011
Sub-Fund _____ # _____ Date: _____

To Close Fund Fund balance and cash must equal zero			
Interfund Transfer Closing Balances	to	Fund# _____	Ref # _____
Residual Interest to be transferred	to	Fund# _____	
If Balance is zero attach screen dump of On-line Cash			
District Financial Services:			
Processed Interfund	Date	BY _____	
Field Definition Notated	Date	BY _____	
Complete Fund Closure	FAS () Schools ()	Date	By _____
Business Advisory Services:			
Request to Redirect Interest Sent	Date	BY _____	
Conversion Charts Updated	Deposit ()	BY _____	
	Property Tax ()	BY _____	
	Interest ()	BY _____	

If Sub-Fund is State School Building Program in Funds 30 or 35 – Must attach

- Final accounting Review of Project Financing and Expenditures
- Confirmation Letter of Audit Completion
- If Closing Fund 30 to Fund 35 Project Processing Declaration Form

REQUEST FOR FEDERAL RESOURCE

Attached is Grant/Entitlement Letter or Application identifying New Resource

Name: _____ PCA # _____

BAS ONLY
State Title:
Abbreviation:

Business Advisory Services	
# Assigned	Initials
Yes	NO
(<input type="checkbox"/>)	(<input type="checkbox"/>) Range
(<input type="checkbox"/>)	(<input type="checkbox"/>) Combos
Date _____	DFS _____

REQUEST FOR STATE RESOURCE

Attached is Grant/Entitlement Letter or Application identifying New Resource

Name: _____ PCA # _____

BAS ONLY
State Title:
Abbreviation:

Business Advisory Services	
# Assigned	Initials
Yes	NO
(<input type="checkbox"/>)	(<input type="checkbox"/>) Range
(<input type="checkbox"/>)	(<input type="checkbox"/>) Combos
Date _____	DFS _____

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS
DISTRICT FINANCIAL SERVICES

REQUEST FOR NEW FUND/RESOURCE/SUB-FUND

District: Colton Joint Unified School District Date: October 27, 2011

District Contact: Sosan Schaller Phone: (909)580-6605

Authorized Agent Signature: _____

REQUEST FOR FUND/SUB-FUND REQUEST TO CLOSE FUND/SUB FUND

Attached is Board Certification requesting the establishment or closure of a project, fund (sub-fund).

Fund # _____ Date: 10/27/2011
Special Reserve for Other Than Capital Outlay Project Fund 17
 Sub-Fund # _____ Date: _____

To Close Fund Fund balance and cash must equal zero			
Interfund Transfer Closing Balances	to	Fund# _____	Ref # _____
Residual Interest to be transferred	to	Fund# _____	
If Balance is zero attach screen dump of On-line Cash			
District Financial Services:			
Processed Interfund	Date	BY _____	
Field Definition Notated	Date	BY _____	
Complete Fund Closure	FAS () Schools ()	Date	By _____
Business Advisory Services:			
Request to Redirect Interest Sent	Date	BY _____	
Conversion Charts Updated	Deposit ()	BY _____	
	Property Tax ()	BY _____	
	Interest ()	BY _____	

If Sub-Fund is State School Building Program in Funds 30 or 35 – Must attach

- Final accounting Review of Project Financing and Expenditures
- Confirmation Letter of Audit Completion
- If Closing Fund 30 to Fund 35 Project Processing Declaration Form

REQUEST FOR FEDERAL RESOURCE

Attached is Grant/Entitlement Letter or Application identifying New Resource

Name: _____ PCA # _____

BAS ONLY
 State Title:
 Abbreviation:

Business Advisory Services	
# Assigned	Initials
Yes	NO
() ()	Range
() ()	Combos
Date	DFS

REQUEST FOR STATE RESOURCE

Attached is Grant/Entitlement Letter or Application identifying New Resource

Name: _____ PCA # _____

BAS ONLY
 State Title:
 Abbreviation:

Business Advisory Services	
# Assigned	Initials
Yes	NO
() ()	Range
() ()	Combos
Date	DFS

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS
DISTRICT FINANCIAL SERVICES

REQUEST FOR NEW FUND/RESOURCE/SUB-FUND

District : Colton Joint Unified School District Date: October 27, 2011

District Contact : Sosan Schaller Phone: (909)580-6605

Authorized Agent Signature: _____

REQUEST FOR FUND/SUB-FUND REQUEST TO CLOSE FUND/SUB FUND

Attached is Board Certification requesting the establishment or closure of a project, fund (sub-fund).

