

**HAMILTON UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA
Hamilton High School Library/Zoom/Facebook Live
620 Canal Street, Hamilton City, CA 95951
Wednesday, April 23, 2025
www.husdschools.org**

5:30 p.m.	Public session for purposes of opening the meeting only
5:30 p.m.	Closed session to discuss closed session items listed below (For Board Only)
6:00 p.m.	Reconvene to open session no later than 6:30 p.m.

Hamilton Unified School District Board Meetings are open to the public. Please join the meeting by attending in person or via the livestream on Facebook Live on the District's Facebook Group page or through the below Zoom link or dial by phone as listed below:

Join Zoom Meeting

<https://us02web.zoom.us/j/4968739639?pwd=RUw1Qk5hZlVNTkd3RVFuMm9tVDBCQT09>

Meeting ID: 496 873 9639

Passcode: 123456789



Dial by phone:

+1 669 900 6833 US

Meeting ID: 496 873 9639

Passcode: 123456789

1.0 OPENING BUSINESS:

- a. Call to order and roll call

_____ Hubert "Wendell" Lower, President

_____ Rod Boone, Clerk

_____ Gabriel Leal

_____ Genaro Reyes

_____ Ray Odom

2.0 IDENTIFY CLOSED SESSION ITEMS:

3.0 PUBLIC COMMENT ON CLOSED SESSION ITEMS: Public comment will be heard on any closed session items. The board may limit comments to no more than three minutes per speaker and 15 minutes per item.

4.0 ADJOURN TO CLOSED SESSION: To consider qualified matters.

- a. Government Code Section 54956.8, Conference with Real Property Negotiators
Property: 325 Capay Avenue (adjacent to Hamilton Elementary School)
Agency Negotiators: Dr. Jeremy Powell, Superintendent; Kristen Hamman, Chief Business Official
Negotiating Parties: Olivarez Family and Hamilton Unified School District
Under Negotiation: Price and Terms of Payment
- b. Government Code Section 54957, Personnel Issue. To consider public employee, evaluation, reassignment, resignation, release, dismissal, or discipline of a classified and/or certificated employee.
- c. Government Code Section 54957.6, Labor Negotiations. To confer with the District's Labor Negotiator, Superintendent Jeremy Powell regarding HTA and CSEA negotiations.
- d. Conference with labor Negotiator Gov. Code sec. 54957.6, subd. (a). Agency designated representative: Dr. Jeremy Powell; Employee Organization: Hamilton Teachers Association.
- e. Public Employee Performance Evaluation. Government Code section 54957, subdivision (b)(1). Superintendent.

Report out action taken in closed session.

5.0 PUBLIC SESSION/FLAG SALUTE:

6.0 ADOPT THE AGENDA: (M)

7.0 COMMUNICATIONS/REPORTS:

- a. Board Member Comments/Reports
- b. ASB President and Student Council President Reports
 - i. Hamilton High School – Isabel Rivera
 - ii. Hamilton Elementary School – Jayla Hernandez
- c. District Reports (written)
 - i. Technology Report by Frank James (p. 4)
 - ii. Nutrition Services Report by Erendida Moreno (handout)
 - iii. Operations Report by Alan Joksch (p. 5)
- d. Principal and Dean of Student Reports (written)
 - i. Ulises Tellechea, Hamilton Elementary School Principal (handout)
 - ii. Maria Reyes, District Dean of Students (p. 6)
 - iii. Cris Oseguera, Hamilton High School Principal (p. 7)
 - iv. Silvia Robles, Adult School (p. 8)
- e. Chief Business Official Report by Kristen Hamman (written) (p. 9)
- f. Superintendent Report by Jeremy Powell (written) (p. 10)

8.0 PRESENTATIONS:

- a. None

9.0 CORRESPONDENCE:

- a. None

10.0 INFORMATION ITEMS:

- a. HUSD Enrollment History for 6 years (p. 11)
- b. Bond Status: Fund 21 Update (p. 14)
- c. LCAP/Strategic Planning (Handout)

11.0 DISCUSSION ITEMS:

- a. Board Member Participation in End-of-Year Activities:
 - i. Glenn County Educators’ Hall of Fame Awards – Monday, May 7th at 6:00pm at Success Square Conference Room in Orland
 - ii. Glenn County Educators’ Hall of Fame Participation in the Glenn County Fair Parade – Saturday, May 17th at 10:00am
 - iii. HHS Awards Night – Tuesday, May 27th at 6:00 p.m. pm in the gym
 - iv. HES Promotion – Thursday, June 5th at 7:00 p.m. at the highschool stadium
 - v. HHS Graduation – Friday, June 6th at 8:00 p.m. at the highschool stadium

12.0 PUBLIC COMMENT: Public comment on any item of interest to the public that is within the Board’s jurisdiction will be heard (agenda and non-agenda items). The Board may limit comments to no more than three minutes per speaker and 15 minutes per topic. Public comment will also be allowed on each specific action item prior to board action thereon.

13.0 ACTION ITEMS:

- a. Authorize Four 10-hour day work weeks for Admin Assistants June through August 2025 (p. 15)
- b. Accept 2023-24 Measure F Bond Building Fund Audit Report (p. 16)
- c. Approve 2024-25 Proposition 28 Annual Report (p. 38)
- d. Approve the 2025 Summer MOU with the Boys and Girls Club (p. 40)
- e. Approve Updated 2025 Board Meeting Schedule (p. 45)
- f. Approve job description for Middle School and High School Athletic Director, effective 7/1/2025 (p. 47 & 48)

- g. Approve National FFA Convention Trip (p. 53)
- h. Approve 2025-26 Scissor (Snorkel) lift Certification Training at Hamilton Adult School (p. 54)
- i. Approve Contract with United Building Contractors for HHS Cafeteria Roof and HVAC Replacement (p. 57)
- j. Approve to terminate current pest control contract with Orkin and enter into a new agreement with Advanced IPM, effective July 1, 2025 (p. 86)
- k. Approve Updated Process for Employee Meal Per Diem Allowance (P. 146)

14.0 CONSENT AGENDA: Items in the consent agenda are considered routine and are acted upon by the Board in one motion. There is no discussion of these items prior to the Board vote and unless a member of the Board, staff, or public request specific items be discussed and/or removed from the consent agenda. Each item on the consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

- a. Minutes from Regular Board Meeting on March 26, 2025 (p. 149)
- b. Warrants and Expenditures (p. 154)
- c. Interdistrict Transfers (new only; elementary students reapply annually).
 - i. Out
 - 1. Hamilton Elementary School
 - a. K x 0
 - b. 1st x 0
 - 2. Hamilton High School
 - a. 9TH x 0
 - b. 10TH x 0
 - ii. In
 - 1. Hamilton Elementary School
 - a. K x 0
 - b. 6th x 0
 - 2. Hamilton High School
 - a. 9th x 0
- d. Personnel Actions as Presented: (Handout)

15.0 ADJOURNMENT:

Technology Report

Board Meeting on April 23rd 2025

Frank James, Director of Technology

Completed and in Progress Tasks

- Completing Tech tickets and troubleshooting of any technical issues.
- Completed Chromebook repairs in house and through warranty company.
- GCOE Buildings security camera expansions at Ella Barkley “GCOE Infant Toddlers” & HES GCOE Learning Center sites. April 2025 (Spring Break).
 - This will help cover extended areas for both GCOE and HUSD staff and students.
 - We have installed additional HUSD tech equipment to allow for the camera additions and GCOE will reimburse HUSD for the cost of the camera equipment and installation.
 - In addition, we have upcoming plans to install a Valcom Emergency Bell clock and a WIFI access point at the GCOE Infant Toddlers building for added security and staff accessibility.
- District Network Infrastructure Upgrades:
 - Upgraded backup servers to the latest version of software to leverage modern deduplication and encryption technology. This allows us to backup more data with our current storage system.
 - Reconfigured network to support Windows 11 devices joining the HUSD WIFI.
- Server and Equipment Reconfiguration:
 - Windows 10 is nearing its end of life for general support. I’ve started upgrading our imaging server to support Windows 11.
- Continuing to reconfigure all servers and equipment at both HES and HHS locations for better efficiency, along with firewall updates for security.
- District wide: Setting up new devices for staff and updating tech in classrooms and offices.

MAINTENANCE, OPERATIONS & TRANSPORTATION
Board Meeting Report - April, 2025
Alan Joksch/Director

Maintenance and Operations:

- We have been playing catch-up on yard work after the March rains.
- We are keeping on schedule with regular janitorial duties.
- We are working on the sprinkler systems as the weather is warming up.
- We have been busy keeping the baseball fields ready for play, as League has begun.
- We set up for the Basketball awards night, the open house at the High School, The Alumni Dinner and an assembly at the Elementary.
- We have had several Pre-construction Job-Walks, for upcoming projects.
- We are planning several projects throughout the district over Spring Break.

Transportation:

- Baseball and Softball were transported to 5 events.
- Elementary Soccer was transported to 11 games.
- Track was bussed to 3 meets, and two were canceled.
- We transported to 9 Field Trips, Including helping Lake School as they are training a new Bus driver.
- The bus drivers attended an Active Shooter / Bus training in Willows. Hosted by Greg Felton and the GCSD.
- Bus 1 is in the shop with a couple of electrical issues.
- Vans are being scheduled for service as they are seeing high usage.
- All bus routes have been running smoothly and on time, with no student issues.

Alternative Education Report
Board Meeting for April Wednesday 23, 2025
Maria Reyes, Dean of Students

Greetings from Alternative Ed!

As we approach the end of the school year, I'm happy to share that our students continue to work diligently toward completing their graduation requirements and credit recovery goals. Our seniors are also preparing for their Senior Project presentations, which will take place on **May 21st**.

CAASPP testing for juniors will begin the week of **April 28th**, covering English Language Arts, Math, and Science. **ELPAC testing** will also begin that same week.

In addition, the week of April 28th is **Workplace Readiness Week**. We're excited to welcome **Mr. Mark Duff**, Career Specialist from the Glenn County Office of Education, who will be speaking with our students during history class on **May 1st**.

On **April 16th**, our seniors participated in Butte College's **Reg2Go** event. All students had the opportunity to meet with a Butte College academic counselor and register for Fall 2025 classes.

Below are some photos from our recent trip to **Yuba College**, where students had the opportunity to explore the college's Career and Technical Education (CTE) programs.



Enrollment:

12 grade = 4

11 grade = 8

10 grade = 2

Hamilton High School
HUSD Board Report
April 23, 2025

1. Total 9-12 enrollment 2024-25 (as of 4/14/25): 12th= 59; 11th=92; 10th =64; 9th=89. Total in all 9-12 at HHS is 304-adding 14 students at EBHS, the overall 9-12 total is **318**. Projected for 2025-26 incoming Frosh is approximately 65.
2. School activities- Hamilton High recently hosted Open House, holding a nice event in the quad in an open forum which allowed for communal conversation. We had a nice turn out and we were able to also raffle off several items that had been donated. Special thanks to FFA for providing a nice light meal as well as cookies for all. Many of our seniors were also able to attend Reg-to-Go at Butte College in preparation for next year.
Soon, we will be commencing out CAASPP state testing for our 11th grade students in English, math, and science. This will take some coordination and wrap-around upcoming school activities/events such as the Glenn County Fair in mid-May.
We have a number of other upcoming schoolwide events, including the Prom on May 10 and several fundraisers planned. Many of our students and staff are looking forward to Spring Break next week before finishing the final few weeks of the school year.
3. Spring Athletics updates- Spring sports are well into league play with Softball and Baseball Varsities doing well. JV baseball has also been able to hold a number of games above other school years. In Track, many of our students have been reaching personal records as the season has continued. We look forward to the league and playoff season and expect good success.
4. Our staff has been working hard these past few weeks, especially in preparing our students for end of quarter and end of semester. Teachers have also been readying for next year by planning on various professional development for their summer. As a school and district, we are also looking at ways to improve our instruction and one main goal for all teachers next year is to focus on first and direct instruction in the classrooms with emphasis on less reliance on technology.
5. Projects- there are a number of projects that will impact our school, students, and staff to finish the school year. Namely, a remodel of room 9 will begin this week and necessitate a move of Ms. Hansen to the library for the remainder of the year. This is a long-awaited remodel and we look forward to the modernized learning center that will be created.
Also, the cafeteria roof will be repaired/redone beginning in late May. This will impact where and how we serve nutrition and lunch to our students for the final 2-3 weeks of school, though we look forward to having a repaired roof and tiles in the cafeteria.

Submitted:



Cris Oseguera
Principal

Hamilton Adult Education
Board Meeting Report-April, 2025
Silvia Robles/Director

Completed and in Progress Tasks – April, 2025

1. Enrollment and students served to date for all programs: **161**.
2. Classes for All in One Microsoft Office, and Introduction to Computers reverted back to M, T, & Th. These classes are held in the HHS Library lab in the evening from 6:00 p.m. – 8:00 p.m.
3. Forklift Certification is Thursday April 17th & Saturday April 19th. This training takes place in the library and out in the staff parking lot. April class is full. Registrations for May are ongoing.
4. Following up with students for the 3rd quarter Employment and Earnings Survey.
5. Cake Decorating class has moved from Wednesday to Monday 6:00pm-8:00pm due to teacher unavailability.
6. Nutrition Education Presentations are taking place in the ESL evening class for five weeks through the University of California Cooperative Extension. Community members not enrolled in the ESL class are invited to attend.
5. Attend monthly outreach meetings and recruit with non-profit organizations, local businesses, and employers.
6. Attend WIOA II network monthly meetings and trainings.

Hamilton Unified School District
General Fund - Unrestricted and Restricted
April 23, 2025 Board Report

	2024-25	2024-25	2023-24	2023-24
	Second Interim	Year To Date	Second Interim	Year To Date
	Budget	As of 4/14/25	Budget	As of 4/14/24
Revenues				
LCFF Sources	\$ 10,857,196	\$ 7,968,294	\$ 10,792,910	\$ 7,730,543
All Other Federal Revenue	\$ 269,169	\$ 230,162	\$ 609,154	\$ 408,589
Other State Revenue	\$ 1,642,145	\$ 1,254,055	\$ 1,648,809	\$ 1,276,822
Other Local Revenue	\$ 231,376	\$ 147,590	\$ 100,368	\$ 257,809
Other Financing Sources	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 12,999,886	\$ 9,600,101	\$ 13,151,241	\$ 9,673,763
Expenditures				
Certificated Personnel Salaries	\$ 4,438,637	\$ 3,218,972	\$ 4,385,195	\$ 3,200,845
Classified Personnel Salaries	\$ 1,765,673	\$ 1,326,424	\$ 1,665,864	\$ 1,242,486
Employee Benefits	\$ 2,616,967	\$ 1,926,756	\$ 2,600,228	\$ 1,957,291
Books and Supplies	\$ 710,581	\$ 397,052	\$ 673,285	\$ 426,559
Travel and Conferences	\$ 128,983	\$ 79,390	\$ 159,038	\$ 72,660
Dues and Memberships	\$ 24,836	\$ 22,013	\$ 19,836	\$ 19,450
Other Insurance	\$ 206,467	\$ 204,004	\$ 174,631	\$ 183,899
All Other Utilities	\$ 345,000	\$ 250,325	\$ 330,000	\$ 263,715
Rents/Leases/Repairs	\$ 61,975	\$ 54,258	\$ 109,250	\$ 111,399
Other Operating Expenditures	\$ 550,936	\$ 383,380	\$ 546,512	\$ 416,083
Capital Outlay	\$ 849,523	\$ 334,799	\$ 453,448	\$ 369,038
Other Outgo	\$ 1,844,737	\$ 1,074,357	\$ 1,642,192	\$ 321,416
Interfund Transfers Out	\$ 525,000	\$ -	\$ 525,000	\$ -
Total Expenditures	\$ 14,069,315	\$ 9,271,730	\$ 13,284,479	\$ 8,584,841
Net Increase (Decrease) in Fund	\$ (1,069,429)	\$ 328,371	\$ (133,238)	\$ 1,088,922
Beginning Fund Balance 7/1/24 from 23/24 Unaudited Actuals as of 6/30/24	\$ 5,750,856			
Projected Ending Fund Balance 6/30/25	\$ 4,681,427			

HUSD Superintendent Report
Board Meeting on April 23, 2025
Jeremy Powell, Ed. D.

Target Goals created by District Cabinet:

- Focus on Dual Immersion-Bilingual/Biliterate/Bicultural
- All students at Standard and Achievement Gap Closed
- Graduates who are College and Career Ready

Athletics, State Assessments, and Planning for the end of the year are all signs of a busy Spring throughout Hamilton Unified. As we look ahead, the end of this school year will be filled with exciting opportunities and celebrations!

District Highlights for February & March:

- The District is continuing to develop both our Strategic Plan and LCAP simultaneously. The goal is to provide a roadmap for the District to follow in the coming years. This has been accomplished through a collaborative process and focused on allowing all voices to be heard. Our annual Parent, Community, and Staff Survey is out and we are collecting data!
- Our various ELOP Projects are moving along very well! I will update these when discussing our Strategic Planning and LCAP.
- In the last two weeks, we have had both our Architect (Eagle Architects) and our Civil Engineer (Russ Erickson) out to the potential site of our Turf Field and all Weather Track. I will provide updates in the coming weeks!
- Senior Projects will be held May 22nd throughout the HHS campus. If you are interested in being on a panel to review the projects, please contact **Cristina Rios or Kelly Langan** at HHS ASAP!
- Hamilton High School FFA continues to shine on a statewide, and beyond, scale! From Northern to Central California and beyond our FFA students are representing Hamilton City and the region in a powerful way!

Upcoming District Events:

- 5/1: HES May Dance Festival
- 5/5: Glenn County Safety Meeting @ 4:00 in the HHS Library
- 5/16-19: Glenn County Fair Min. days at HHS
- 5/22: HHS Senior Project Presentation @ 6:00
- 5/27: HHS Awards Ceremony @ HHS Gym
- 5/28: Regular School Board Meeting @ 5:30
- 6/5: Jr. High Graduation
- 6/6: High School Graduation

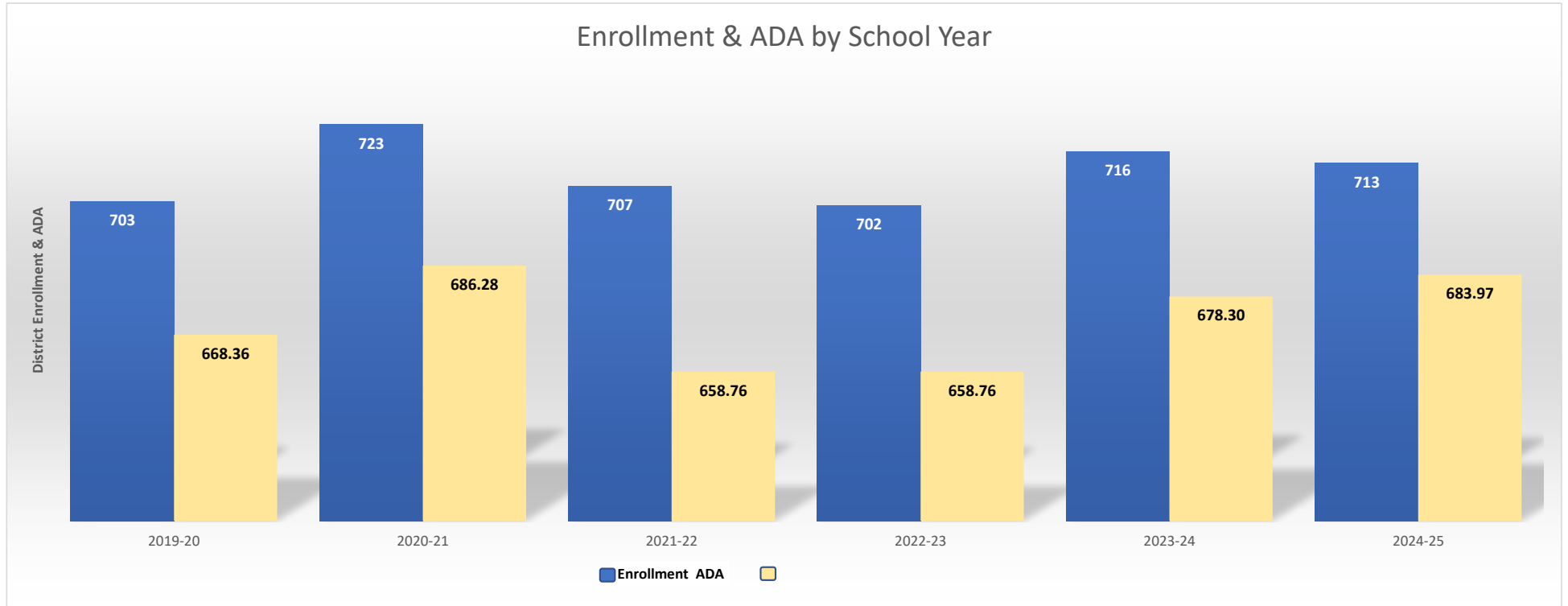
HUSD Superintendent Report
Board Meeting on April 23, 2025
Jeremy Powell, Ed. D.

- 6/7: High School Graduation @HHS Stadium

HUSD ENROLLMENT OVER SIX YEARS 2018-2024

1	2	3	4	5	6
2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
265 HHS	295 HHS	288 HHS	288 HHS	295 HHS	306 HHS
13 EBHS	11 EBHS	10 EBHS	20 EBHS	17 EBHS	12 EBHS
272 K-5	269 K-5	260 K-5	265 K-5	267 K-5	261 K-5
153 6-8	146 6-8	149 6-8	129 6-8	141 6-8	134 6-8
703 ENROLLMENT	723 ENROLLMENT	707 ENROLLMENT	702 ENROLLMENT	716 ENROLLMENT	713 ENROLLMENT
668.36 ADA	686.28 ADA	658.76 ADA	658.76 ADA	678.30 ADA	683.97 ADA

Enrollment and ADA totals above are based on P2 Data Reporting except current year based on current reporting



HUSD ENROLLMENT OVER SIX YEARS 2018-2024

2024-25 8/5/2024		
#STU	GRADE	
23	TK	
26	K	
29	1	
34	2	
49	3	
54	4	
47	5	
46	6	
45	7	
43	8	
91	9	
68	10	
96	11	
67	12	
718 TOTAL		

2024-25 8/5/24-8/30/24		
#STU	GRADE	
23	TK	22.14
26	K	25
29	1	27.64
34	2	33.21
49	3	47.79
54	4	52.71
47	5	45.71
46	6	44.36
45	7	43.07
43	8	41.57
91	9	85.85
68	10	64.86
96	11	94.35
67	12	61.43
718 TOTAL		689.69

2024-25 9/2/24-9/27/24		ADA
#STU	GRADE	
23	TK	22.33
26	K	25.33
28	1	27.73
34	2	33.24
49	3	47.82
54	4	52.82
47	5	45.79
45	6	43.97
45	7	43.30
43	8	42.12
89	9	85.91
67	10	64.11
96	11	93.61
64	12	60.29
710 TOTAL		688.37

2024-25 10/28/24-11/22/24		ADA
#STU	GRADE	
23	TK	22.31
26	K	25.23
28	1	27.51
34	2	32.90
49	3	47.59
54	4	52.56
48	5	45.83
45	6	43.45
45	7	43.18
44	8	42.10
90	9	85.10
67	10	63.78
97	11	91.82
63	12	59.96
713 TOTAL		683.32

2024-25 11/25/24-12/20/24		ADA
#STU	GRADE	
23	TK	21.99
26	K	25.06
28	1	27.26
33	2	32.41
49	3	47.27
54	4	52.03
48	5	45.57
45	6	43.47
45	7	43.05
44	8	42.51
90	9	85.34
67	10	63.50
96	11	91.69
63	12	60.27
711 TOTAL		681.42

2024-25		ADA
#STU	GRADE	
	TK	
	K	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
0 TOTAL		0.00

2024-25 12/23/24-1/17/25		ADA
#STU	GRADE	
24	TK	22.07
25	K	24.98
28	1	27.29
33	2	32.32
49	3	47.32
53	4	52.02
48	5	45.64
46	6	43.41
45	7	43.05
46	8	42.64
89	9	85.44
68	10	63.35
96	11	95.77
63	12	60.32
713 TOTAL		685.62

2024-25 1/20/25-2/14/25		ADA
#STU	GRADE	
24	TK	22.01
25	K	24.66
28	1	27.24
34	2	32.17
49	3	47.16
53	4	51.66
48	5	45.62
47	6	43.45
44	7	42.52
46	8	42.94
89	9	85.29
67	10	63.08
99	11	95.84
63	12	59.5
716 TOTAL		683.14

2024-25 2/17/24-3/14/25		ADA
#STU	GRADE	
24	TK	22.03
25	K	24.62
30	1	27.32
34	2	32.25
49	3	47.21
53	4	51.51
48	5	45.53
47	6	43.67
44	7	42.44
46	8	43.41
91	9	85.46
67	10	63.35
100	11	95.72
63	12	59.87
721 TOTAL		684.39

2024-25 3/17/25-4/11/25		ADA
#STU	GRADE	
24	TK	22.18
25	K	24.48
29	1	27.46
34	2	32.37
49	3	47.11
51	4	51.13
47	5	45.42
47	6	43.88
44	7	42.51
46	8	43.47
90	9	85.45
67	10	63.36
100	11	95.45
63	12	59.70
716 TOTAL		683.97

**Building Fund 21 (Bond) Expenditures for 2024-25
For April 23, 2025 HUSD Board Meeting
Total Expenditures through April 14, 2025**

PO #	Date	Vendor	Description	Amount
PO25-00072	7/1/2024	Bank of New York Mellon	Paying Agent Fee; RE: Election of 2018, GO Bonds, Series A	\$ 825.00
n/a	9/27/2024	Stifel, Nicolaus & Company, Incorporated	Underwriters Discount Fee (Cost of Issuance)	\$ 48,000.00
n/a	9/27/2024	DWK, BNY Mellon, Isom Advisors, AVIA Communications, S&P Global Ratings	Cost of Issuance	\$ 155,000.00
n/a	9/27/2024	Assured Guaranty Inc.	Bond Insurance Premium	\$ 12,141.19
n/a	10/30/2024	Bank of New York Mellon	Paying Agent Fees for new issuance of bonds	\$ 1,250.00
PO25-00345	12/4/2024	Robertson Erickson Inc.	Surveying and Schmatic Phase for HHS tennis court area	\$ 1,925.00
PO25-00345	12/18/2024	Robertson Erickson Inc.	Surveying and Schmatic Phase for HHS tennis court area	\$ 962.50
PO25-00341	12/18/2024	Robertson Erickson Inc.	Master Plan Mapping HHS	\$ 4,900.00
n/a	12/20/2024	BNY Mellon	Refund of Underwriter Fee (Cost of Issuance)	\$ (12,768.40)
PO25-00345	1/22/2025	Robertson Erickson Inc.	Surveying and Schmatic Phase for HHS tennis court area	\$ 385.00
PO25-00341	1/22/2025	Robertson Erickson Inc.	Master Plan Mapping HHS	\$ 2,450.00
n/a	1/30/2025	Bank of New York Mellon	Refund for Paying Agent Fees for new issuance of bonds	\$ (1,250.00)
PO25-00345	2/19/2025	Robertson Erickson Inc.	Surveying and Schmatic Phase for HHS tennis court area	\$ 577.50
PO25-341	2/19/2025	Robertson Erickson Inc.	Master Plan Mapping HHS	\$ 2,450.00
PO24-524	3/5/2025	Eagle Architects	HHS Athletic fields	\$ 4,510.00
PO25-476	3/5/2025	Melton Design Group	HHS tennis court area	\$ 5,815.00
PO-25-476	4/2/2025	Melton Design Group	See directly above: vendor billed on wrong PO number-wasn't for HHS tennis court area. Corrected to HES athletic field	\$ (5,815.00)
Total expenditures through 4/14/25				<u>\$ 221,357.79</u>

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. a	Date: 04/23/25
Agenda Item Description: Authorize four 10-hour day work weeks for administrative assistants June through August 2025.	
Background: In previous summers the administrative assistants/confidential employees that work summer and non-student work weeks have had the HUSD Board approve the option for them to work four ten-hour work weeks June through August instead of the traditional five eight-hour days during the rest of the school year. If approved, each employee will work closely with their immediate supervisor to create a work schedule that will maximize productivity without impact to the students and families that we serve.	
Status: Pending board approval	
Fiscal Impact: None	
Educational Impact: n/a	
Recommendation: Authorize four 10-hour day work weeks for administrative assistants June through August 2025.	

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. b	Date: April 23, 2025
Agenda Item Description: 2023-24 Measure F Bond Building Fund Audit Report.	
<p>Background: In 2000, California voters passed Proposition 39, which amended Article XIII of the California Constitution to require each school district that passes a general obligation bond under 55 percent majority rule to conduct two independent annual audits. One audit examines finances; while the other focuses on the performance of the bond program to ensure that general obligation bond money was expended appropriately on the specific projects listed during the election campaign.</p> <p>The auditors believe the financial statements present fairly, in all material respects, the financial position of the Measure F Bond Building Fund of Hamilton Unified School District, as of June 30, 2024.</p> <p>The auditors also believe Hamilton Unified School District complied, in all material respects, with the types of compliance requirements for a performance audit that are applicable to the Measure F Bond Building Fund for the year ended June 30, 2024.</p> <p>There were no financial statement findings or performance audit findings for 2023-24.</p> <p>The 2023-24 Measure F Bond Building Fund Audit Report will be given to the Citizens' Bond Oversight Committee.</p>	
Status: Pending board approval.	
Fiscal Impact: There were no financial statement audit findings. As a result, there was no fiscal impact.	
Educational Impact: The effective management of the District's resources allows our students a safe, rigorous, and engaging educational experience that promotes student academic success, respect, and citizenship in a caring environment.	
Recommendation: Approve the 2023-24 Measure F Bond Building Fund Audit Report.	



**HAMILTON UNIFIED SCHOOL DISTRICT
MEASURE F BOND BUILDING FUND**

AUDIT REPORT

FOR THE YEAR ENDED
JUNE 30, 2024

**HAMILTON UNIFIED SCHOOL DISTRICT
 MEASURE F BOND BUILDING FUND
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 JUNE 30, 2024**

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**HAMILTON UNIFIED SCHOOL DISTRICT
MEASURE F BOND BUILDING FUND
INTRODUCTION
JUNE 30, 2024**

The Hamilton Unified School District was established on July 1, 2009 upon the unification of Hamilton High School District and Hamilton Elementary School District. The boundaries of the former districts changed in accordance with the approved plan of unification. The District is located in Glenn County and is currently operating one high school, one elementary school, two community day schools, one continuation high school, one preschool, and an adult education program. There were no boundary changes during the fiscal year.

In an election held on November 6, 2018, the voters authorized the District to issue and sell not more than \$7,000,000 principal amount of general obligation bonds. These bonds were issued to acquire land and facilities for school and educational uses, improvement and modernization of classrooms and school facilities, improvement to health and safety including lighting and fire suppression systems, and upgrades and modernization to agricultural facilities.

Series A was issued on June 5, 2019 for \$2,200,000 with interest rate of 4%. The original issuance consisted of \$645,000 in current interest serial bonds and \$1,555,000 in current interest term bonds. The bonds have a final maturity date of August 1, 2053.



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REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Independent Auditors' Report

Measure F Citizens' Oversight Committee and
Governing Board Members of the
Hamilton Unified School District
Hamilton City, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the Measure F Bond Building Fund of Hamilton Unified School District (the "District"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Measure F Bond Building Fund of Hamilton Unified School District, as of June 30, 2024, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Measure F Bond Building Fund and do not purport to, and do not present fairly the financial position of the Hamilton Unified School District, as of June 30, 2024, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user of the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 31, 2025 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters specific to the Measure F Bond Building Fund. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance specific to the Measure F Bond Building Fund.

Report of Other Legal and Regulatory Requirements

In accordance with the requirements of Proposition 39, as incorporated in California Constitution Article 13A, we have issued our performance audit dated March 31, 2025 on our consideration of the District's compliance with the requirements of Proposition 39 as it directly relates to the Measure F Bond Building Fund. That report is an integral part of our audit of the Measure F Bond Building Fund of Hamilton Unified School District, as of and for the year ended June 30, 2024, and should be considered in assessing the results of our financial audit.



San Diego, California
March 31, 2025

FINANCIAL SECTION

**HAMILTON UNIFIED SCHOOL DISTRICT
 MEASURE F BOND BUILDING FUND
 BALANCE SHEET
 JUNE 30, 2024**

ASSETS	
Cash and investments	\$ 191,940
Accounts receivable	948
Prepaid expenditures	825
Total Assets	<u>\$ 193,713</u>
 FUND BALANCES	
Nonspendable	\$ 825
Restricted for Measure F projects	192,888
Total Fund Balances	<u>193,713</u>
Total Liabilities and Fund Balances	<u>\$ 193,713</u>

The accompanying notes to financial statements are an integral part of this statement.
 4

**HAMILTON UNIFIED SCHOOL DISTRICT
 MEASURE F BOND BUILDING FUND
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
 FOR THE YEAR ENDED JUNE 30, 2024**

REVENUES	
Interest income	\$ 5,536
Total Revenues	<u>5,536</u>
EXPENDITURES	
Current	
Facilities acquisition and construction	101,348
Total Expenditures	<u>101,348</u>
Deficiency of Revenues	
Over Expenditures	<u>(95,812)</u>
Other Financing Sources	
Transfers in	50,000
Net Financing Sources	<u>50,000</u>
NET CHANGE IN FUND BALANCE	(45,812)
Fund Balance - Beginning	<u>239,525</u>
Fund Balance - Ending	<u>\$ 193,713</u>

The accompanying notes to financial statements are an integral part of this statement.

**HAMILTON UNIFIED SCHOOL DISTRICT
MEASURE F BOND BUILDING FUND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Financial Reporting Entity

The Hamilton Unified School District (the “District”) accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

An oversight committee to the District's Governing Board and Superintendent, called the Citizens' Oversight Committee (COC), was established pursuant to the requirements of state law and the provisions of the Measure F bond. The COC is required by state law to actively review and report on the proper expenditure of taxpayers' money for school construction. The COC provides oversight and advises the public whether the District is spending the Measure F bond funds for school capital improvements within the scope of projects outlined in the Measure F bond project list. In fulfilling its duties, the COC reviews, among other things, the District's annual performance and financial audits of Measure F activity.

The statements presented are for the individual Measure F Bond Building Fund of the District, consisting of the net construction proceeds of Election 2018 Series A, as issued by the District, through the County of Glenn, and are not intended to be a complete presentation of the District's financial position or results of operations. There are no related parties or component units included in this financial statement presentation.

B. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

The financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. “Available” means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred.

C. Cash and Cash Equivalents

The District's cash and cash equivalents consist of cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. Cash equivalents also include cash with county treasury balances for purposes of the statement of cash flows.

D. Interfund Balances

Receivables and payables resulting from short-term interfund loans are classified as “Due from other funds/Due to other funds.”

E. Accrued Liabilities

In general, payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources are reported as obligations of the fund.

**HAMILTON UNIFIED SCHOOL DISTRICT
MEASURE F BOND BUILDING FUND
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F. Fund Balance

Under GASB Statement No. 54, fund balance is divided into five classifications based primarily on the extent to which the District is bound to observe constraints imposed upon the use of the resources in the governmental funds. The fund balance in Measure F is considered restricted.

The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws and regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation.

G. Interfund Activity

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented in the financial statements.

H. Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

I. Budgetary Data

The budgetary process is prescribed by provisions of the California Education Code and requires the governing board to hold a public hearing and adopt an operating budget no later than July 1 of each year. The District governing board satisfied these requirements. The adopted budget is subject to amendment throughout the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption with the legal restriction that expenditures cannot exceed appropriations by major object account.

NOTE 2 – CASH AND INVESTMENTS

Cash and investments as of June 30, 2024 consisted of \$191,940 deposited in the Glenn County Treasury Investment Pool.

A. Policies and Practices

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the state; U.S. Treasury instruments; registered state warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; collateralized mortgage obligations; and the County Investment Pool.