Fund Special Reserve for Capital Outlay Projects Fund # 40 Date: 10/27/2011
Sub-Fund _____ # _____ Date: _____

To Close Fund Fund balance and cash must equal zero			
Interfund Transfer Closing Balances	to	Fund# _____	Ref # _____
Residual Interest to be transferred	to	Fund# _____	
If Balance is zero attach screen dump of On-line Cash			
District Financial Services:			
Processed Interfund	Date	BY _____	
Field Definition Notated	Date	BY _____	
Complete Fund Closure	FAS () Schools ()	Date	By _____
Business Advisory Services:			
Request to Redirect Interest Sent	Date	BY _____	
Conversion Charts Updated	Deposit ()	BY _____	
	Property Tax ()	BY _____	
	Interest ()	BY _____	

If Sub-Fund is State School Building Program in Funds 30 or 35 – Must attach

- Final accounting Review of Project Financing and Expenditures
- Confirmation Letter of Audit Completion
- If Closing Fund 30 to Fund 35 Project Processing Declaration Form

REQUEST FOR FEDERAL RESOURCE

Attached is Grant/Entitlement Letter or Application identifying New Resource

Name: _____ PCA # _____

BAS ONLY
State Title:
Abbreviation:

Business Advisory Services	
# Assigned	Initials
Yes	NO
(<input type="checkbox"/>)	(<input type="checkbox"/>)
Range	
(<input type="checkbox"/>)	(<input type="checkbox"/>)
Combos	
Date	DFS

REQUEST FOR STATE RESOURCE

Attached is Grant/Entitlement Letter or Application identifying New Resource

Name: _____ PCA # _____

BAS ONLY
State Title:
Abbreviation:

Business Advisory Services	
# Assigned	Initials
Yes	NO
(<input type="checkbox"/>)	(<input type="checkbox"/>)
Range	
(<input type="checkbox"/>)	(<input type="checkbox"/>)
Combos	
Date	DFS

BOARD AGENDA

**SPECIAL MEETING
October 27, 2011**

ACTION ITEM

TO: Board of Education

PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: **Approval of Letter of Authorization (LOA) 6 Amending the Agreement with Seville Construction Services, Inc. for a One-Year Extension of Services and Reconciliation of Letters of Authorization 1 through 5**

GOAL: Facilities / Support Services

STRATEGIC PLAN: Strategy #4 – Facilities

BACKGROUND: On September 2, 2009, the Facilities Subcommittee authorized Seville Constructions Services, Inc. to proceed with providing program management services to the District. On October 15, 2009, the board approved the agreement for program *and* construction services with Seville Construction Services, Inc. Since the original approval, five Letters of Authorization (LOA) have been executed that amend services and staffing provided in conjunction with the capital improvement program.

Letter of Authorization 6 is a one-year extension and reconciles LOAs 1 through 5 for services extending to October of 2012. LOA 6 makes changes to staffing and services for active capital improvement projects. Over the next 11 months LOA 6 proposes tiered reductions in staffing and program management cost. Cost savings are achieved by reducing certain positions to part-time and elimination of others as projects conclude.

Original Authorized Budget:	\$4,253,635.04
LOA 6 Budget:	\$2,161,427.50
Total Revised Budget:	\$6,415,062.54

BUDGET IMPLICATIONS: Measure G Bond Fund 21 Expenditure: \$2,161,427.50

RECOMMENDATION: That the Board approve Letter of Authorization (LOA) 6 amending the agreement with Seville Construction Services, Inc. for a one-year extension of services and reconciliation of Letters of Authorization 1 through 5.

ACTION: On motion of Board Member _____ and _____, the Board approved the agreement, as presented.