**HAMILTON UNIFIED SCHOOL DISTRICT
MEASURE F BOND BUILDING FUND
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024**

NOTE 2 – CASH AND INVESTMENTS (continued)

A. Policies and Practices (continued)

Investment in County Treasury – The District maintains substantially all of its cash in the County Treasury in accordance with *Education Code Section 41001*. The Glenn County Treasurer’s pooled investments are managed by the County Treasurer who reports on a monthly basis to the board of supervisors. In addition, the function of the County Treasury Oversight Committee is to review and monitor the County’s investment policy. The committee membership includes the Treasurer and Tax Collector, the Auditor-Controller, Chief Administrative Officer, Superintendent of Schools Representative, and a public member. The fair value of the District’s investment in the pool is based upon the District’s pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

B. General Authorizations

Except for investments by trustees of debt proceeds, the authority to invest District funds deposited with the county treasury is delegated to the County Treasurer and Tax Collector. Additional information about the investment policy of the County Treasurer and Tax Collector may be obtained from its website. The table below identifies the investment types permitted by California Government Code.

<u>Authorized Investment Type</u>	<u>Maximum Remaining Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker’s Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

C. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Treasury. The District maintains a pooled investment with the County Treasury with a fair value of \$189,173 and an amortized book value of \$191,940. The average weighted maturity for this pool was not available.

**HAMILTON UNIFIED SCHOOL DISTRICT
 MEASURE F BOND BUILDING FUND
 NOTES TO FINANCIAL STATEMENTS, continued
 JUNE 30, 2024**

NOTE 2 – CASH AND INVESTMENTS (continued)

D. Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The investments in the County Treasury are not required to be rated. As of June 30, 2024, the pooled investments in the County Treasury were rated not rated.

E. Fair Value

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices (unadjusted) in active markets for identical assets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, either directly or indirectly.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonable available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

Uncategorized - Investments in the Glenn County Treasury Investment Pool are not measured using the input levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

The District's fair value measurements at June 30, 2024 were as follows:

	<u>Uncategorized</u>
Investment in county treasury	\$ 189,173
Total	<u>\$ 189,173</u>

**HAMILTON UNIFIED SCHOOL DISTRICT
MEASURE F BOND BUILDING FUND
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024**

NOTE 3 – ACCOUNTS RECEIVABLE

The Accounts receivable balance of \$948 at June 30, 2024 relates to quarterly interest earned on investments with the county treasury.

NOTE 4 – INTERFUND TRANSACTIONS

Operating Transfers

Interfund transfers for the year ended June 30, 2024 consisted of a transfer of \$50,000 from the General Fund to the Measure F Bond Building Fund to repay a prior year transfer.

NOTE 5 – COMMITMENTS AND CONTINGENCIES

A. Litigation

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the District at June 30, 2024.

B. Construction Commitments

As of June 30, 2024, the District had no material commitments with respect to unfinished capital projects.

OTHER INDEPENDENT AUDITORS' REPORTS



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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Independent Auditors' Report

Measure F Citizens' Oversight Committee and
Board of Trustees of the
Hamilton Unified School District
Hamilton City, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Measure F Bond Building Fund of Hamilton Unified School District (the "District"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Hamilton Unified School District's basic financial statements of the Measure F Bond Building Fund, and have issued our report thereon dated March 31, 2025.

Emphasis of Matter

As discussed in Note 1, the financial statements of the Measure F Bond Building Fund of Hamilton Unified School District are intended to present the financial position and the changes in financial position attributable to the transactions of that Fund. They do not purport to, and do not, present fairly the financial position of the District as of June 30, 2024, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements of the Measure F Bond Building Fund of Hamilton Unified School District, we considered Hamilton Unified School District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements of the Measure F Bond Building Fund, but not for the purpose of expressing an opinion on the effectiveness of Hamilton Unified School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Hamilton Unified School District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

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Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements of the Measure F Bond Building Fund are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our 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 or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in blue ink that reads "Christy White, Inc". The signature is written in a cursive, flowing style.

San Diego, California
March 31, 2025



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Schools throughout California

REPORT ON PERFORMANCE

Independent Auditors' Report

Measure F Citizens' Oversight Committee and
Governing Board Members of the
Hamilton Unified School District
Hamilton City, California

We were engaged to conduct a performance audit of the Measure F Bond Building Fund of Hamilton Unified School District (the "District") for the year ended June 30, 2024.

We conducted this performance audit in accordance with the standards applicable to performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our conclusions based on our audit objectives.

Our audit was limited to the objectives listed within the report which includes determining the District's compliance with the performance requirements as referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution and Appendix A contained in the *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* issued by the California Education Audit Appeals Panel. Management is responsible for the District's compliance with those requirements.

In planning and performing our performance audit, we obtained an understanding of the District's internal control in order to determine if the internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution, but not for the purpose of expressing an opinion of the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The results of our tests indicated that the District, in all significant respects, expended Measure F Bond Building Fund only for the specific projects approved by the voters, in accordance with Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution. The procedures performed and the related results are further described in the accompanying audit procedures and results section.

This report is intended solely for the information and use of the District, and is not intended to be and should not be used by anyone other than this specified party.

San Diego, California
March 31, 2025

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AUDIT PROCEDURES AND RESULTS SECTION

**HAMILTON UNIFIED SCHOOL DISTRICT
MEASURE F BOND BUILDING FUND
AUDIT PROCEDURES AND RESULTS
FOR THE YEAR ENDED JUNE 30, 2024**

SECTION I – FINANCIAL AUDIT PROCEDURES AND RESULTS

Financial Statements

As mentioned in the Report on Financial Statements, we have issued an unmodified opinion over the financial statements of the Measure F Bond Building Fund as of and for the year ended June 30, 2024.

Internal Control Evaluation

We tested internal controls over financial reporting and compliance with laws, regulations, or provisions of contracts or agreements and have determined through our inquiry of management and our evaluation of District processes that no significant deficiencies were noted.

SECTION II – PERFORMANCE AUDIT PROCEDURES AND RESULTS

Facility Project Expenditures

We selected a representative sample of expenditures charged to the Measure F Bond Building Fund and reviewed supporting documentation to ensure funds were properly expended on specific project(s) listed in the text of the Measure F ballot.

We tested \$81,121 of non-personnel expenditures or 80% of total 2023-24 Measure F Bond Building Fund expenditures for validity, allowability and accuracy and concluded that the sampled expenditures were in compliance with the terms of the Measure F ballot language, the District approved facilities plan, and applicable state laws and regulations.

Personnel Expenditures

Based on review of expenditure information, we noted that there were no salaries or benefits charged to the Measure F Bond Building Fund during the fiscal year ended June 30, 2024. Audit procedures over personnel expenditures were not applicable.

Contract and Bid Procedures

We reviewed a listing of contracts awarded during the fiscal year ended June 30, 2024 and selected a sample to ensure that contracts for public projects followed appropriate bidding procedures per applicable Public Contract Code. Additionally, we reviewed overall expenditures by vendor in order to determine if multiple projects under the applicable bidding threshold were identified to suggest any possible bid-splitting.

We noted that there was only one contract awarded and that a formal bidding process was not necessary given Public Contract Code applicable to the District. We noted that the Hamilton Elementary Trash Enclosure Project was supported by a negotiated contract, which was reviewed and approved by management and the governing board.

Based on our review of overall expenditures and projects by vendor, no instances or possible indications of bid-splitting were identified. The District appears to be properly reviewing projects and applying appropriate procedures over contract and bidding procedures.

Change Orders

For the year ended June 30, 2024, we inquired with bond program staff and determined that there were no change orders related to Measure F for the current fiscal year. Audit procedures over change orders were not applicable

The previous Report on Performance is an integral part of the above performance audit results.

FINDINGS AND RECOMMENDATIONS SECTION

**HAMILTON UNIFIED SCHOOL DISTRICT
MEASURE F BOND BUILDING FUND
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2024**

PART I – FINANCIAL STATEMENT FINDINGS

There were no financial statement findings for the year ended June 30, 2024.

PART II – PERFORMANCE AUDIT FINDINGS

There were no findings or recommendations related to local school construction bonds for the year ended June 30, 2024.

PART III – PRIOR AUDIT FINDINGS

There were no findings and recommendations for the year ended June 30, 2023.

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. c	Date: 4/23/25
Agenda Item Description: Proposition 28: Arts and Music in Schools Funding Annual Report — Fiscal Year 2024–25	
Background: <p>Proposition 28 was approved by California voters to provide additional ongoing funding for arts and music education in K–12 public schools. As part of the accountability requirements, school districts must report annually how these funds are utilized.</p> <p>For the 2024–25 fiscal year, Hamilton Unified School District received Proposition 28 Arts and Music in Schools funding. The district used these funds to support and expand Visual and Performing Arts (VAPA) programs across all grade levels:</p> <ul style="list-style-type: none">● Personnel: Hired one full-time equivalent (1.0 FTE) Visual and Performing Arts instructor to support arts instruction across the district.● Program Support: Enhanced and maintained arts and music programs at the Elementary, Middle, and High School levels, ensuring student access to high-quality arts instruction. <p>This investment aligns with district goals to provide a broad course of study and improve student engagement, creativity, and academic achievement through access to arts education.</p>	
Status: Update Pending Board approval.	
Fiscal Impact: Fully funded through Proposition 28 allocation; no impact to the General Fund.	
Educational Impact: The expanded arts and music programs have increased student engagement, attendance, and enthusiasm for learning across all grade levels. These experiences also support academic growth by fostering creativity, collaboration, and critical thinking skills.	
Recommendation: Approve the Proposition 28 Annual Report for the 2024–25 fiscal year, as presented.	

Proposition 28: Arts and Music in Schools Funding Annual Report Fiscal Year 2024–25

Name:

County-District-School (CDS) Code:

Allocation Year: 2023–24, 2024–25

1. Narrative description of the Proposition 28 arts education programs funded (2500 character limit).

2. Number of full-time equivalent teachers (certificated) providing arts education programs with Arts and Music in Schools (AMS) funds

3. Number of full-time equivalent personnel (classified) providing arts education programs with AMS funds

4. Number of full-time equivalent teaching aides providing arts education programs with AMS funds

5. Number of students served with AMS funds

6. Number of school sites providing arts education programs with AMS funds

Date of Approval by Governing Board/Body

Annual Report Data URL (direct PDF link to document on local educational agency website)

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. d	Date: 4/23/25
Agenda Item Description: Summer 2025 Boys & Girls MOU	
Background: <p>The ELO Program, established through Assembly Bill (AB) 130 and updated by AB 181, provides state-funded grants to support additional academic and enrichment programming beyond the traditional school day. Districts must prioritize services for low-income students, English learners, and foster youth. Hamilton Unified receives ELO funding based on its Unduplicated Pupil Percentage and provides extended learning to meet state requirements for a minimum of 9 hours of daily programming.</p>	
Purpose and Scope of the MOU: <p>The 2025 MOU with the Boys and Girls Club continues a successful collaboration that supports Hamilton Unified’s summer learning initiative. The Boys and Girls Club will provide:</p> <ul style="list-style-type: none">• Enrichment activities in the arts, sports, STEM, and SEL• Academic support and tutoring in core subjects• Healthy meals and snacks• Supervision and engagement in a safe, supportive environment	
Alignment with District Goals and Needs: <p>The program aligns with priorities identified in the 2024 LCAP and stakeholder surveys, including the need for social-emotional support, academic recovery, and safe extracurricular opportunities. According to recent data, over 92% of students at Hamilton Elementary are socioeconomically disadvantaged, and nearly 44% are English learners. Programs like these directly address equity gaps and community needs.</p>	
Status: Update Pending Board approval.	
Fiscal Impact: This program is funded through Hamilton Unified’s ELO Grant, supported by state allocations tied to unduplicated student counts. No additional general fund resources are required.	
Educational Impact: <p>The program creates a supportive summer environment that reinforces positive habits for academic engagement and school readiness in the fall.</p>	
Recommendation: Approve the 2025 Summer MOU with the Boys and Girls Club	

**MEMORANDUM OF UNDERSTANDING
HAMILTON UNIFIED SCHOOL DISTRICT AND
THE BOYS & GIRLS CLUBS OF THE NORTH VALLEY**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered by and between the HAMILTON UNIFIED SCHOOL DISTRICT ("DISTRICT") and THE BOYS & GIRLS CLUBS OF THE NORTH VALLEY ("CLUB").

WHEREAS, DISTRICT and CLUB are intent on maintaining a partnership to provide after school recreation and enrichment programs under the guidelines of the **Expanded Learning Opportunities Program ("ELOP") Grant, SACS Resource 2600**, at various school sites; and

WHEREAS, ELOP program will be offered on school days, in-person, before or after school with qualified staff with the Core Day in addition to the Expanded Learning Program equaling a total of nine hours. ELOP Program will also be inclusive of at least 30 Non-school days (no less than Nine Hours), in-person extended school year days provided; and

WHEREAS, DISTRICT and CLUB believe there is a need for high quality, innovative and affordable Expanded Learning programs ("PROGRAM") and agree to work in partnership to sustain such PROGRAMS each school year. "Expanded Learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences.; and

WHEREAS, DISTRICT, as the lead educational agency, will apply/reapply for ELOP grant monies from the California Department of Education for this partnership, will complete and submit all grant reports, and act as Fiscal Agent once grant monies are received; and

WHEREAS, CLUB, as the contracted service provider, will provide DISTRICT with the operation and maintenance of PROGRAM, student enrollment and attendance, and administration of staffing for PROGRAM; and

NOW, THEREFORE, DISTRICT and CLUB agree as follows:

- 1) PROGRAM SITES. DISTRICT and CLUB agree that the following sites will be identified as the PROGRAM sites with each school site having the following dedicated and/or shared PROGRAM classroom facilities:
 - a) Hamilton Elementary School
277 Capay Avenue
Hamilton City, CA 95951
- 2) DISTRICT OBLIGATIONS. DISTRICT will meet the following responsibilities and ensure that all requirements of the ELOP grant will be met.

- a) DISTRICT will provide CLUB with dedicated and adequate indoor and outdoor program space, infrastructure, technology, confidential record storage, secure access points for member drop off and pickup, and general program support for the PROGRAM's operating hours for each school site as described in Paragraph 1, above.
 - b) DISTRICT will provide office and/or clerical support for data collection and grant administration.
 - c) DISTRICT will provide an ELOP grant liaison. On an ongoing basis the ELOP Liaison shall:
 - Ensure that DISTRICT meets any and all reporting deadlines related to the ELOP grant.
 - Maintain contact with Learning Support Region 2 / GCOE as well as the California Department of Education.
 - Serve as an advocate for PROGRAM within DISTRICT.
 - Attend necessary meetings, trainings, or conferences related to ELOP grant and state-mandated grant requirements.
 - Conduct site visits at least twice per school year at each ELOP site.
 - Serve as a point of contact to facilitate communication between CLUB and DISTRICT.
 - d) DISTRICT on a monthly basis will reimburse CLUB for ELOP expenses in conjunction with the grant award notification, as set forth in Paragraph 5, below.
 - e) DISTRICT will supply CLUB with a nutritious snack and supper to provide each enrolled child in attendance daily according to USDA standards.
- 3) CLUB OBLIGATIONS. CLUB will meet the following responsibilities and provide parent information, registration and communication, including an orientation.
- a) CLUB will provide PROGRAM services free of charge for homeless youth, foster youth, and students eligible for free & reduced price meals. Any additional family program fees must be on a sliding scale, based on ability to pay.
 - b) CLUB will ensure that the PROGRAM contains a balance of components including educational tutoring, enrichment and physical fitness activities that meet California education standards.
 - c) CLUB will be responsible for hiring, training, supervising and evaluating personnel. On-site PROGRAM staff who directly supervise youth within the approved staff to youth ratios will have 48 college units or have successfully passed the local approved assessment /CODESP test.
 - d) CLUB will be responsible for FBI & DOJ background checks of employees.
 - e) CLUB will maintain a ratio of students to employee of 20:1 or less.
 - f) CLUB will track attendance and maintain compliance.
 - g) CLUB employees will participate and attend school meetings and trainings.
- 4) DISTRICT AND CLUB - MUTUAL OBLIGATIONS.

- a) DISTRICT and CLUB will work together on emergency procedures, risk management and crisis management.
 - b) DISTRICT and CLUB will work together on the integration of the PROGRAM with the regular school day program, offering PROGRAM services for all students within a safe capacity for all students, teachers, and CLUB staff.
 - c) DISTRICT and CLUB personnel will meet four times per year, in advance of statewide quarterly ELOP reporting deadlines.
 - d) DISTRICT and CLUB will work cooperatively to provide custodial services for program facilities as described in Paragraph 1, above.
 - e) DISTRICT and CLUB will work cooperatively to provide summer programming in the PROGRAM sites identified in Paragraph 1, above, depending on the need.
 - f) DISTRICT and CLUB will work collaboratively, with other partners and stakeholders as needed to complete and review the ELOP program plan.
- 5) COMPENSATION. Based on ELOP grant requirements, CLUB will be compensated up to \$164,500 of ELOP funding for all services related to the PROGRAM. Compensation will be provided on a monthly basis during the school year.
- 6) AUTONOMY. It is expressly agreed that CLUB shall have no authority to make any contract or binding promise of any nature on behalf of DISTRICT, whether oral or written, without the express written consent of DISTRICT. All supplies purchased with ELOP funds are the sole property of DISTRICT. Likewise, it is expressly agreed that CLUB shall have no authority to make any contract or binding promise of any nature on behalf of DISTRICT, whether oral or written, without the express written consent of DISTRICT. All supplies purchased with CLUB funds are the sole property of CLUB.
- 7) TERM. This MOU is in effect May 1, 2025 through September 30, 2025. Termination shall be in accordance with Paragraph 8, below.
- 8) TERMINATION. If either DISTRICT or CLUB fail to perform any of their respective obligations set forth in this MOU, within the time and manner set forth herein or otherwise violates any of the terms of this MOU, either party may terminate this MOU by giving six (6) months written notice. The notice must include the reason for the termination of this MOU and be sent to the addresses provided in Paragraph 9, below.
- 9) NOTICE. Notifications for any purposes, including but not limited to payment and termination, shall be made as follows:

Boys & Girls Club of North Valley
 Attn: CEO
 601 Wall Street
 Chico, CA 95928

Hamilton Unified School District
 Attn: Superintendent
 PO Box 488/620 Canal Street
 Hamilton, CA 95951

- 10) MODIFICATIONS. This MOU may be reviewed and/or amended on an annual basis upon request from either party. This MOU constitutes the complete understanding

between DISTRICT and CLUB, respectively. Oral changes and modifications shall have no effect. This MOU may only be amended by a subsequent written instrument signed by both parties.

- 11) INDEMNIFICATION. DISTRICT agrees to defend, indemnify, and hold harmless CLUB, its employees and agents, from any and all liability arising in any way out of DISTRICT's negligence in the performance of this MOU, including, but not limited to, any claim due to injury and/or damage sustained by DISTRICT and/or DISTRICT's employees or agents. CLUB agrees to defend, indemnify, and hold harmless DISTRICT, its employees and agents, from any and all liability arising in any way out of CLUB's negligence in the performance of this MOU, including, but not limited to, any claim due to injury and/or damage sustained by CLUB and/or CLUB's employees or agents.
- 12) INSURANCE. CLUB and DISTRICT will each provide a certificate of insurance with a minimum of \$2,000,000 combined single limits of general liability. CLUB and DISTRICT will, respectively, be listed on the policies as additional insured.
- 13) GOVERNING LAW. This MOU shall be construed, interpreted, and enforced in accordance with the laws of the State of California.
- 14) MEDIATION. Any dispute that arises out of or relates to this MOU, or the breach of it, shall be resolved by mediation between the parties. A mutually agreed upon mediator shall be used. However, if agreement cannot be reached, each party shall select one mediator and those mediators shall select a third, which shall select a mediator for the parties. Costs of mediation shall be shared equally between the parties.
- 15) SEVERABILITY. If, for any reason, any provision of this MOU is held invalid, all other provisions of this MOU shall remain in full force and effect.

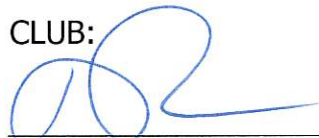
IN WITNESS WHEREOF, DISTRICT and CLUB have executed this MOU on the dates set forth below.

DISTRICT:

Jeremy Powell, Ed.D., Superintendent
Hamilton Unified School District

(Date)

CLUB:



Rashell Brobst, Chief Executive Officer
Boys & Girls Clubs of the North Valley


(Date)

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. e	Date: 04/23/25
Agenda Item Description: Modify 2025 Board Meeting Schedule and Agenda Item Deadlines	
Background: In December 2024 we approved the 2025 Board Meeting Schedule and Agenda Item Deadlines. Due to scheduling conflicts we have updated the schedule changing the currently scheduled June special meeting from the 11 th to the 18 th .	
Status: Pending Board Approval	
Fiscal Impact: N/A	
Educational Impact: N/A	
Recommendation: Approve the updated 2025 Board Meeting Schedule and Agenda Item Deadlines.	



HAMILTON UNIFIED SCHOOL DISTRICT

2025 BOARD MEETING SCHEDULE AND AGENDA ITEM DEADLINES

Time: 6:00 p.m. *(public session begins at 6:00 pm., but no later than 6:30 p.m. unless otherwise noted on agenda)*

Location: Hamilton High School Library
620 Canal Street, Hamilton City, CA 95951 *(unless otherwise noted)*

When: Fourth Wednesday of the month* *(unless otherwise noted)*

BOARD MEETING DATE	REGULAR OR SPECIAL	AGENDA ITEMS DEADLINE TO DISTRICT OFFICE BY 12:00 P.M.	AGENDA REVIEW: BOARD PRESIDENT AND SUPERINTENDENT <i>(subject to change)</i>
January 22, 2025	Regular	January 13, 2025	January 15, 2025
February 26, 2025	Regular	February 18, 2025	February 19, 2025
March 12, 2025 <i>2nd Interim & LCAP Stakeholders</i>	Special	March 3, 2025	March 4, 2025
March 26, 2025	Regular	March 17, 2025	March 18, 2025
April 23, 2025	Regular	April 14, 2025	April 15, 2025
May 28, 2025	Regular	May 19, 2025	May 20, 2025
June 18, 2025 <i>LCAP/Budget Hearing</i>	Special	June 9, 2025	June 10, 2025
June 25, 2025 <i>Approval of LCAP and Budget</i>	Regular	June 16, 2025	June 17, 2025
July 23, 2025	Regular	July 14, 2025	July 15, 2025
August 27, 2025	Regular	August 18, 2025	August 19, 2025
September 24, 2025	Regular	September 15, 2025	September 16, 2025
October 8, 2025 <i>GANN Limit & Unaudited Actuals</i>	Special	September 29, 2025	September 30, 2025
October 22, 2025 <i>*At Hamilton Elementary Multipurpose Room</i>	Regular	October 13, 2025	October 14, 2025
December 10, 2025 <i>Annual Reorganization & 1st Interim</i>	Regular	December 1, 2025	December 2, 2025

*Dates and times of meetings and workshop(s) are subject to change.

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. f	Date: 4/23/25
Agenda Item Description: Approve job description for Middle School Athletic Director, effective 7/1/2025.	
Background: The District Athletic Director position has been restructured into two separate roles: Middle School Athletic Director and High School Athletic Director. The proposed job descriptions reflect this division of responsibilities and align with the specific duties assigned to each role.	
Status: Pending board approval.	
Fiscal Impact: None. The previous annual stipend of \$10,500 for the District Athletic Director will be divided as follows: \$2,250 for the Middle School Athletic Director and \$8,250 for the High School Athletic Director.	
Educational Impact: Supports the continued effectiveness and oversight of athletic programs within Hamilton Unified School District.	
Recommendation: Approve job description for Middle School Athletic Director, effective 7/1/2025.	

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. f	Date: 4/23/25
Agenda Item Description: Approve job description for High School Athletic Director, effective 7/1/2025.	
Background: The District Athletic Director position has been restructured into two separate roles: Middle School Athletic Director and High School Athletic Director. The proposed job descriptions reflect this division of responsibilities and align with the specific duties assigned to each role.	
Status: Pending board approval.	
Fiscal Impact: None. The previous annual stipend of \$10,500 for the District Athletic Director will be divided as follows: \$2,250 for the Middle School Athletic Director and \$8,250 for the High School Athletic Director.	
Educational Impact: Supports the continued effectiveness and oversight of athletic programs within Hamilton Unified School District.	
Recommendation: Approve job description for High School Athletic Director, effective 7/1/2025.	

HAMILTON UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: HIGH SCHOOL ATHLETIC DIRECTOR

SALARY RANGE:	\$8,250 annual stipend	DIVISION:	Admin. Stipend Schedule
DEPARTMENT:	District and Site Administration	LOCATION:	District Schools
REPORTS TO:	Site Principal and Superintendent	WORK YEAR:	12 Months
APPROVED BY:	Governing Board	DATE:	July 1, 2025

SUMMARY: Serves under the direction of the Site Principal and District Superintendent to provide guidance and administrative oversight of Hamilton High School California Interscholastic Federation (CIF) athletic programs and extracurricular sports (Grades 9-12).

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordinate all aspects of extracurricular sports teams and CIF programs for grades 9-12.
2. Schedule games, practices, and venues for all high school athletic teams.
3. Coordinate transportation for all high school athletic events.
4. Manage the Hamilton High School athletic budget.
5. Serve as administrative designee as needed for 9-12 athletics.
6. Coordinate all coaching training and certifications as required by CIF or similar organizations.
7. Schedule game personnel, officials, emergency services standby, and support personnel.
8. Maintain records of athletic achievements and coordinate the high school sports awards night.
9. Work closely with the High School Athletic Boosters Club.
10. Provide site principals and coaches with student eligibility reports as prescribed by CIF (9-12).
11. Annually budget for and attend the Athletic Directors Conference.
12. Attend all CIF Northern Section meetings and trainings as required.
13. Serve on and be an advisor to CIF-required committees.
14. Serve as an advisor to the Site Principal and the Superintendent regarding high school athletic issues.

Knowledge of and/or ability to do the following:

1. Proper use of a personal computer and related software.
2. Demonstrate commitment to students and learning.
3. Demonstrate knowledge of essential state and federal laws regarding IDEA and FAPE.
4. Knowledge of the student information system.
5. Provide professional input by attending and participating in scheduled meetings.
6. Identify student needs and cooperate with other staff to support student success.
7. Communicate with parents regarding student progress.
8. Supervise student activities as assigned.
9. Participate in curriculum and developmental programs within the school or district as needed.

Ability to:

1. Understand and follow oral and written instructions.
2. Use tact, discretion, and courtesy at all times.
3. Establish and maintain effective working relationships with District staff, students, parents, and community members.
4. Facilitate large and small group processes.

EDUCATION AND/OR EXPERIENCE: High school diploma or equivalent required. Bachelor's degree preferred, but not required. Experience in athletics, coaching, sports management, or a related field is highly desirable. Prior leadership, supervisory, or administrative experience preferred. Experience working with school-age students and knowledge of CIF regulations is desirable but can be learned on the job.

LANGUAGE SKILLS: Ability to communicate effectively orally and in writing. Bilingual in Spanish preferred.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with some direction. Maintain cooperative working conditions with students, teachers, administrators, co-workers, and community members.

CERTIFICATES AND LICENSES: Valid California Driver's License and proof of automobile insurance. First Aid and CPR certification (or willingness to obtain within 30 days of hire). Completion of CIF/NFHS required coaching education/training (or ability to complete upon hire). Fingerprint clearance and background check required.

OTHER SKILLS AND ABILITIES:

1. Must provide a DMV driving record print out that indicates a satisfactory record prior to the time of employment.

PHYSICAL DEMANDS: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing this job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.

HAMILTON UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: MIDDLE SCHOOL ATHLETIC DIRECTOR

SALARY RANGE:	\$2,250 annual stipend	DIVISION:	Admin. Stipend Schedule
DEPARTMENT:	District and Site Administration	LOCATION:	District Schools
REPORTS TO:	Site Principal and Superintendent	WORK YEAR:	12 Months
APPROVED BY:	Governing Board	DATE:	July 1, 2025

SUMMARY: Serves under the direction of the Site Principal and District Superintendent to provide guidance and administrative oversight of Hamilton Elementary School extracurricular sports (Grades 6-8).

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordinate all aspects of extracurricular sports teams for grades 7-8.
2. Schedule games, practices, and venues for all middle school athletic teams.
3. Coordinate transportation for all middle school athletic events.
4. Manage the middle school athletic budget.
5. Serve as administrative designee as needed for 7-8 athletics.
6. Coordinate all coaching training and certifications as required by district policies or organizations similar to CIF.
7. Schedule game personnel, officials, emergency services standby, and support personnel.
8. Maintain records of athletic achievements and coordinate middle school sports awards events.
9. Work collaboratively with site administration and coaches on student eligibility.
10. Serve as an advisor to the Site Principal and the Superintendent regarding middle school athletic issues.

Knowledge of and/or ability to do the following:

1. Proper use of a personal computer and related software.
2. Demonstrate commitment to students and learning.
3. Demonstrate knowledge of essential state and federal laws regarding IDEA and FAPE.
4. Knowledge of the student information system.
5. Provide professional input by attending and participating in scheduled meetings.
6. Identify student needs and cooperate with other staff to support student success.
7. Communicate with parents regarding student progress.
8. Supervise student activities as assigned.
9. Participate in curriculum and developmental programs within the school or district as needed.

Ability to:

1. Understand and follow oral and written instructions.
2. Use tact, discretion, and courtesy at all times.
3. Establish and maintain effective working relationships with District staff, students, parents, and

community members.

4. Facilitate large and small group processes.

EDUCATION AND/OR EXPERIENCE: High school diploma or equivalent required. Bachelor's degree preferred, but not required. Experience in athletics, coaching, sports management, or a related field is highly desirable. Prior leadership, supervisory, or administrative experience preferred. Experience working with school-age students in athletic settings.

LANGUAGE SKILLS: Ability to communicate effectively orally and in writing. Bilingual in Spanish preferred.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with some direction. Maintain cooperative working conditions with students, teachers, administrators, co-workers, and community members.

CERTIFICATES AND LICENSES: Valid California Driver's License and proof of automobile insurance. First Aid and CPR certification (or willingness to obtain within 30 days of hire). Completion of NFHS required coaching education/training (or ability to complete upon hire). Fingerprint clearance and background check required.

OTHER SKILLS AND ABILITIES:

1. Must provide a DMV driving record print out that indicates a satisfactory record prior to the time of employment.

PHYSICAL DEMANDS: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing this job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. g	Date: April 23, 2025
Agenda Item Description: National FFA Convention Trip	
Background: <p>The National FFA Convention is held in Indianapolis, Indiana October 29th – November 1st. Hamilton City FFA plans to fly into Louisville, Kentucky to visit sites such as Louisville Slugger, Churchill Downs, and Maker’s Mark. Then travel to Indianapolis for the convention and additional tours such as the Indianapolis Motor Speedway.</p> <p>The trip will most likely be scheduled from a Sunday-Sunday, depending upon available flights.</p> <p>Approximate attendees: 18 FFA Members, Ag Teacher Chaperones, and possible parent attendees.</p>	
Status: Student and Parent Interest Meeting April 10th	
Fiscal Impact: <p>Student pays non-refundable deposit of \$1,000. Hamilton City FFA will pay the additional cost of trip (approximately \$1,000 per student.)</p>	
Educational Impact: <p>National FFA Convention Key Note Speakers, Workshops, College and Career Fair, and Agriculture Industry Tours</p>	
Recommendation: <p>Approve National FFA Convention Trip</p>	

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. h	Date: 4/23/2025
Agenda Item Description: New Course for 2025-26-Scissor (SNORKEL) Lift Certification Training	
Background: Expand CTE training with heavy equipment training i.e.: Scissor Lift certification as part of job readiness to individuals seeking employment in industries that rely on heavy equipment.	
Status: Instructor has completed training and is certified to teach this additional Scissor Lift training, to augment heavy equipment training which already includes Forklift and Backhoe. Plan for use at the district includes: Reaching high places safely, switching the lights, clean gutters, trim branches, etc.	
Fiscal Impact: Purchase of Scissor Lift and Trailer to haul \$8,876.50 Instructor wages (~8 trainings per year) ~\$3,000 Course Materials set of 32: \$901.31	
Educational Impact: The scissor lift certification training will provide job-ready skills that will enhance individual's employability skills that contribute to the overall workforce and economic development.	
Recommendation: Approve training be offered throughout the academic year starting in the fall of 2025 for a minimal fee.	

RENTAL GUYS

RENTAL EQUIPMENT CENTER

WWW.RENTALGUYS.COM

Rented from

1720 Nord Avenue
Chico, CA 95926-3013



530-343-0219 Phone
530-343-2272 Fax

Customer #: 17236

HAMILTON HIGH SCHOOL
620 Canal St.
Hamilton City, CA 95951

Phone 530-826-3261

Remit To:

1720 Nord Avenue
Chico, CA 95926-3013
530-343-0219 Phone

530-343-2272 Fax

Status: Quote

Quote #: q54461-1

Quoted: Fri 4/18/2025 9:00AM
Billed Thru: Fri 4/18/2025
Job Loc:
Job No: QUOTE
Ordered By: SILVIA

Operator: BRYAN, GARRETT
Job Descr: QUOTE
PO #: QUOTE

Sales Rep: Colin Moakley 530-521-8980 Cmoakley@rentalguys.com

Qty	Key	Items	Status	Price
1	LIFTES19/0336	LIFT, 19' SCISSOR SNORKEL S3219E Model Year:2015 Serial #S3219E-04-000336 Model #S3219E	Sold Asset	\$4,200.00
1	TRAI1/5044	TRAILER, 1 AXLE 4PT7552 12FT TILT SURGE Model Year:2016 Serial #1B9TB1715G1245044 Model #TB6X12	Sold Asset	\$4,000.00

Quote valid for 30 days.

Quote

Rentals payable in advance. Rental rates do not provide option to purchase and cover; Single shift 8 hours operation, Two shifts at 1.5 times one shift operation, Three shifts at 2 times one shift operation. Customer to pay all transportation charges. Rates subject to change without notice. Customer is responsible for theft of equipment. Keep it locked! Customer is responsible for checking water and oil daily. Customer is responsible for greasing equipment daily. All damage to tires and tubes caused by blowout, bruises, cuts, road hazards and other causes inherent to use of equipment is the responsibility of the customer. We charge for time out - not time used. The California Vehicle Code requires a second rear view mirror to be located on the right hand side of the motor vehicle if the trailer or load obstructs the drivers view. Equipment that is self-propelled diesel 25 horse power and above that is considered Off-Road cannot idle for more than 5 consecutive minutes. I have been given and understand written and/or oral operating and safety instructions.

IF I DO NOT UNDERSTAND, OR FORGET THE SAFETY OR OPERATING INSTRUCTIONS I HAVE BEEN GIVEN, OR IF THE EQUIPMENT FAILS, I WILL NOT ATTEMPT TO OPERATE OR REPAIR IT. I WILL DISCONTINUE USE AND NOTIFY RENTAL CENTER IMMEDIATELY.

CUSTOMER IS RESPONSIBLE FOR RENT ON LOST, STOLEN OR DAMAGED ITEMS, UNTIL ITEMS ARE PAID FOR. THE CONDITIONS ON THE FRONT AND REVERSE OF THIS CONTRACT ARE PART OF SAID CONTRACT.