LETTER OF AUTHORIZATION No. 6

AGREEMENT FOR PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES RELATED TO COLTON JOINT UNIFIED SCHOOL DISTRICT'S CAPITAL IMPROVEMENT PROGRAM

WHEREAS, this Letter of Authorization is made and entered into as of October 20, 2011 by and between the Colton Joint Unified School District ("DISTRICT") and Seville Construction Services, Inc. ("PROGRAM MANAGER"), collectively referred to as "Parties";

WHEREAS, this Letter of Authorization shall be considered attached to and incorporated in that certain document dated October 15, 2009, entitled "Agreement for Program and Construction Management Services Related to Colton Joint Unified School District's Capital Improvement Program" ("Agreement") as the Parties desire to identify more detailed and specific services that will be provided pursuant to the terms of the Agreement;

WHEREAS, this Letter of Authorization is being executed between the Parties pursuant to specific provisions of the Agreement including, but not limited to, the initial Recitals, Articles 1.1, 3.1, and 5;

NOW, THEREFORE, the Parties hereto agree that the services set forth below shall be completed pursuant to the terms and conditions of the Agreement and as set forth below:

1. **Description of Services:** PROGRAM MANAGER shall provide:
 - a) Services as previously approved and hereby modified, in Letters of Authorization (LOA) one through five, in addition to this Letter of Authorization number six. This LOA reconciles the services and fees from the previous LOA's to date as well as exercises the first of the three (3), one (1) year renewal provided for in the Agreement in Article 3.2 – Schedule of Work & Term of Agreement. The renewal period shall be effective November 1, 2011 thru October 31, 2012.
 - b) The following is a listing of the previously approved LOA's, one through five, for reconciliation purposes and the contents of this LOA number six. The PROGRAM MANAGER shall continue to provide these services unless already completed or stipulated otherwise within this LOA:
 - 1) Letter of Authorization (LOA) #1, dated December 11, 2009, PROGRAM MANAGER shall:
 - a. "Perform an evaluation of all Projects that currently comprise the Program; assist the DISTRICT with prioritizing and determining the availability of current funding and determine if the DISTRICT is eligible for additional funding from the State or other sources; prioritize Projects comprising the Program; develop budgets, scopes of work, schedules, cost estimates and other relevant factors to define the scope of the Program to be managed by the PROGRAM MANAGER. Upon completion of such services or as periodically requested by the District,

the PROGRAM MANAGER shall prepare draft reports and a final report on the current status of all Projects to be included in the Program to be managed by the PROGRAM MANAGER. PROGRAM MANAGER shall provide a more detailed written scope of services to be provided under this Letter of Authorization for review and approval by the DISTRICT.”

- 2) Letter of Authorization (LOA) #2, dated December 11, 2009, PROGRAM MANAGER shall:
 - a. “Provide program management services, only in accordance with the Agreement, for Bloomington High School and Colton High School. Prior to performing such program management services for these school, PROGRAM MANAGER, shall review and evaluate any prior work performed on these Projects provided by the DISTRICT as to minimize or eliminate duplication of services performed in the past.”
 - b. “As specifically requested by the DISTRICT, in writing, PROGRAM MANAGER may be provided consultation on specific issues as they arise on Grand Terrace High School.”
 - c. “PROGRAM MANAGER shall not provide any construction management services set forth in the Agreement unless specifically requested in writing by the DISRICT. PROGRAM MANAGER shall provide a more detailed written scope of services to be provided under this Letter of Authorization for review and approval by the DISTRICT.”

- 3) Letter of Authorization (LOA) #3, dated January 22, 2010, PROGRAM MANAGER shall provide:
 - a. “Community Relations Coordination Services which will develop, implement, manage, and coordinate a District Community Outreach Program and public relations efforts.”
 - b. “Engage the services of an architectural firm, WLC Architects, Inc. to provide services to support the District’s Facilities Master Plan for the campuses of Bloomington High School and Colton High School.”
 - c. “Coordinate the services of an architectural firm to prepare a District Wide Master Plan and provide coordination in the preparation of the District’s Educational Specifications. Agreement will be with District.”
 - i. Modification to LOA #3, as per this LOA #6, is that as stated above in 3.c the agreement is with the District, for the physical preparation of the District Wide Master Plan and Educational Specifications, and as such the previously included fees, to be paid to NTD Architecture and not to the PROGRAM MANAGER, are now being removed from the value of LOA #2 and will be reconciled with LOA#6. PROGRAM MANAGER shall still coordinate the services of NTD Architecture in preparing said documents.