Signature:

HAMILTON HIGH SCHOOL

Sales:	\$8,200.00
Subtotal:	\$8,200.00
Chico Sales Tax 8.25%:	\$676.50
Total:	\$8,876.50
Paid:	\$0.00
Amount Due:	\$8,876.50

TERMS AND CONDITIONS © 2023-CRA

For the purpose of this Rental Agreement, ("Agreement") "Rental Center" ("Center") shall mean Center, its owners, officers, directors, shareholders, and employees, and "Customer" shall mean Customer, he/she/it, its agents, assigns, family members and/or employees. Consideration of hiring of the rental equipment (herein "the rental equipment or equipment") described on the front of this Agreement it is agreed as follows:

1. **INDEMNITY/HOLD HARMLESS.** CUSTOMER WILL TAKE ALL NECESSARY PRECAUTIONS REGARDING THE EQUIPMENT RENTED, AND PROTECT ALL PERSONS AND PROPERTY FROM INJURY OR DAMAGE. CUSTOMER AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS CENTER FROM AND AGAINST ANY AND ALL LIABILITY, CLAIMS, JUDGMENTS, ATTORNEYS' FEES AND COSTS, OF EVERY KIND AND NATURE, INCLUDING, BUT NOT LIMITED, TO INJURIES OR DEATH TO PERSONS AND DAMAGE TO PROPERTY, ARISING OUT OF THE USE, MAINTENANCE, INSTRUCTION, OPERATION, POSSESSION, CONTAMINATION OR ALLEGED CONTAMINATION (from any source), OWNERSHIP OR RENTAL OF THE EQUIPMENT RENTED, HOWEVER CAUSED, EXCEPT CLAIMS OR LITIGATION ARISING THROUGH THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF CENTER.
2. **ASSUMPTION OF RISK/RELEASE-DISCHARGE OF LIABILITY.** CUSTOMER IS FULLY AWARE AND ACKNOWLEDGES THERE IS A RISK OF INJURY OR DAMAGE ARISING OUT OF THE USE OR OPERATION OF THE EQUIPMENT RENTED HEREUNDER AND HEREBY ELECTS TO VOLUNTARILY ENTER INTO THIS AGREEMENT AND ASSUME ALL OF THE ABOVE RISKS OF INJURY OR DAMAGE. CUSTOMER AGREES TO RELEASE AND DISCHARGE CENTER FROM ANY AND ALL RESPONSIBILITY OR LIABILITY FROM SUCH INJURY OR DAMAGE ARISING OUT OF THE USE OR OPERATION OF THE EQUIPMENT; AND CUSTOMER FURTHER AGREES TO WAIVE, RELEASE AND DISCHARGE ANY AND ALL CLAIMS FOR INJURY OR DAMAGE AGAINST CENTER WHICH CUSTOMER OTHERWISE MAY BE ENTITLED TO ASSERT.
3. **OPERATORS.** No operators are furnished, directly or indirectly with our equipment.
4. **RECEIPT/INSPECTION OF EQUIPMENT.** Customer hires the equipment on an "as is, where is, with all faults" basis. Customer acknowledges that Customer has personally inspected the equipment prior to its use and finds it suitable for customer's needs. Customer acknowledges receipt of all items listed in this Agreement and that the equipment is in good working order and repair and that Customer understands (without further instructions) its proper operation and use. Customer acknowledges the equipment was received with all safety instructions, manuals and hazard/warning "stickers" required under the law. Customer agrees to indemnify, defend and hold harmless Center from claims arising from contamination or alleged contamination (from any source) and Customer assumes all risk, including risks associated with cleaning and/or contamination of Equipment and Customer agrees to return Equipment clean and free from any contamination.
5. **POSSESSION/TITLE.** Customers right to possession of the equipment begins upon equipment leaving Center and terminates on the Agreed Return Date indicated on the front of this Agreement. Retention of possession after this date constitutes a material breach of this Agreement and rental charges will continue to accrue as of the essence of this Agreement. Any extension of this Agreement must be agreed upon in writing. Title to the equipment is and shall remain in Center. Customer hereby agrees to indemnify, defend and hold Center harmless from any and all claims and costs arising from any retaking and/or lev. Center will utilize its reasonable efforts to deliver and retrieve rental items from locations determined solely by Customer; accordingly, Customer assumes sole risk and liability for any personal or property damage occurring at such locations.
6. **RENTAL PERIOD/RATE/PAYMENT.** Rental period is for a maximum of twenty-four (24) hours unless a longer term is specified in the Agreement Agreed Return Date on the front of this Agreement. Rental rates are based upon single shift usage (eight hours per day, five days per week). If Customer makes greater use of the equipment, it is agreed that the additional usage will be charged. Rental charges begin immediately upon equipment leaving Center. Rental charges end upon return of the equipment to Center in an acceptable condition. No allowance will be made for Saturdays, Sundays, Holidays, or time in transit, nor for any period of time the equipment may not be in actual use while in Customer's possession. If the equipment is returned prior to the end of the minimum rental period, the rental due shall be for the entire minimum rental period. Center may terminate rental at any time and retake the equipment without further notice in case of violation by Customer of any terms or conditions of this Agreement. Customer agrees to pay a monthly service charge on all unpaid balances. Customer agrees to pay Center a fee (which may go to Center's general revenue and be utilized by Center to pay its environmental expenses and costs of compliance with environmental laws) for environmental compliance.
7. **ORDINARY WEAR AND TEAR.** Customer shall be responsible for all damage not caused from ordinary wear and tear. "Ordinary wear and tear" shall mean only the normal deterioration of the rental equipment caused by ordinary, reasonable and proper use of the equipment. Damage which is not "ordinary wear and tear" includes, but is not limited to: damage due to overturning, overloading or exceeding rated capacities, tire damage, breakage, improper use, abuse, lack of cleaning, dirtying of equipment with paint, mud, plaster, concrete, resin or any other material. A cleaning charge will be made on equipment returned unclean.
8. **COMPLIANCE WITH LAWS/USE OF EQUIPMENT.** Customer agrees not to use or allow anyone to use the equipment for any illegal purpose or in any illegal manner or in an unsafe manner or in violation of environmental laws. Customer agrees at its sole cost and expense to comply with all local, municipal, county, state and federal laws, ordinances and regulations and ANSI standards which may apply to the use of the equipment during the rental period. Customer further agrees to pay all licenses, fines, fees, permits, registrations, or taxes arising from the use of the equipment, including any subsequently determined to be due. shall not allow any person who is not qualified and who has not received and understands safety and operating instructions and who does not utilize all safety equipment required, to operate the equipment or use the equipment. Customer shall not allow any person to use or operate the equipment when it is in need of repair or when it is in an unsafe condition or situation; modify, misuse, harm or abuse the equipment; permit any repairs to the equipment without Center's prior written permission; or, allow a lien to be placed upon the equipment. agrees to check filters, oil, fluid levels, air pressure, clean and visually inspect the equipment at least daily and to immediately discontinue use and notify Center when equipment is found to need repair or maintenance or is not properly functioning. Customer acknowledges that Center has no responsibility to inspect the equipment while it is in Customer's possession.
9. **RETURN OF EQUIPMENT.** Customer agrees to return to Center the equipment in as good condition and repair as when received, clean and free from any contamination, by Agreement Agreed Return Date. Customer shall be liable for all damages (up to the full replacement cost of the equipment and loss of rental revenue) to or loss to the equipment and liability incurred prior to equipment's return to Center. Customer shall be responsible for all costs incurred by Center recovering and returning damaged equipment to Center's premises. If equipment is to be "picked-up" by Center, Customer agrees to provide a secure storage location and Customer accepts all risk including damage to and liability relative to equipment until the equipment is picked-up by Center.
10. **DISCLAIMER OF WARRANTIES.** Center makes no warranty of merchantability or fitness for any particular use or purpose, either express or implied. There is no warranty or representation that the equipment is fit for Customer's particular intended use, or that it is free of latent defects. Center shall not be responsible to Customer or any third party for any loss, damage or injury resulting from, or in any way attributable to the operation of, use of, or any failure of the equipment. Center shall not be responsible for any defect or failure unknown to the Center. Customer's sole remedy for any failure of or defect in the equipment shall be termination of the rental charges at the time of failure provided that Customer notifies Center immediately and in writing of such failure and returns the equipment to Center within twenty-four (24) hours of such failure.
11. **PURCHASE ORDERS.** The use of Customer's purchase order number on this Agreement is for Customer's convenience and identification only and does not bind Center.
12. **SUBLETTING.** Customer shall not move the equipment from the address at which Customer represented it was to be used without prompt notification to Center.
13. **DEFAULT.** Should Customer in any way fail to observe or comply with any provision of this Agreement, Center may, at its sole option, terminate this Agreement, retake the equipment, declare any charges due and payable and initiate legal process to recover monies owed, and/or, pursue any other legal rights and remedies available to Center. Exercise of any remedy available to Center shall not constitute an election of remedies or a waiver of any additional remedies to which Center may be entitled.
14. **RETAKE OF EQUIPMENT.** If for any reason it becomes necessary for Center to retake the equipment, Customer authorizes Center to retake the equipment without further notice or further legal process and agrees that Center shall not be liable for any claims for damage or trespass arising out of the removal of the equipment.
15. **LEGAL FEES.** In the event an attorney is retained to enforce any provision (including collection costs) of this Agreement, the prevailing party in the dispute shall be entitled to recover reasonable attorney's fees and court costs in such action, or proceeding, in an amount to be determined by the court.
16. **EQUIPMENT PROTECTION PLAN. Equipment Protection Plan is Not Insurance.** By Customer accepting the Equipment Protection Plan on the front of this Agreement and with immediate notification in the event of an accident and the prompt submission of applicable police reports, Center and Customer agree that Center will waive certain claims (eg: fire, flood, wind, accidental damage, and earthquake) against Customer for direct physical damage to the equipment while in use by the Customer. Notwithstanding the foregoing, the following conditions are not covered under the Equipment Protection Plan:
 - A. Any item of equipment or part thereof which is not returned for whatever reason, including theft;
 - B. Damage resulting from improper use, failure to secure during transportation, overloading or exceeding the rated capacity of the equipment;
 - C. Damage to motors or other electrical appliances or devices caused by artificial current. Damage to tires, tubes and wheels caused by blowout, bruises, cuts and other causes inherent in the use of the equipment.
 - E. Damage as a result of vandalism or malicious mischief or intentional abuse;
 - F. Damage resulting from misuse, abuse, failure to maintain, cleanliness, proper oil, fuel, hydraulic, coolant or pressure levels, lack of lubrication or other normal servicing of equipment;
 - G. All damage resulting from overturning;
 - H. All damage resulting from use of the equipment in violation of any provision of this Agreement, violation of any law, ordinance or regulation.
1. **NOTICE OF NON-WAIVER/SEVERABILITY.** Any failure of Center to insist upon strict performance by Customer as regards any provision of this Agreement shall not be interpreted as a waiver of Center's right to demand strict compliance with all other provisions of this Agreement against Customer or any other person. The provisions of this Agreement shall be severable so that the unenforceability, invalidity or waiver of any provision shall not affect any other provision.
2. **INSURANCE.** Customer shall maintain in full force and effect during the term of this Agreement separate General Liability and Automobile Liability insurance policies with coverage limits for bodily injury, including death, personal injury and/or property damage that will respond as primary coverage for Customer's liability and all obligations outlined under this Agreement. In addition to the foregoing, Customer shall maintain Property Insurance in an amount adequate to cover any loss and/or damage to the equipment, up to full replacement cost. Customer shall furnish Center with a Certificate of Insurance evidencing the foregoing insurance requirements and naming Center as an additional insured. Customer to furnish Center with Customer's liability insurance and provide certificate naming Center as an additional insured and a loss payee.
3. **MISCELLANEOUS.** This Agreement may be executed or delivered by facsimile or e-mail and larger font copies are available upon request. If this Agreement is executed or delivered by facsimile or e-mail, Customer acknowledges receipt of a completed Agreement and agrees to all of the terms and conditions of such Agreement. Customer and Center intend to use and rely upon electronic signatures.
 - B. Before digging, it is the sole responsibility of the Customer to follow the requirements of the regional notification center law pursuant to Article 2 (commencing with Section 4216) of Chapter 3.1 of Division 5 of Title 1 of the Government Code. By signing this Agreement, the Customer accepts all liabilities and responsibilities contained in the regional notification center law. Call 811
 - C. Customer authorizes and instructs Center to complete Customer's "blank/open check" and to "fill-in" the amount of all charges.
 - D. Customer authorizes Center to submit all Customer charges to Customer's credit card account.
 - E. WARNING: THIS PRODUCT CONTAINS OR PRODUCES ONE OR MORE CHEMICALS KNOWN TO THE STATE OF CALIFORNIA TO CAUSE CANCER AND BIRTH DEFECTS (OR OTHER REPRODUCTIVE HARM).
 - F. Customer is liable for all fire damage from any source including rented equipment and Customer acknowledges that it is a violation of California Civil Code sections 4442 or 4443 and Customer assumes potential civil liability from use or operation of an internal combustion engine on any forest, brush, or grass-covered land even if the engine is equipped with a spark arrester.
 - G. Customer responsible to comply with all California Air Resources Board, State and local Air Quality Management District's rules and regulations, including, but not limited to all Silica Dust requirements, Fugitive Dust Provisions, record keeping, notification of use, permits and registrations.
 - H. Customer is fully aware and acknowledges that the terms and conditions of this Agreement shall apply to all subsequent rentals by Customer. Customer further agrees that the Terms and Conditions of this Agreement shall govern all future deliveries should Customer fail or be unable to sign the Agreement at time of delivery.
 - I. Customer responsible for identifying and disclosing to Center all belowground obstacles. Center not responsible for damage to above or below ground obstacles.
 - J. WAIVER OF JURY TRIAL. THE PARTIES HEREBY WAIVE THEIR RESPECTIVE RIGHTS TO TRIAL BY JURY IN ANY ACTION OR PROCEEDING ARISING OUT OF THIS AGREEMENT.
 - K. Customer waives any rights and/or claims to property "left with equipment" and instructs Center to "turn-over" such property (within a reasonable period of time and without duty of Center to inspect, protect or inventory such property) to the police department of the city where Center is located.
 - L. Customer instructs Center to deliver equipment to address at which Customer represented it will be used and to leave such equipment at such location even if Customer is not present and Customer shall be solely responsible for such equipment pursuant to the terms and conditions of this Agreement.
 - M. Customer agrees to be bound by the terms and conditions of this Agreement for all future deliveries and authorizes Customer's agent's signature of Agreement.
 - N. Customer authorizes, agrees, and is fully aware of the Center's possible use of tracking devices.
 - O. Customer agrees to make all payments in US currency.
 - P. Customer agrees a convenience fee will be charged for any credit card use.

General with EPP (6-14-23)

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. i	Date: April 23, 2025
Agenda Item Description: Hamilton High School Cafeteria Roofing and HVAC Replacement Project Award	
Background: On February 26, 2025, The Board granted Pre-Approval for the Hamilton High School Cafeteria Roofing and HVAC Project in an amount not to exceed \$134,250. On April 8, 2025 sealed bids for roofing labor were publicly opened at the Hamilton Unified School District Office. Two competitive proposals were received. George Roofing from Oroville, CA bid \$46,750, and United Building Contractors (UBC) of Chico, CA bid \$31,000. Once the existing roof is removed, water or rot damage could be discovered. In the event that roof sheathing must be removed and replaced because of damage, George Roofing bid \$17/sq ft and UBC bid \$30/sq ft to remove and replace roof sheathing where necessary. The contract is to be awarded based on the lowest responsive bid. Roofing materials are being purchased directly by the District through a piggy-back purchase agreement. A purchase order in the amount of \$26,204.99 has been provided to The Garland Company, Inc. Considering the age of the Heating and Ventilation Unit that serves the kitchen, investigation is underway to develop the most cost effective and efficient solution. Once an HVAC unit is selected that fits into the remaining budget, the Board will be presented with the cost. The District will wait to procure an HVAC unit until after the roof tear-off occurs, to determine how much (if any) sheathing repairs will be necessary. The remaining budget available, at this time is \$77,045.00	
Fiscal Impact: This project is funded with a KIT grant primarily and if expenditures exceed the KIT Grant, then Fund 13 will be used as a secondary funding source to cover any remaining costs.	
Educational Impact: The roof on the Hamilton High School Cafeteria Building has exceeded its useful life and needs to be replaced. Multiple leaks are occurring in the kitchen area and this is a health and safety concern. The condition of the roof has been fully investigated and a report on the findings is attached for your review. Additionally, it is prudent to repair or replace the Air Handler Unit for the cafeteria during this roof replacement. The unit has not functioned properly over several seasons, it is primarily needed for cooling the kitchen for staff.	

HAMILTON UNIFIED SCHOOL DISTRICT

Recommendation:

It is recommended that the Board direct the Superintendent to enter into a contract with the lowest responsive bidder, UBC, in the amount of \$31,000 for the project.

Contractor	Addenda	Signed	Bid Bond	Sublist	Noncollusion	Bid
George	✓	✓	✓	✓	✓	46,750.00
UBC	✓	✓	✓	✓	✓	31,000.00

BID FORM AND PROPOSAL

To: Governing Board of Hamilton Unified School District ("District" or "Owner")

From: United Building Contractors, Inc.

(Proper Name of Bidder)

The undersigned declares that the Contract Documents, including, without limitation, the Notice to Bidders and the Instructions to Bidders, have been read, and agrees and proposes to furnish all necessary labor, materials, and equipment to perform and furnish all work in accordance with the terms and conditions of the Contract Documents, including, without limitation, the Drawings and Specifications for the following project known as:

Hamilton High School Cafeteria Re-Roof

("Project") and will accept in full payment for that Work the following total lump sum amount, all taxes included:

Thirty-One Thousand _____ dollars \$ <u>31,000.00</u>
BASE BID
<i>Bidder acknowledges and agrees that the Base Bid accounts for any and all Total Cost for Unit Prices.</i>

Additional Detail Regarding Calculation of Base Bid

- Unit Prices.** The Bidder's Base Bid includes the following unit prices, which the Bidder must provide and the District may, at its discretion, utilize in valuing additive and/or deductive change orders (Unit Prices shall include all labor, materials, services, profit, overhead, insurance, bonds, taxes, and all other incidental costs of Contractor, subcontractors, and suppliers):

SCHEDULE OF UNIT PRICES

<u>Item No.</u>	<u>Description</u>	<u>Unit of Measure</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Cost = Unit Price x Estimated Quantity (Included in Base Bid)</u>
1.	<u>Demolition</u>	Sq. ft.	\$2,200 Sq. ft.	<u>\$ 6 per ft.</u>	<u>\$ 13,200</u>
2.	<u>Install new roof sheeting</u>	Sq. ft.		<u>\$ 30 per ft.</u>	<u>\$ TBD</u>

3.	Provide a unit cost for the removal and replacement (Labor, Equipment & Materials) per 4 ft. x 8 ft. sheet of 3/4" plywood roof sheathing.	EA		\$ 500	\$ TBD
----	--	----	--	--------	--------

Where scope of Work is decreased, all Work pertaining to the item, whether specifically stated or not, shall be omitted, and where scope of Work is increased, all work pertaining to that item required to render same ready for use on the Project in accordance with intentions of the Drawings and Specifications shall be included in the above agreed-upon price amount.

2. The undersigned has reviewed the Work outlined in the Contract Documents and fully understands the scope of Work required in this Proposal, understands the construction and project management function(s) as described in the Contract Documents, and that each Bidder who is awarded a contract shall be in fact a prime contractor, not a subcontractor, to the District, and agrees that its Proposal, if accepted by the District, will be the basis for the Bidder to enter into a contract with the District in accordance with the intent of the Contract Documents.
3. The undersigned has notified the District in writing of any discrepancies or omissions or of any doubt, questions, or ambiguities about the meaning of any of the Contract Documents, and has contacted the Construction Manager or other official point of contact for the District before Bid date to verify the issuance of any clarifying Addenda.
4. The undersigned agrees to commence work under this Contract on the date established in the Contract Documents and to complete all Work within the time specified in the Contract Documents.
5. **The liquidated damages clause of the Agreement is hereby acknowledged.**
6. It is understood that the District reserves the right to reject this Bid and that the Bid shall remain open to acceptance and is irrevocable for a period of ninety (90) days.
7. The following documents are attached with this Bid Form and Proposal:
 - Bid Bond on the District's form or other security
 - Registered Subcontractors List
 - Site Visit Certification
 - Non-Collusion Declaration

8. Receipt and acceptance of the following Addenda is hereby acknowledged: N/A

No. ____, Dated ____	No. ____, Dated ____
No. ____, Dated ____	No. ____, Dated ____
No. ____, Dated ____	No. ____, Dated ____

9. Bidder acknowledges that the license required for performance of the Work is a C-39 license.
10. Bidder hereby certifies that Bidder is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the Work.
11. Bidder specifically acknowledges and understands that if it is awarded the Contract, that it shall perform the Work of the Project while complying with all requirements of the Department of Industrial Relations.
12. Bidder hereby certifies that its bid includes sufficient funds to permit Bidder to comply with all local, state or federal labor laws or regulations during the Project, including payment of prevailing wage, and that Bidder will comply with the provisions of Labor Code section 2810(d) if awarded the Contract.
13. Bidder represents that it is competent, knowledgeable, and has special skills with respect to the nature, extent, and inherent conditions of the Work to be performed. Bidder further acknowledges that there are certain peculiar and inherent conditions existent in the construction of the Work that may create, during the Work, unusual or peculiar unsafe conditions hazardous to persons and property.
14. Bidder expressly acknowledges that it is aware of such peculiar risks and that it has the skill and experience to foresee and to adopt protective measures to adequately and safely perform the Work with respect to such hazards.
15. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claim" and "knowingly" are defined in the California False Claims Act, Gov. Code, § 12650 et seq.), the District will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
16. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents and registered as a public works contractor with the Department of Industrial Relations. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Contract Documents.

Bidder hereby certifies to the District that all representations, certifications, and statements made by Bidder, as set forth in this bid form, are true and correct and are made under penalty of perjury.

**HAMILTON UNIFIED SCHOOL DISTRICT
HAMILTON HIGH SCHOOL CAFETERIA RE-ROOF**

**INFORMAL BID PACKET - CUPCCAA
BID FORM AND PROPOSAL - 3**

Dated this 8th day of April 20 25

Name of Bidder United Building Contractors, Inc.

Type of Organization Corporation

Signature _____

Print Name James Gilmore

Title President

Address of Bidder P.O. Box 6039, Chico, CA 95927

Taxpayer's Identification No. of Bidder 20-0494371

Telephone Number (530)345-8455

E-mail bidding@unitedbuildingcontractors.com Web page www.unitedbuildingcontractors.com

Contractor's License No(s): No.: 679303 Class: A, B Expiration Date: 9/30/26

No.: 679303 Class: C-20 Expiration Date: 9/30/26

No.: 679303 Class: C-39 Expiration Date: 9/30/26

Public Works Contractor Registration No.: 1000001769

END OF DOCUMENT

BID BOND

(Note: If Bidder is providing a bid bond as its bid security, Bidder must use this form, NOT a surety company form.)

KNOW ALL PERSONS BY THESE PRESENTS:

That the undersigned, United Building Contractors, Inc., as Principal ("Principal"),

and Liberty Mutual Insurance Company, as Surety ("Surety"), a corporation organized and existing under and by virtue of the laws of the State of ^{Massachusetts} and authorized to do business as a surety in the State of California, are held and firmly bound unto the Hamilton Unified School District ("District") of Glenn County, State of California, as Obligee, in an amount equal to **ten percent (10%) of the Base Bid** plus alternates, for the payment of which sum well and truly to be made, we, and each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted a bid to the District for all Work specifically described in the accompanying bid for the following project: **Hamilton High School Cafeteria Re-Roof** ("Project" or "Contract").

NOW, THEREFORE, if the Principal is awarded the Contract and, within the time and manner required under the Contract Documents, after the prescribed forms are presented to Principal for signature, enters into a written contract, in the prescribed form in accordance with the bid, and files two bonds, one guaranteeing faithful performance and the other guaranteeing payment for labor and materials as required by law, and meets all other conditions to the Contract between the Principal and the Obligee becoming effective, or if the Principal shall fully reimburse and save harmless the Obligee from any damage sustained by the Obligee through failure of the Principal to enter into the written contract and to file the required performance and labor and material bonds, and to meet all other conditions to the Contract between the Principal and the Obligee becoming effective, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect. The full payment of the sum stated above shall be due immediately if Principal fails to execute the Contract within seven (7) days of the date of the District's Notice of Award to Principal.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or the call for bids, or to the work to be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation under this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or the call for bids, or to the work, or to the specifications.

In the event suit is brought upon this bond by the Obligee and judgment is recovered, the Surety shall pay all costs incurred by the Obligee in such suit, including a reasonable attorneys' fee to be fixed by the Court.

If the District awards the bid, the security of unsuccessful bidder(s) shall be returned within sixty (60) days from the time the award is made. Unless otherwise required by law, no bidder may withdraw its bid for ninety (90) days after the date of the bid opening.

**HAMILTON UNIFIED SCHOOL DISTRICT
HAMILTON HIGH SCHOOL CAFETERIA RE-ROOF**

**INFORMAL BID PACKET - CUPCCAA
BID BOND - 1**

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above named, on the 31st day of March, 2025.

United Building Contractors, Inc.
Principal

By James Gilmore, President

Liberty Mutual Insurance Company
Surety

By Susan Fournier, Attorney-In-Fact

AssuredPartners of California Insurance Services, LLC
Name of California Agent of Surety

3225 Monier Circle, Ste. 100, Rancho Cordova, CA 95742
Address of California Agent of Surety

(916) 737-5720
Telephone Number of California Agent of Surety

Bidder must attach Power of Attorney and Certificate of Authority for Surety and a Notarial Acknowledgment for all Surety's signatures. The California Department of Insurance must authorize the Surety to be an admitted Surety Insurer.

END OF DOCUMENT

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Sacramento

On March 31, 2025 before me, Traci E. Nakagaki, Notary Public
(insert name and title of the officer)

personally appeared Susan Fournier
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8205189-969366

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Alexi Knudsen; John T Page; Ryan Tash; Susan Fournier

all of the city of Rancho Cordova state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 5th day of April, 2021.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company
By: David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 5th day of April, 2021 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 31st day of March, 2025.



By: Renee C. Llewellyn, Assistant Secretary

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

STATE OF CALIFORNIA
DEPARTMENT OF INSURANCE
SAN FRANCISCO

AMENDED

Certificate of Authority

THIS IS TO CERTIFY, That, pursuant to the Insurance Code of the State of California,

LIBERTY MUTUAL INSURANCE COMPANY

of BOSTON, MASSACHUSETTS, organized under the laws of MASSACHUSETTS, subject to its Articles of Incorporation or other fundamental organizational documents, is hereby authorized to transact within this State, subject to all provisions of this Certificate, the following classes of insurance: FIRE, MARINE, SURETY, DISABILITY, PLATE GLASS, LIABILITY, WORKMEN'S COMPENSATION, COMMON CARRIER LIABILITY, BOILER AND MACHINERY, BURGLARY, CREDIT, SPRINKLER, TEAM AND VEHICLE, AUTOMOBILE, AIRCRAFT and MISCELLANEOUS as such classes are now or may hereafter be defined in the Insurance Laws of the State of California.

THIS CERTIFICATE is expressly conditioned upon the holder hereof now and hereafter being in full compliance with all, and not in violation of any, of the applicable laws and lawful requirements made under authority of the laws of the State of California as long as such laws or requirements are in effect and applicable, and as such laws and requirements now are, or may hereafter be changed or amended.

IN WITNESS WHEREOF, effective as of the 15TH day of NOVEMBER, 1961, I have hereunto set my hand and caused my official seal to be affixed this 15TH day of NOVEMBER, 1961.



F. BRITTON McCONNELL
Insurance Commissioner

By *John H. Anderson*
Deputy

DESIGNATED SUBCONTRACTORS LIST
(Public Contact Code Sections 4100-4114)

Bidder acknowledges and agrees that it must clearly set forth below the name, location and California contractor license number of each subcontractor who will perform work or labor or render service to the Bidder in or about the construction of the Work or who will specially fabricate and install a portion of the Work according to detailed drawings contained in the plans and specifications in an amount in excess of one-half of one percent (0.5%) of Bidder's total Base Bid and the kind of Work that each will perform. Vendors or suppliers of materials only do not need to be listed.

Bidder acknowledges and agrees that, if Bidder fails to list as to any portion of Work, or if Bidder lists more than one subcontractor to perform the same portion of Work, Bidder must perform that portion itself or be subjected to penalty under applicable law. In case more than one subcontractor is named for the same kind of Work, state the portion of the kind of Work that each subcontractor will perform.

If alternate bid(s) is/are called for and Bidder intends to use subcontractors different from or in addition to those subcontractors listed for work under the Base Bid, Bidder must list subcontractors that will perform Work in an amount in excess of one half of one percent (0.5%) of Bidder's total Base Bid plus alternate(s).

If further space is required for the list of proposed subcontractors, attach additional copies of page 2 showing the required information, as indicated below.

Subcontractor Name: N/A
CA Cont. Lic. #: _____ Location: _____
DIR Registration #: _____
Portion of Work: _____

Subcontractor Name: _____
CA Cont. Lic. #: _____ Location: _____
DIR Registration #: _____
Portion of Work: _____

Subcontractor Name: _____
CA Cont. Lic. #: _____ Location: _____
DIR Registration #: _____
Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

DIR Registration #: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

DIR Registration #: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

DIR Registration #: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

DIR Registration #: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

DIR Registration #: _____

Portion of Work: _____

Date: 4/8/25

Proper Name of Bidder: United Building Contractors, Inc.

Signature: _____

Print Name: James Gilmore

Title: President

END OF DOCUMENT

SITE VISIT CERTIFICATION
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID
IF SITE VISIT WAS MANDATORY

PROJECT: **HAMILTON HIGH SCHOOL CAFETERIA RE-ROOF**

Check option that applies:

I certify that I visited the Site of the proposed Work, received the attached ___ pages of information, and became fully acquainted with the conditions relating to construction and labor. I fully understand the facilities, difficulties, and restrictions attending the execution of the Work under contract.

I certify that Dan George (Bidder's representative) visited the Site of the proposed Work, received the attached * pages of information, and became fully acquainted with the conditions relating to construction and labor. The Bidder's representative fully understood the facilities, difficulties, and restrictions attending the execution of the Work under contract.

Bidder fully indemnifies the Hamilton Unified School District, its Architect, its Engineers, its Construction Manager, and all of their respective officers, agents, employees, and consultants from any damage, or omissions, related to conditions that could have been identified during my visit and/or the Bidder's representative's visit to the Site.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: 4/8/25

Proper Name of Bidder: United Building Contractors, Inc.

Signature: 

Print Name: James Gilmore

Title: President

* Bid walk completed and approved by A Line and Garland.

END OF DOCUMENT

NON-COLLUSION DECLARATION
To Be Executed By Bidder And Submitted With Bid
Public Contract Code Section 7106

The undersigned declares:

I am the President of United Building Contractors, Inc., the party making the foregoing Bid.

The Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The Bid is genuine and not collusive or sham. The Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham Bid. The Bidder has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham Bid, or to refrain from bidding. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Bid price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the Bid price, or of that of any other Bidder. All statements contained in the Bid are true. The Bidder has not, directly or indirectly, submitted his or her Bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham Bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 8th [date], at Chico [city], CA [state].

Date: 4/8/25
Proper Name of Bidder: United Building Contractors, Inc.
Signature: _____
Print Name: James Gilmore
Title: President

END OF DOCUMENT



GEORGE ROOFING

6810 Lincoln Blvd
Oroville CA 95966

SCL# 452266
DIR# 1000005383

***** SEALED BID *****

***** DO NOT OPEN BEFORE BID TIME *****

Bid Date: 04/08/2025 @ 2:00 p.m.

“Hamilton High School Cafeteria Re-Roof”

**County of Colusa
Hamilton Unified School District
620 Canal Street
Hamilton City CA 95951**

BID FORM AND PROPOSAL

To: Governing Board of Hamilton Unified School District ("District" or "Owner")

From: **GEORGE ROOFING (dba of DON C GEORGE INC.)**
 (Proper Name of Bidder)

The undersigned declares that the Contract Documents, including, without limitation, the Notice to Bidders and the Instructions to Bidders, have been read, and agrees and proposes to furnish all necessary labor, materials, and equipment to perform and furnish all work in accordance with the terms and conditions of the Contract Documents, including, without limitation, the Drawings and Specifications for the following project known as:

Hamilton High School Cafeteria Re-Roof

("Project") and will accept in full payment for that Work the following total lump sum amount, all taxes included:

Forty-Six Thousand Seven Hundred Fifty & 00/100 dollars \$ **46,750.00**
BASE BID
Bidder acknowledges and agrees that the Base Bid accounts for any and all Total Cost for Unit Prices.

Additional Detail Regarding Calculation of Base Bid

- Unit Prices.** The Bidder's Base Bid includes the following unit prices, which the Bidder must provide and the District may, at its discretion, utilize in valuing additive and/or deductive change orders (Unit Prices shall include all labor, materials, services, profit, overhead, insurance, bonds, taxes, and all other incidental costs of Contractor, subcontractors, and suppliers):

SCHEDULE OF UNIT PRICES

<u>Item No.</u>	<u>Description</u>	<u>Unit of Measure</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Cost = Unit Price x Estimated Quantity (Included in Base Bid)</u>
1.	<u>Demolition</u>	Sq. ft.	2,200	\$ 4.25	\$ 9,350.00
2.	<u>Install new roof sheeting</u>	Sq. ft.	2,200	\$ 17.00	\$ 37,400.00

3.	<u>Provide a unit cost for the removal and replacement (Labor, Equipment & Materials) per 4 ft. x 8 ft. sheet of 3/4" plywood roof sheathing.</u>	<u>EA</u>	1	<u>\$ 448.00</u>	<u>\$ 448.00</u>
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Where scope of Work is decreased, all Work pertaining to the item, whether specifically stated or not, shall be omitted, and where scope of Work is increased, all work pertaining to that item required to render same ready for use on the Project in accordance with intentions of the Drawings and Specifications shall be included in the above agreed-upon price amount.

2. The undersigned has reviewed the Work outlined in the Contract Documents and fully understands the scope of Work required in this Proposal, understands the construction and project management function(s) as described in the Contract Documents, and that each Bidder who is awarded a contract shall be in fact a prime contractor, not a subcontractor, to the District, and agrees that its Proposal, if accepted by the District, will be the basis for the Bidder to enter into a contract with the District in accordance with the intent of the Contract Documents.
3. The undersigned has notified the District in writing of any discrepancies or omissions or of any doubt, questions, or ambiguities about the meaning of any of the Contract Documents, and has contacted the Construction Manager or other official point of contact for the District before Bid date to verify the issuance of any clarifying Addenda.
4. The undersigned agrees to commence work under this Contract on the date established in the Contract Documents and to complete all Work within the time specified in the Contract Documents.
5. **The liquidated damages clause of the Agreement is hereby acknowledged.**
6. It is understood that the District reserves the right to reject this Bid and that the Bid shall remain open to acceptance and is irrevocable for a period of ninety (90) days.
7. The following documents are attached with this Bid Form and Proposal:
 - Bid Bond on the District's form or other security
 - Registered Subcontractors List
 - Site Visit Certification
 - Non-Collusion Declaration

8. Receipt and acceptance of the following Addenda is hereby acknowledged:

NONE No. _____, Dated _____	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____

9. Bidder acknowledges that the license required for performance of the Work is a C-39 license.
10. Bidder hereby certifies that Bidder is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the Work.
11. Bidder specifically acknowledges and understands that if it is awarded the Contract, that it shall perform the Work of the Project while complying with all requirements of the Department of Industrial Relations.
12. Bidder hereby certifies that its bid includes sufficient funds to permit Bidder to comply with all local, state or federal labor laws or regulations during the Project, including payment of prevailing wage, and that Bidder will comply with the provisions of Labor Code section 2810(d) if awarded the Contract.
13. Bidder represents that it is competent, knowledgeable, and has special skills with respect to the nature, extent, and inherent conditions of the Work to be performed. Bidder further acknowledges that there are certain peculiar and inherent conditions existent in the construction of the Work that may create, during the Work, unusual or peculiar unsafe conditions hazardous to persons and property.
14. Bidder expressly acknowledges that it is aware of such peculiar risks and that it has the skill and experience to foresee and to adopt protective measures to adequately and safely perform the Work with respect to such hazards.
15. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claim" and "knowingly" are defined in the California False Claims Act, Gov. Code, § 12650 et seq.), the District will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
16. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents and registered as a public works contractor with the Department of Industrial Relations. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Contract Documents.

Bidder hereby certifies to the District that all representations, certifications, and statements made by Bidder, as set forth in this bid form, are true and correct and are made under penalty of perjury.

**HAMILTON UNIFIED SCHOOL DISTRICT
HAMILTON HIGH SCHOOL CAFETERIA RE-ROOF**

**INFORMAL BID PACKET - CUPCCAA
BID FORM AND PROPOSAL - 3**

Dated this 8th day of April 20 25

Name of Bidder George Roofing (Don C George Inc.)