- 4) Letter of Authorization (LOA) #4, dated March 24, 2010, PROGRAM MANAGER shall via sub consultant contract provide:

- a. "Website Maintenance: Support and maintenance of the District's new Capital Improvement Program Website to include updates of the site with new information, reports, newsletters, and photos, and modify, maintain upgrades, and create improvements as required."
 - b. "Report Graphics: Create report, briefing and new letter graphic templates to develop a Program identity, and project photographs and photo library."
 - i. Modification to LOA #4, as per this LOA #6, is that the sub consultant services have been discontinued, at costs to date, and the services will continue to be provided by the PROGRAM MANAGER.
- 5) Letter of Authorization (LOA) #5, dated April 9, 2010, PROGRAM MANAGER shall provide:
- a. "Construction planning, advice and oversight of the on-going construction project(s) with particular emphasis on delays, recovery, delivery and claims, as well as, those projects currently being advanced to construction. These services will include the pre-construction involvement in the development and evaluation of the documents being prepared and the review of Requests For Proposals (RFP) and the Guaranteed Maximum Price (GMP) submittals. These services shall also continue through the project(s) close-out."
- 6) Letter of Authorization (LOA) #6, dated October 20, 2011, PROGRAM MANAGER shall:
- a. Discontinue providing program management services and continue to provide project management services on specific projects (see items b, c, d and e belo) as per the terms of the Agreement on all Capital Improvement Projects for Measure B and G; consistent with the staffing levels and schedule as stipulated in sections 3 and 4 below.
 - b. Remain the lead project coordinator, and as a part of the Program Management Team with DISTRICT facilities staff, in overseeing the following current active projects: Bloomington High School Math & Science (#1E); Colton High School Math & Science (#1F); Joe Baca Middle School (#27); Bloomington High School Cafeteria & Multi-Purpose Building (#1Q); and Colton High School Cafeteria & Multi-Purpose Building (#1R). Program Manager shall have part-time on-site staffing on Joe Baca Middle School commencing on January 2nd, 2012.
 - c. Remain in an assisting role and as a part of the Program Management Team with the DISTRICT facilities staff as the lead, in overseeing the following current active projects: Jurupa Vista, Wilson Elementary, Bloomington Middle School, and Riche Canyon Elementary Fire Alarm Upgrades (#35); and Small Projects throughout the District (#36 through #50).
 - d. Remain in an assisting role on Grand Terrace High School Increment I (#11) and Increment II (#11a) with the District's Director of Facilities

- i. Consultancy services to the DISTRICT on all matters regarding the project as needed or as directed.
- ii. Actively participate in weekly construction meetings and specialty meetings as needed.
- iii. Assist in the oversight and management of the Construction Manager including the following activities:
 1. Project Schedule:
 - a. Analyze construction manager's submitted schedule update and provide District with a written review as to variances and sequences.
 - b. Analyze Construction Manager's submitted monthly work-in-place projections and provide District with written review comments.
 - c. Request and analyze fragnet schedules submitted by the construction manager and provide written review comments to the District.
 - d. Analyze requests for extensions of time and or acceleration and provide written recommendations to the District.
 2. Payment Requests – participate in review and approval process of Prime Trade Contractor, and all consultant, progress payments; consisting of review of the schedule of values and acceptance of progress payments; including those of the Construction Manager.
 3. Change Orders – review and make recommendations, as to merit and payment, on all Prime Trade Contractor submitted change order requests; after the initial presentation and vetting by the Construction Manager.
 4. Administration of Construction Manager's service agreement.
- iv. Assist in the oversight and management of the Project Architect including the following activities:
 1. Design Management including responsiveness to Requests for Information (RFI), submittals, Construction Change Directives (CCD's), and any special studies or modifications to the project.