Type of Organization California Corporation

Signature 

Print Name Daniel DeLany

Title Corporate Secretary

Address of Bidder 6810 Lincoln Blvd, Oroville CA 95966

Taxpayer's Identification No. of Bidder 94-2848037

Telephone Number (530) 533-6393

E-mail Dan@GeorgeRoofing.net Web page www.GeorgeRoofing.net

Contractor's License No(s): No.: 452266 Class: B, C39 Expiration Date: 02/28/2026

No.: _____ Class: _____ Expiration Date: _____

No.: _____ Class: _____ Expiration Date: _____

Public Works Contractor Registration No.: 100005383

END OF DOCUMENT

DESIGNATED SUBCONTRACTORS LIST
(Public Contact Code Sections 4100-4114)

Bidder acknowledges and agrees that it must clearly set forth below the name, location and California contractor license number of each subcontractor who will perform work or labor or render service to the Bidder in or about the construction of the Work or who will specially fabricate and install a portion of the Work according to detailed drawings contained in the plans and specifications in an amount in excess of one-half of one percent (0.5%) of Bidder's total Base Bid and the kind of Work that each will perform. Vendors or suppliers of materials only do not need to be listed.

Bidder acknowledges and agrees that, if Bidder fails to list as to any portion of Work, or if Bidder lists more than one subcontractor to perform the same portion of Work, Bidder must perform that portion itself or be subjected to penalty under applicable law. In case more than one subcontractor is named for the same kind of Work, state the portion of the kind of Work that each subcontractor will perform.

If alternate bid(s) is/are called for and Bidder intends to use subcontractors different from or in addition to those subcontractors listed for work under the Base Bid, Bidder must list subcontractors that will perform Work in an amount in excess of one half of one percent (0.5%) of Bidder's total Base Bid plus alternate(s).

If further space is required for the list of proposed subcontractors, attach additional copies of page 2 showing the required information, as indicated below.

Subcontractor Name: NONE

CA Cont. Lic. #: _____ Location: _____

DIR Registration #: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

DIR Registration #: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

DIR Registration #: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

DIR Registration #: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

DIR Registration #: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

DIR Registration #: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

DIR Registration #: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

DIR Registration #: _____

Portion of Work: _____

Date: 04/08/2025

Proper Name of Bidder: GEORGE ROOFING (dba of Don C George Inc.)

Signature:  _____

Print Name: Daniel DeLany

Title: Corp. Secretary

END OF DOCUMENT

SITE VISIT CERTIFICATION
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID
IF SITE VISIT WAS MANDATORY

PROJECT: **HAMILTON HIGH SCHOOL CAFETERIA RE-ROOF**

Check option that applies:

I certify that I visited the Site of the proposed Work, received the attached ___ pages of information, and became fully acquainted with the conditions relating to construction and labor. I fully understand the facilities, difficulties, and restrictions attending the execution of the Work under contract.

I certify that **Guy Burns** (Bidder's representative) visited the Site of the proposed Work, received the attached **3** pages of information, and became fully acquainted with the conditions relating to construction and labor. The Bidder's representative fully understood the facilities, difficulties, and restrictions attending the execution of the Work under contract.

Bidder fully indemnifies the Hamilton Unified School District, its Architect, its Engineers, its Construction Manager, and all of their respective officers, agents, employees, and consultants from any damage, or omissions, related to conditions that could have been identified during my visit and/or the Bidder's representative's visit to the Site.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: **04/08/2025**

Proper Name of Bidder: **George Roofing (Don C George Inc.)**

Signature:



Print Name: **Daniel DeLany**

Title: **Corp. Secretary**

END OF DOCUMENT

NON-COLLUSION DECLARATION
To Be Executed By Bidder And Submitted With Bid
Public Contract Code Section 7106

The undersigned declares:

I am the Corp. Secretary of Don C George Inc., the party making the foregoing Bid.

The Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The Bid is genuine and not collusive or sham. The Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham Bid. The Bidder has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham Bid, or to refrain from bidding. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Bid price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the Bid price, or of that of any other Bidder. All statements contained in the Bid are true. The Bidder has not, directly or indirectly, submitted his or her Bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham Bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 4/8/2025 [date], at Oroville [city], CA [state].

Date: 04/08/2025

Proper Name of Bidder: GEORGE ROOFING (dba of Don C George Inc.)

Signature: 

Print Name: Daniel DeLany

Title: Corporate Secretary

END OF DOCUMENT

BID BOND

(Note: If Bidder is providing a bid bond as its bid security, Bidder must use this form, NOT a surety company form.)

KNOW ALL PERSONS BY THESE PRESENTS:

That the undersigned, ^{Don C George Inc.,} dba: George Roofing, as Principal ("Principal"),

and Nationwide Mutual Insurance Company, as Surety ("Surety"), a corporation organized and existing under and by virtue of the laws of the State of California and authorized to do business as a surety in the State of California, are held and firmly bound unto the Hamilton Unified School District ("District") of Glenn County, State of California, as Obligee, in an amount equal to **ten percent (10%) of the Base Bid** plus alternates, for the payment of which sum well and truly to be made, we, and each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted a bid to the District for all Work specifically described in the accompanying bid for the following project: **Hamilton High School Cafeteria Re-Roof** ("Project" or "Contract").


NOW, THEREFORE, if the Principal is awarded the Contract and, within the time and manner required under the Contract Documents, after the prescribed forms are presented to Principal for signature, enters into a written contract, in the prescribed form in accordance with the bid, and files two bonds, one guaranteeing faithful performance and the other guaranteeing payment for labor and materials as required by law, and meets all other conditions to the Contract between the Principal and the Obligee becoming effective, or if the Principal shall fully reimburse and save harmless the Obligee from any damage sustained by the Obligee through failure of the Principal to enter into the written contract and to file the required performance and labor and material bonds, and to meet all other conditions to the Contract between the Principal and the Obligee becoming effective, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect. The full payment of the sum stated above shall be due immediately if Principal fails to execute the Contract within seven (7) days of the date of the District's Notice of Award to Principal.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or the call for bids, or to the work to be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation under this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or the call for bids, or to the work, or to the specifications.

In the event suit is brought upon this bond by the Obligee and judgment is recovered, the Surety shall pay all costs incurred by the Obligee in such suit, including a reasonable attorneys' fee to be fixed by the Court.

If the District awards the bid, the security of unsuccessful bidder(s) shall be returned within sixty (60) days from the time the award is made. Unless otherwise required by law, no bidder may withdraw its bid for ninety (90) days after the date of the bid opening.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above named, on the 7th day of April, 2025.

Don C George Inc.,
dba: George Roofing
Principal

By Dan DeLany, Secretary

Nationwide Mutual Insurance Company
Surety

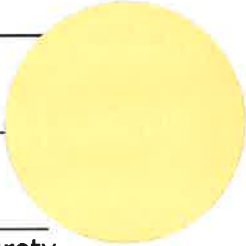

By Jamie Whiteside, Attorney-In-Fact

Jamie Whiteside - Acrisure Insurance
Name of California Agent of Surety

7520 Greenback Lane, Citrus Heights, CA 95610
Address of California Agent of Surety

408-387-5200
Telephone Number of California Agent of Surety

See CA Attachment
for Notary Seal



Bidder must attach Power of Attorney and Certificate of Authority for Surety and a Notarial Acknowledgment for all Surety's signatures. The California Department of Insurance must authorize the Surety to be an admitted Surety Insurer.

END OF DOCUMENT

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of PLACER)

On 04/07/2025 before me, QUOC NHAT VAN, NOTARY PUBLIC
(insert name and title of the officer)

personally appeared JAMIE WHITESIDE,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

Signature  (Seal)



Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint: JAMIE WHITESIDE;

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00)

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 20th day of August, 2021.

[Handwritten signature of Antonio C. Albanese]

Antonio C. Albanese, Vice President of Nationwide Mutual Insurance Company

ACKNOWLEDGMENT

STATE OF NEW YORK COUNTY OF NEW YORK: ss

On this 20th day of August, 2021, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.



Stephanie Rubino McArthur
Notary Public, State of New York
No. 02MC6270117
Qualified in New York County
Commission Expires October 19, 2024

[Handwritten signature of Stephanie Rubino McArthur]

Notary Public
My Commission Expires
October 19, 2024

CERTIFICATE

I, Laura B. Guy, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 7th day of April, 2025.

[Handwritten signature of Laura B. Guy]

Assistant Secretary

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: <p align="center">13. j</p>	Date: <p align="center">04-23-2025</p>
Agenda Item Description: Pest Control Services – Contract Review and Recommendation	
Background: <ul style="list-style-type: none"> • Hamilton Unified School District currently contracts with Orkin for pest control services across its sites. As part of the annual review and in an effort to evaluate cost-effectiveness and service quality, proposals were solicited and reviewed from three providers: Orkin (current provider), Advanced IPM, and Hobbs. Each proposal includes standard treatments, rodent management, and optional specialty services. This review aims to determine the best fit for the district's operational and budgetary needs for the 2025–2026 school year. • At the March 23rd regular board meeting it was requested that this item be brought back in April with the three complete bids and additional information regarding costs specifically for webbing and trapping. Overview of Proposals: <ul style="list-style-type: none"> • <u>Orkin (Current Provider): \$6,720</u> Current provider that knows our schools but the current contract structure includes significant additional charges for rodent bait stations and callbacks—services that are frequently needed at our school sites. Once all necessary add-ons are factored in, total annual costs are considerably higher than the base price suggests. • <u>Advanced IPM: \$5,580</u> Offers a well-rounded service package at a competitive rate. Their proposal includes rodent bait stations, unlimited callbacks, and bleacher/crows nest service within the base cost. Optional services (e.g., weed and gopher control) are available for an additional fee. Advanced also has an employee who lives in Hamilton City and can provide quick service when needed. • <u>Hobbs: \$8,750</u> The most comprehensive in terms of up-front rodent control coverage, offering the largest number of bait stations included in the base plan. However, their overall proposal is the most expensive, and optional service costs are the highest of all three vendors. Recommendation: <ul style="list-style-type: none"> • The administration recommends transitioning from Orkin to Advanced IPM for pest control services across all HUSD sites beginning July 1, 2025. Advanced IPM offers comprehensive service, responsive support, and significant cost savings. The estimated annual cost, even with optional services, remains well below the current Orkin structure while providing a more comprehensive coverage. 	
Status: Pending Board Approval.	
Fiscal Impact: Base rate of \$5,580 plus any additional “add-on” services required.	
Educational Impact: N/A	
Recommendation: Approve to terminate current pest control contract with Orkin and enter into a new agreement with Advanced IPM, effective July 1, 2025	

Hamilton Unified School District Pest Control

	Orkin 6720/yr	Advanced IPM 5580/yr	Hobbs 8750/yr
Interior treatment, July	Yes	Yes	Yes
Exterior treatment	Yes	Yes	Yes
Webbing	Yes	Yes	Yes
Rodent bait stations	No - Additional charge \$900/mo	Yes- 4 (ea site \$12 each addt'l)	Yes-up to 21 (\$5 each addt'l)
Squirrel live traps	N/A	Not included \$685/trap as needed	N/A
Gopher/Mole Services	Not available	Not included (4wks service fee@\$359ea)	Not included (\$490@4x/yr)
Call Backs	Additional Charges	2 per mo per location	Free- unlimited
Bleacher n Crowsnest	Yes	Twice/yr = \$790 additional (\$395ea)	Yes
Weed Control	Not available	Not included (HHS \$345/visit 4x/yr=\$1380, HES \$325/visit 4x/yr= \$1300)	Not included (HHS \$595/visit 4x/yr=\$2380, HES \$195/visit 4x/yr= \$780)



YOUR PARTNERS IN COMPLIANCE.

PEST MANAGEMENT PROPOSAL



Hamilton Unified School District
620 Canal Street
Hamilton City, CA 95951

Advanced IPM
205 Kenroy Ln. Roseville, CA 95678

Prepared by Advanced IPM
12 / 27 / 2024



Attn: Alan Joksch | Director of Maintenance and Transportation
x6020 | ajoksch@husdschools.org

We would like to thank you and your team for the courtesy extended to us as you consider Advanced IPM as your pest management service provider.

For over four decades Advanced IPM has been implementing proactive pest management programs for school districts such as yours across California and Nevada. Advanced IPM is comprised of specially trained technicians, who hold a variety of licenses, making us a full-service pest management company able to address any pest issues you may face.

The enclosed Advanced Care proposal details our comprehensive services and the strategy we have developed for your school district. Focus has been placed on addressing your needs and protecting your brand. Both corrective and preventative pest management solutions are also emphasized.

Advanced IPM is proud to offer you the resources and expertise of our organization. We trust that you will find the quality, consistency, and depth of our pest management programs and service an unbeatable and compelling combination.

We would welcome an opportunity to become your partner in pest management and are prepared to begin our program. Thank you for your consideration.

Sincerely,

Vince Meden
Commercial Account Manager
916-532-9520
vmeden@advancedipm.com
www.AdvancedIPM.com



I. COMPANY PROFILE

Introduction

Advanced IPM is a DBA of Roseville Termite and Pest Control, Inc. established in 1981. The name Advanced IPM was developed to focus on commercial and industrial clients and to increase our service footprint. Advanced IPM has been an innovator within the pest management industry. As a commercial and industrial specialist, Advanced IPM has developed specialized IPM treatments and programs tailored to the needs of our clients since 1981. Advanced is a full-service company providing all pest management services without sub-contracting. Advanced has received numerous accolades including "Top 100" national rankings in both "PCT Magazine" and "Pest Management Professional". Advanced IPM was also recently recognized as the Number 1 Company, in the "Sacramento Business Journal".

Our History

Since 1981, Advanced IPM has continually demonstrated the importance of the integral relationship between our valued clients and our respected staff through the highest degree of customer service, awareness and passion for our work. As a family owned and operated corporation we are dedicated to the success of our services and our team. Built on a "Service before Self" attitude Advanced IPM has emerged as a leader within the pest control industry.

Our Mission

Advanced IPM is committed to quality service through the exceptional performance of every member of our valued team. Our pledge is to establish lasting relationships with integrity, stability, and distinct professionalism.

Our Approach

Advanced IPM focuses on stable growth to promote long term stability. We will be knowledgeable, trustworthy and passionate in providing pest solutions that are environmentally conscious. We will foster an atmosphere that embraces professionalism and ambition. Advanced IPM will be faithful to continually develop and implement positive advancements that are beneficial for our customers and our staff.



Insurance

Attached

Personnel

Corporation Principals

Brian Romani – President

Client Care Team

Kris Drake – Branch Manager
916-735-2962
kdrake@advancedipm.com

Danny Zunino - Service Supervisor
530-702-0601
dzunino@advancedipm.com

Antonio Ledesma – Primary Service Technician
530-770-1058
aledesma@advancedipm.com

Vince Meden – Commercial Account Representative
916-532-9520
vmeden@advancedipm.com

Client Success Team
916-786-2404
clientsupport@advancedipm.com

Background Checks

All employees of Advanced IPM undergo a rigorous screening process. Advanced employees are required to have no felonies or misdemeanors for the last 7 years. Our background checks are administered by a 3rd party agency screening utilizing social security and driver's license information. Advanced personnel must have a clean DMV. Advanced technicians must successfully pass a pre-employment physical and drug screening process. Advanced also conducts pre-hire and incident related drug testing. All licensed technicians are required to complete a third-party background clearance and fingerprinting screen to obtain a Structural Pest Control License.



Training

Our service technicians hold a variety of specialized licenses including but not limited to field Rep Licenses in Branch II and III. QAL Licenses that allows them to treat for problems that occur away from the structure. Our commercial technicians are trained in IPM principles. Technicians receive classroom and field training on a monthly basis. Advanced technicians also undergo regular blind audits to ensure proper servicing and quality expectations. Technicians are required to show proficiency in the following areas:

- General Pest Control
- Wildlife Management
- Healthy Schools Act (HSA)
- Spill Control
- Laws and Regulations
- Safe Lifting
- Heat Stress
- Principals of IPM
- Weed abatement
- Wasp Biology & Control
- Wood Destroying Organisms
- Storm Water Protection
- How to use a fire extinguisher
- Safe driving techniques
- Personal Protection Equipment
- How to read and use a label and MSDS
- Working in confined spaces
- Specialized training needed to conduct services at various sites
- Commercial Facility Inspection
- SPCB Rodent, Bird, and Bat Proofing
- LEED Certification training

Service Levels

Advanced IPM specializes in commercial and professional work environments. We recognize the sensitivity of sites that are included in this market. We also understand the local laws and ordinances that are unique to California and Nevada. These injunctions such as the EPA issued Endangered Species program for the bay area, are important regulations. Advanced is keenly in tune with the necessary adjustments to remain compliant and still gain control for our clients. Advanced IPM offers an integrated pest management approach. We have been practicing these techniques before it was the standard. As our valued service partner and client, we ensure minimal interruptions to daily operations. Advanced IPM offers a variety of specialized services including but not limited to:

Bird/ Bat Control
Bed Bug Remediation
Vegetation Management
Fly/ Gnat Service
Bee Removal

Termite Control
Pest Waste Removal
LEED Compliance
Yellow-jacket Abatement
Quality Control Programs
General Contracting

Tree/ Shrub Care
Live Animal Trapping
Mosquito Abatement
Rodent Exclusion



Client Safety Program

Awareness

Safety and providing a safe working environment is the responsibility of all employees. All employees are directed to work safely and report any unsafe conditions or unsafe work habits to the safety manager. Advanced IPM is responsible for implementing injury and illness policies. Any questions or comments regarding our illness and injury program should be directed to the Technical Director.

Participation

All employees will participate in this program. All employees will be trained upon hire, and or upon the implementation of this plan, as well as take part in all subsequent training.

Report Hazards

All employees will report all unsafe conditions, work habits, equipment and other hazards to responsible party immediately. This can be done orally or by using the "Unsafe Conditions Form". Employees may turn in this form to their supervisor, the designated Safety Person. No employee will be penalized for reporting any unsafe condition.

Identifying Hazards

Initially: Prior to starting work at any job site, field employees will walk through their job site to identify potential hazards, and to familiarize themselves with their work area.

Daily: All field employees will check their truck and equipment to see that it is in safe working order prior to leaving the shop/house. Any unsafe vehicle or equipment will not leave the yard and must be reported to management/mechanic immediately.

Quarterly: All vehicles, material storage areas, and branch locations will be evaluated for potential work hazard.

Records

Records will be kept in the office for Three years. See the Technical Director for details as to the specific locations.