2. Administration of the Project Architect's service agreement.
 - v. Assist in the oversight and management of the Project Inspector including the following activities:
 1. Verification of timely inspection being provided when requested by the Construction Manager.
 2. Administration of the Inspector of Record's service agreement.
 3. The direct oversight responsibility shall remain that of the Project Architect as the Architect of Record for the project.
 - vi. Support DISTRICT staff on off-site street and railroad improvements as requested.
 - vii. Service Agreement Amendments – review and make recommendations to the DISTRICT on all consultant requests for additional services.
 - e. Community Outreach Services – these services shall be provided on a limited part-time basis and shall consist of quarterly project reports, press release coordination, coordination of grand opening ceremony activities (as approved by the District for identified Capital Improvement projects), coordination of a vendor fair; as may be requested, production of Board Meeting handouts, and construction web-page updates.
 - f. Program Management Services – these services shall be discontinued, from those previously approved in LOA's one thru five; some of these services included: program annual status reporting; bond measure budget validations, establishments, and reconciliations; program expenditure reviews and oversight; and program financial accounting and reporting. These duties shall be undertaken by the District. Under project management services the overall individual project budgets and expenditures will be reviewed and concurred with in coordination with the District.
2. **Compensation:** Attached hereto as Exhibit "A", dated 9/30/11, is the Fee Proposal for all services to be provided pursuant to this Letter of Authorization and for services previously provided under LOA's one thru five. Attached hereto as Exhibit "B", dated 9/30/11, is a fee reconciliation and summary tabulating the original service agreement amount, all LOA's, and the cumulative projection to date. All invoices submitted by the PROGRAM MANAGER shall include a description of the work performed, the personnel performing the work, time spent for each task and other details reasonably requested by the DISTRICT to support all invoices. The following is a reconciliation of all previously approved services:
 3. **Staffing Plan:** Attached hereto as Exhibit "A", dated 9/30/11, is the Staffing Plan for all personnel that will be providing services pursuant to this Letter of Authorization.

4. **Schedule:** Attached hereto as Exhibit "A", dated 9/30/11, is the Schedule for all services to be provided pursuant to this Letter of Authorization.

The Parties, through their authorized representatives, have executed this Letter of Authorization as of the day and year first written above.

Seville Construction Service, Inc.

Colton Joint Unified School District

By: _____
Jeffrey Flores

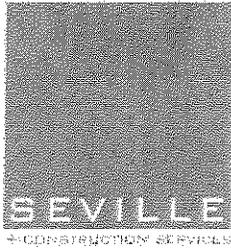
By: _____
Jaime R. Ayala

Title: President / CEO

Title: Asst. Superintendent Business Services

Date: _____

Date: _____



One Colorado | Old Pasadena
35 Hugus Alley | Suite 210
Pasadena | CA 91103
t. 626.204.0800 | f. 626.204.0801

www.sevillecs.com

Our People are the Difference!

October 4, 2011

Mr. Jaime R. Ayala
Colton Joint Unified School District
1212 Valencia Drive
Colton, CA 92324

RE: SCS Letter of Authorization #6: Exercise Third Year Service Extension

Dear Jim,

Thank you for the opportunity to continue to serve the Colton Joint Unified School District with its Capital Improvement Program. Please accept this letter and the accompanying documents to exercise the third year extension to the existing service agreement with the Colton Joint Unified School District for project management services. This Letter of Authorization (LOA) #6 reconciles all previously provided services and fees contained in LOA's (one thru five) to date as well as exercises the third year service extension as provided for in the Agreement under article 3.2; the renewal period shall be effective November 1, 2011 thru October 31, 2012.

Seville Construction Services (SCS) strives to understand and exceed the needs of our Clients; and as such it is with great pleasure that we submit the attached request at a savings to the District from the previously approved staffing projections of 2009. As the needs of the Program changed over time from 2009 to present, SCS has been financially responsible to the District by only enacting necessary services. This watchful eye, allows us to now provide one additional year of project management services as well as project a lower utilization rate of \$2,161,000.00 by the end of October 2012.

The following documents are attached:

- 1) Letter of Authorization #6, dated 10/20/11, which describes in writing the services to be provided in the third year extension as well as summarizes the prior LOA's.
- 2) Exhibit "A", dated 9/30/11, providing summary project schedules, staffing plan, associated fees for services and expenses. The value of the 3rd Year services extension, November 1, 2011 thru October 31, 2012 is \$1,161,352.50. This is distributed as \$1,089,742.50 in staffing fee and \$71,610.00 for reimbursable expenses over that period of time.
- 3) Exhibit "B", dated 9/30/11, providing a financial recap of all previously approved services and LOA's in terms of fee and reimbursable expenses.

Thank you again for your support and we look forward to continuing to serve you and the Colton Joint Unified School District. We will diligently provide these services and pursue the successful completion of all the projects as your advocate. Please accept this proposal projection and contact me with any questions that you may have. I may best be reached on my cell phone at (714) 686-8121.

Kind Regards,

A handwritten signature in black ink, appearing to read "Roger Bañuelos", with a long horizontal flourish extending to the right.

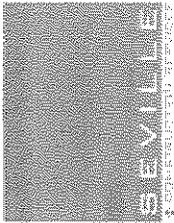
Roger Bañuelos
Sr. Vice President / Regional Manager

CC: Darryl Taylor – CJUSD Director of Facilities & Planning
Vince Quinones – SCS Vice President / Program Manager

Exhibit "A"

SCS - Staffing Plan / Fee Schedule Program Reconciliation
Letter of Authorization No. 6; Program Management Services

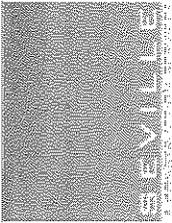
Colton Joint Unified School District
Program Management Services
Exercise of Third Year Service Agreement
Reconciliation of Letters of Authorization #1 thru #5
Program Budget \$377,000,000



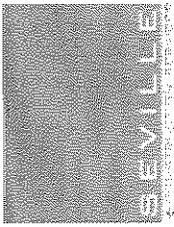
Schedule Legend

1 Program Control 2 Prog Mgmt 3 Design 4 Bid & Award 5 Construction 6 Close-Out

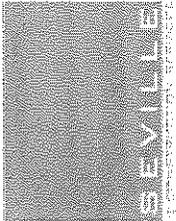
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Service Agreement Periods												
Program Management and Planning												
Define Program Needs / Priorities												
Validation of Project Status, Scope, Budget, Sched												
Develop Program Master Schedule												
Review Existing Site Conditions / Assessment												
Validate Program and Project Budget												
Dev Program Mgmt Information System (PMIS)												
Program Controls												
Define Program Reporting Needs / Develop Reporting System												
Develop Policies & Procedures												
Validate Financial Controls / Integrate with PMIS												
Establish Project Management Plan												
Establish Reporting Processes												
Establish Control Processes												
Design Management												
Manage Review Process: Design, VE, Constructability												
Manage GECA & Environmental Review Process												
Manage GDE & CDE Compliance & Submittal Process												
Manage ISA Submittal / Approval Process												
Bid & Award												
Manage Pre-Qualification Process												
Manage Advertisement, Bid, & Award Process												
Project Management												
Schedule / Budget Oversight												
Process Change Process Management												
Commissioning / Substantial Completion Oversight												
Active Projects												
Grand Terrace HS (Increment 1 & 2) - Project #11												
BHS North & Science - Project #16												
Increment 1 - Martin Housing												
Increment 1 - Emeraldton												
See Ben Middle School - Project #27												
CRS Wash & Solstice - Project #18												
Increment 1 - Johnson Knolls												
Increment 1 - Davidson and New Highway												
Jr, Wilson, BMS, RC Fire Alarm - Project #25												
Small Projects - Project #36 - 50												
BHS Caliente & Multi-Purpose Bldg - Project #10												
CRS Caliente & Multi-Purpose Bldg - Project #19												
Project Closeout												
Closeout Documents (ISA Certification)												
Manage Warranty Period												
Program Closeout												
Final Audit / Archive Project Documents												



SUMMARY PROGRAM SKILLSET	2013 (Continued)												74
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Service Agreement Periods													
Program Management and Planning													
Define Program Needs / Priorities													
Validation of Project Status, Scope Budget, SOW													
Develop Program Master Schedule													
Review Existing Site Conditions / Assessment													
Validate Program and Project Budgets													
Develop Program Master Information System (PMIS)													
Program Controls													
Define Program Reporting Needs / Develop Reporting System													
Develop Policies & Procedures													
Validate Financial Controls / Integrate with PMIS													
Establish Project Management Plan													
Establish Accounting Processes													
Establish Document Control Processes													
Design Management													
Manage Review Process / Design / VE / Constructability													
Manage CEQA & Environmental Review Process													
Manage O&E & O&S Compliance & Submittal Process													
Manage CSA Submittal / Approval Process													
BD & Award													
Manage Pre-Qualification Process													
Manage Advertisement, BQ, & Award Process													
Project Management													
Schedule / Budget Oversight													
Invoice / Change Process Management													
Commissioning / Substantial Completion Oversight													
Active Projects													
Grand Terrace HS (Increment 1 & 2) - Project #11													
B&S North & Science - Project #1E													
Increment 1 - Infill Housing													
Increment 1 - Detention													
Joe Don Middle School - Project #27													
CRS High & Science - Project #1F													
Increment 1 - Infill Housing													
Increment 1 - Detention and Infill Highway													
J.W. Wilson BMS DC Fire Alarm - Project #15													
Small Projects - Project #35 - 50													
BIS Cafeteria & Multi-Purpose Bldg - Project #10													
CRS Cafeteria & Multi-Purpose Bldg - Project #1R													
Project Closeout													
Closeout Documents / O&S Certification													
Manage Warranty Period													
Program Closeout													
Final Audits / Archive Project Documents													

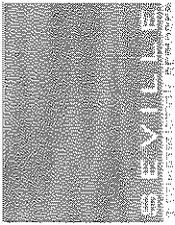


PRIMARY PROGRAM SCHEDULE	37	38	39	40	41	42	43	44	45	46	47	48
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Service Agreement Periods												
Program Management and Planning												
Define Program Needs / Priorities												
Validation of Projects: Status, Scope, Budget, Sides												
Develop Program Master Schedule												
Review Existing Site Conditions / Assessment												
Validate Program and Project Budget												
Final Program Approval Information System (PIMS)												
Program Controls												
Define Program Reporting Needs / Develop Reporting System												
Develop Policies & Procedures												
Validate Financial Controls / Integrate with PIMS												
Establish Project Management Plan												
Establish Accounting Processes												
Establish Document Control Processes												
Design Management												
Manage Review Process: Design, VE, Constructability												
Manage CEM & Environmental Review Process												
Manage CDE & OFSC Compliance & Submittal Process												
Manage RSA Submittal / Approval Process												
Bid & Award												
Manage Pre-qualification Process												
Manage Advertisement, Bid, & Award Process												
Project Management												
Schedule / Update / Oversight												
Implement Change Process Management												
Commissioning / Substantial Completion Oversight												
Active Projects												
Grand Traverse (Investment 1.3) - Project #11												
BHS Mkt & Service - Project #1E												
Investment 1 - Interim Housing												
Investment 1 - Transition												
Joe Brea Woods School - Project #27												
CHS Mkt & Service - Project #1F												
Investment 1 - Interim Housing												
Investment 1 - Transition and New Delivery												
J.W. Wilcox, BHS, RC Fire Alarm - Project #1S												
Small Projects - Project #26 - 50												
BHS Caltrans & Multi-Purpose Bldg - Project #1Q												
CHS Caltrans & Multi-Purpose Bldg - Project #1R												
Project Closeout												
Classify Documents / CSA Certification												
Manage Warranty Period												
Program Closeout												
Final Audit / Archive Project Documents												



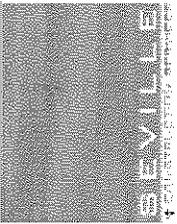
13 14 15 16 17 18 19 20 21 22 23 24

General Conditions	2016 (Firm/Estimates)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Professional Insurance												
Postage, Message, Express Mail			76		64						15	
Office Cleaning	450			45								37
Office Lease (Advance)												
Reproduction (Draws, CDs, Reports)							101	113	4,614			
Blueprinting and Special Reports												
Printing (Community Outreach)												
Public Notices												
Office Equipment (Copier) and Furniture			742	324	324	26,815	151	425	2,472	184	781	781
Office Supplies	2,189	821	1,127	45	377	1,759	1,944	355	353	574	359	288
Computer Equipment & Tech Support	1,653		2,948	2,975		7,718	2,659		248			2,189
Office Telephones, Fax and Usage	654		185		328	168	49	111				
Cellular Phones	297		247	455	303	304	294	522	445	440	481	359
Beauty												
Travel, Meals, Parking and Expense												
Safety Equipment for PM Staff Only												243
Information Technology, Hardware & License		22,335			3,600		3,600			3,600		
Project Work Planning - Own Group - Competitively Review				27,400								
Direct Work Planning - Jarboe & Young - Estimating	15,400											
Master Planning for B12 & CHS - WJC Architects						91,944		920	383			
Graphic Design						900						
Photography							1,700					
Contingency												
Total General Condition Costs	18,233	23,516	5,284	31,292	4,592	128,612	10,945	2,547	8,656	5,605	4,678	3,948
Yearly Total General Condition Costs	\$248,778											



25 26 27 28 29 30 31 32 33 34 35 36

ESTIMATED REIMBURSABLE EXPENSES (Allowance)	2011 (The above table)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
General Conditions												
Professional Insurance												
Postage, Message, Express Mail												
Office & Cleaning												
Office Lease (allowance)												
Reproduction (Draws, CDs, Reports)												
Blindstamping and Special Reports												
Printing (Community Outreach)												
Public Notices												
Office Expenses (Copier) and Furniture	786	786	1,300	1,100	970	898	851	815	1,000	1,000	1,000	1,000
Office Supplies	940	42	848	309	141	27	179	91	500	300	300	300
Computer Equipment & Test Support	386					519			480	480	480	480
Cellular Telephone, Internet Usage	427					425			500	500	500	500
Security												
Travel (Meals, Parking and Expenses)												
Safety Equipment for PM Staff Only	25		477	401	270	332	416	52	400	400	400	400
Information Technology (Hardware & License)												
Direct Wide Planning - Owner Group - Constructability Review	3,600			3,300			2,411		4,000			4,000
Project Wide Planning - Jobcost & Young - Estimating												
Master Planning for BHS & CHS - WCC Architects												
Graphic Design												
Photography												
Emergency												
Total General Condition Costs	2,373	6,270	2,916	6,938	1,800	2,108	4,326	1,422	20,660	42,873	3,826	7,265
Yearly Total General Condition Costs	\$161,184											



37 38 39 40 41 42 43 44 45 46 47 48

ESTIMATED REBURSABLE EXPENSES (Allowance)	2012 (Reimbursables)												Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
General Conditions													
Professional Insurance	475	475	475	475	475	475	475	475	475	475	475	475	\$17,575
Postage, Messagel, Express Mail	150	150	150	150	150	150	150	150	150	150	150	150	\$2,145
Office & Cleaning													\$716
Office Lease (Allowance)													\$0
Reproduction (Draws, CDs, Reports)	150	150	150	150	150	150	150	150	150	150	150	150	\$1,548
Blueprinting and Special Reports	500	500	500	500	500	500	500	500	500	500	500	500	\$5,000
Printing (Community Outreach)													\$0
Public Notices													\$0
Phone Expenses (Copies) and Fumiture	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	\$8,524
Phone Expenses	300	300	300	300	300	300	300	300	300	300	300	300	\$3,600
Computer Equipment & Tech Support	450	450	450	450	450	450	450	450	450	450	450	450	\$5,400
Phone Responses, For and Usage													\$1,527
Cellular Phones	400	400	400	400	400	400	400	400	400	400	400	400	\$4,800
Security													\$0
Travel, Meals, Parking and Expenses													\$0
Safety Equipment for PM Staff Only	400	400	400	400	400	400	400	400	400	400	400	400	\$4,800
Information Technology (Hardware & License)													\$1,500
Public Works Planning - Open Group - Constructability Review	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	\$45,000
Public Works Planning - Jobsite & Young - Estimating													\$27,000
Master Planning for BHS & CHS - WLC Architects													\$12,000
Graphic Design													\$50
Photography	500	500	500	500	500	500	500	500	500	500	500	500	\$5,000
Contingency	4,325	4,325	4,325	4,325	4,325	4,325	4,325	4,325	4,325	4,325	4,325	4,325	\$43,250
Total General Condition Costs	4,325	4,325	4,325	4,325	4,325	4,325	4,325	4,325	4,325	4,325	4,325	4,325	\$43,250
Yearly Total General Condition Costs	\$52,350												
Fee	\$5,216,580												
Reimbursable	\$443,783												
Total	\$5,847,383												