References

School District Western Placer Unified School District
Address 600 Sixth Street, Lincoln CA 95648
Contact: Thomas Butcher
Phone Number 530-845-1455

School District Glenn County Office of Education
Address 311 South Villa Avenue Willows CA 95988
Contact: Shane Anderson
Phone Number 530-934-6575

School District Marysville Joint Unified School District
Address 1919 B Street Marysville CA 95901
Contact: Doug Trower
Phone Number 530-740-6459

School District Stockton Unified School District
Address 701 N. Madison Street Stockton, CA 95202
Contact: Damon Brown
Phone Number 209-993-3146



II. ADVANCED CARE OVERVIEW

Advanced Care is designed to:

- Provide the best in **pest protection**
- Incorporate sound principles of **Integrated Pest Management (IPM)**
- Deliver the Advanced **CARE** difference - **C**onsistent, **A**ccountable, **R**esponsive and **E**ffective pest management solutions

School districts are prime targets for pest infestations. These pests carry disease, damage products, compromise critical environments and tarnish reputations. Through careful inspection, intelligent treatment strategies and our partnership with our clients to eliminate pest-conducive conditions, Advanced Care provides the confidence that you are protected by the very best.

Integrated Pest Management

Our service strategy is aggressive, leverages an exhaustive arsenal of pest management tools and combines innovative methods with intelligence to target pests at their source. Methods include inspection, sanitation, mechanical, biological, cultural, education and the use of pest management materials only when necessary.

Prevention and inspection are the cornerstones of IPM. Advanced IPM Specialists are specifically trained to identify conditions that attract and support pest activity. Recommendations and proactive strategies to prevent pest infestations are a standard part of our Advanced Care program.

Our objective is to deliver results without disrupting your operations and without putting you, your employees, your students or the environment at risk. With Advanced IPM and Advanced Care, delivering results in educational facilities will be accomplished with a “green” approach.

Consistent Quality

Advanced IPM’s Advanced Care program consistently delivers the level of attentive service and documentation required to satisfy the toughest requirements. Through specialized training that drives consistent, high-quality service; a go-to person for getting it done; and appropriate resources when you need them, you can be assured we will deliver through our highly knowledgeable team.



Consistent Communication and Documentation

As an innovator in providing unparalleled pest management solutions, Advanced IPM utilizes an electronic data reporting system. Electronic verification gives us the ability to deliver a wide range of solutions for communication, documentation and the monitoring of your program's effectiveness.

- Electronic service reports capture essential service details including pest activity, types of pests, sanitation and structural deficiencies, materials used, time and date of service.
- Web-based data allows designated client employees to access service details on a secured site, view trend reports and generate customized summary reports

High-Touch Account Management

Advanced IPM's Advanced Care account management structure guarantees service follow-up and issue resolution. Program changes are handled with professionalism and attention to detail. We dedicate a strategic account resource to mobilize and coordinate our resources and synchronize our service delivery with the goals and objectives of your organization. Our emphasis on proactive communication and closing the loop is backed by an extensive, local and regional network that delivers quick and effective resolution to any issues.



III. SCOPE OF PROPOSED SERVICE

General Pest Control

Exterior

1. Exterior service will be rendered monthly.
2. A visual inspection and evaluation will be performed on all buildings, and adjacent areas on a routine basis. Conditions that may result in pest activity will be documented and brought to the attention of our contact person.
3. Residual treatments will only be applied after all postings and notifications are complete. Treatments will be done on a monthly basis to the foundation, eaves, lights and windows.
4. **Four** tamper resistant bait stations will be placed on the exterior of the Transportation building to monitor and reduce rodent activity on an as needed basis. Devices will be inspected monthly.
5. The Ag building will be treated from the Northwest corner to the Southeast corners on West and South sides on a monthly basis.
6. De-webbing will be performed on a monthly basis around school entrances.
7. The Transportation building will be serviced as needed upon request.



Interior

1. Interior service will be rendered monthly.
2. The interior of the kitchens & food prep areas will be inspected each service visit for conditions that may result in pest activity, all findings will be documented and communicated to our point of contact.
3. Insect monitors will be used in strategic locations to monitor activity in kitchens and food prep areas. Devices will be monitored monthly.
4. **Four** interior rodent devices will be used to monitor pest activity in each of the **two** kitchen/cafeterias. All devices will be bar-coded and placed at strategic locations to maximize the effectiveness. Devices would be scanned and inspected
4. If residual treatments with EPA exempt materials cannot establish control of a pest, a non-organic material will be applied after all postings and notifications are completed and have been posted by the school for the allotted time required by the HSA.

Covered Pests: Ants, Earwigs, Crickets, Centipedes, Silverfish, Spiders, Fleas, Roaches (Non-German), Wasps (Nesting), Rodents (Monitoring Only)

Seasonal Treatment of High School Bleachers & Crow's Nest

- 1) Advanced IPM technician will treat on and under the bleachers and crow's nest at Hamilton High prior to Graduation in June and prior to the opening of Football season in August.



Vegetation Management and Weed Control

Advanced IPM will treat the area from the road to the chain-link fence around both the High School and Elementary School on a Quarterly basis.





Burrowing Rodent Management Plan for School District Facilities

Our comprehensive approach to managing burrowing rodents in your school district focuses on effectiveness, efficiency, and minimal disruption. Here's our structured plan:

Initial Site Preparation: We begin by flattening all visible gopher/moles mounds across the district's properties. If we are dealing with ground squirrels then the burrows would be marked with landscaping flags. If This initial step is critical for accurately monitoring rodent activity and ensuring the effectiveness of subsequent treatments.

Gas Treatment Application: We employ a targeted approach using carbon monoxide and/or dioxide gas to infiltrate the rodents' tunnels and nesting areas. This method is chosen for its efficiency and direct impact on the rodent population.

Continuous Monitoring and Inspection: Regular inspections are conducted to identify new rodent activity. Given the mobility of burrowing rodents, continuous monitoring is essential, especially for properties adjacent to infested areas, to promptly address any new invasions.

Activity Management: After each treatment, new tunnels are treated, and mounds are re-flattened to maintain an accurate record of rodent activity. This allows for ongoing assessment of treatment efficacy and necessary adjustments. Ground squirrel burrows would be back-filled by school maintenance staff and marked with landscaping flags to differentiate new burrow activity from old.

Adaptive Service Frequency: Adjustments to the frequency of service visits are made based on activity levels and require prior approval from the Director of Facilities, ensuring alignment with district policies and budget considerations.

Reporting and Documentation: Detailed service reports are provided after each visit, highlighting actions taken and observations made. These reports are accessible to the Integrated Pest Management (IPM) Coordinator through our online customer portal, facilitating easy review and record-keeping.

Our goal is to provide your school district with a proactive and strategic approach to rodent management, ensuring safe and healthy learning environments.

- 1. Service will be performed weekly for the first four weeks (Initial service plus three follow-up services).**
- 2. Service will be performed on a monthly basis thereafter.**





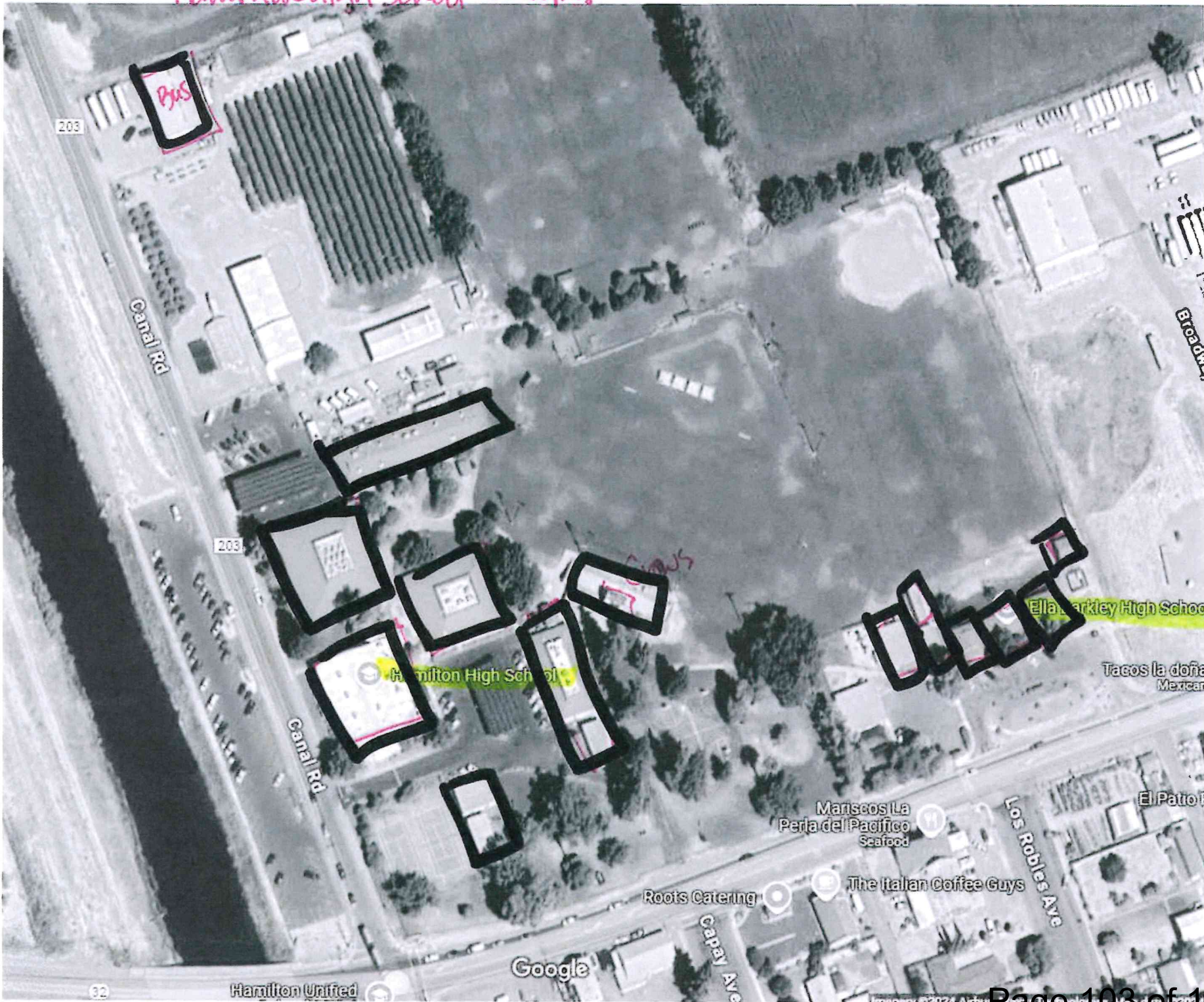
Ground Squirrel Trapping Scope of Service

- Traps are set at \$685 per trap.
- Includes 5 business days of trapping and removal of all captures.
- Advanced IPM to check traps daily.
- Unset trap on Friday and reset on Monday if trapping program goes through a weekend.
- Traps will be removed after 5 days, unless trapping goes for multiple weeks.

Initial trapping program consist of four traps and will run for four weeks.



HAMILTON HIGH SCHOOL CAMPUS



Ella Barkley High School
Preschool Program Sites
←

HAULT EDUCATION CAMPUS SACRAMENTO AVE.





Hamilton Elementary School

TNT Fireworks
Temporarily closed

Hamilton Elementary School



IV. HEALTHY SCHOOLS ACT

EFFECTIVE JANUARY 1, 2001

It is the policy of the state that effective least toxic pest management practices should be the preferred method of managing pests at school sites and that the state, in order to reduce children's exposure to toxic pesticides, shall take the necessary steps, pursuant to this article, to facilitate the adoption of effective least toxic pest management practices at school sites.

School sites are defined as K-12 public schools and public daycare centers. Exempt from this law are post-secondary schools, private schools and private daycare centers

"For purposes of this article, "integrated pest management" means a pest management strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using non-chemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment, are used only after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds. This definition shall apply only to integrated pest management at school facilities."

- This initial portion described above is voluntary to each school. Each school may choose to adopt this state program, reject this state program, or to adopt a more stringent program.
- Also keep in mind that these new statutes apply not only to general pest, ornamental and horticultural pest control but also to treatments for wood destroying pests and organisms.
- All of the Sections which follow are mandatory (NOT Voluntary):



School Pesticide Notice to Parents:

The school site shall maintain pesticide use records for 4 years, and said information shall be made available to the public.

A copy of the “Warning Sign” (described below) or the content therein and the total amount of material used shall be maintained by the school. So by default pest management professionals need to provide this information to their school customers.

Annually school sites shall notify parents of what products will be used during the next year.

The annual notice to parents shall include the opportunity for recipients to register with the school district if they wish to receive notification of individual pesticide applications at the school facility. Persons who register for such notification shall be notified of individual pesticide applications at least 72 hours prior to the application.

The school district designee shall post each area of the school site where pesticides will be applied with a warning sign.

- The warning sign shall prominently display the term “Warning/Pesticide Treated Area” and shall include
 - product name
 - manufacturer’s name
 - United States Environmental Protection Agency’s product registration number
 - intended date and areas of application
 - reason for the pesticide application
- The warning sign shall be visible to all persons entering the treated area
 - shall be posted 24 hours prior to the application
 - remain posted until 72 hours after the application
 - in case of a pest control emergency, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application.
- “Emergency conditions” are those, which the school defines as the immediate use of pesticides, are necessary to protect health and safety.



The parental notification and recordkeeping requirements for schools shall not apply to self-contained bait or trap, to gel or paste deployed as a crack and crevice treatment, pesticides exempted from regulation by the United States Environmental Protection Agency pursuant to FIFRA or to antimicrobial pesticides, including sanitizers and disinfectants.

DPR shall, (pursuant to 13183) by July 1, 2001, promote and facilitate the voluntary adoption of integrated pest management programs for school districts

- (1) Develop criteria for identifying and adopting least-hazardous pest control practices
- (2) Develop a model IPM program guidebook: at a minimum, this guidebook shall include guidance on all of the following:
 - (A) Adopting an IPM policy.
 - (B) Selecting and training an IPM coordinator.
 - (C) Identifying and monitoring pest populations and damage.
 - (D) Establishing a community-based school district advisory committee.
 - (E) Developing a pest management plan for making least-hazardous pest control choices.
 - (F) Contracting for integrated pest management services.
 - (G) Training and licensing opportunities.
 - (H) Establishing a community-based right-to-know standard for notification and posting of pesticide applications.
 - (I) Recordkeeping and program review.
- (b) Make the model program guidebook available to school districts and establish a process for systematically updating the guidebook and supporting documentation.

DPR shall:

- Maintain a website which will include these additional tools.
- Establish a train the trainer program.
- Develop curricula the UC and Cal State system.



What School District and Child Care Staff Need To Know About the Latest Healthy Schools Act Amendments. October 2014.

On September 29, 2014, Governor Brown signed into law Senate Bill 1405 (DeSaulnier). This bill makes amendments to the Healthy Schools Act (HSA) which go into effect on January 1, 2015. These amendments¹ are in addition to the current requirements. Under the new law, **public K-12 schools and licensed child care centers (schoolsites)** must meet three new requirements, briefly described below. DPR will be sending more details about the three requirements in the coming months.

By the start of the 2015/2016 school year, if you plan to apply pesticides that are not exempt from the HSA², you must do the following:

1. Develop an IPM Plan

Use the integrated pest management (IPM) Plan template³ provided by the Department of Pesticide Regulation (DPR) to develop an IPM plan for your school site or school district. The IPM Plan must be posted on the district's or school site's Web site, or, if no Web site exists, sent out to all parents, guardians, and staff with the annual pesticide notice.

2. Report Pesticide Use

Send pesticide use reports not less than annually to DPR for non-HSA exempt pesticides² applied by school employees. Reports are due no later than January 30 for the previous calendar year's data and must be submitted on a form provided by DPR. The first reports are due January 30, 2016, and will include use from January 1, 2015 to December 31, 2015.

After July 1, 2016, you must do the following if you apply any pesticide:

3. Receive IPM Training

Complete DPR-approved training in school IPM and in the safe use of pesticides in relation to the unique nature of schools and children's health **before** applying a pesticide. Each school site's IPM coordinator and all school or child care center employees who will be applying pesticides must receive this HSA training annually. The approved courses that meet this HSA requirement will be listed on the DPR Web site when available.

Note: Professional applicators must also receive this DPR-approved training **before** applying a pesticide at a school site.



V. INTEGRATED PEST MANAGEMENT PLAN

Reducing pesticide exposure is the number one concern when servicing a school site. Inspection, Sanitation and Exclusion, will be a key factor in our program for your school. Communication and record keeping will need to be done at each location. Site logs will be placed at each school for fast review of what type of service was done along with Labels and MSDS for each chemical that may be used.

We have developed the following guidelines for our technicians to follow when servicing any school site.

1. Site log will be reviewed for problem areas.
2. Inspection of kitchens, cafeterias, and designated rooms will be made monthly.
3. Recommendations will be made for any sanitation problem (sample service report enclosed).
4. Technician will help to identify areas of pest harborage and points of entry. Detailed structural analysis and exclusion work will be noted by technician, who can do this work for an additional charge.
5. Chemical applications made with self-contained baits; traps, gels or crack and crevice treatment will be applied only when necessary.
6. Any chemical treatment other than above will need to have WARNING signs posted before application can be made (see enclosed sign).
7. All services will be done when children are out of school, unless an emergency situation should occur.

Bait stations & monitors will be installed in areas not contacted or accessible to the children, faculty or staff. These will be used for control of ants, roaches, earwigs, crickets, silverfish, centipedes and a few other crawling insects. Rodent stations will be used only when needed. All stations will be tamper resistant, anchored and tagged with proper identification of bait inside.



Proposed IPM Plan Details

A. Proposed Methods for Monitoring and Detection:

We will inspect the property each visit. Findings will be logged and reported to our contact. The sanitation and pest control inspection report is designed to help our customers comply with public health. The report will include:

1. Report the extent and location of any pest problems encountered.
2. Identify obvious entry points of rodents or insects.
3. Report structural or environmental deficiencies, serving as actual or potential breeding sites for pests.
4. To note improper storage practices which invites pest harborage and prevents good housekeeping.
5. Report deficiencies in sanitation and other conducive conditions.

We will then set up a monitoring system. One of the most important elements of IPM is the continuous cycle of monitoring, control, and evaluation. A good monitoring program will give you information about all aspects of the pest situation and conditions at the site. Monitoring includes the following:

1. Identifying and locating pests
2. Identifying areas of critical sensitivity
3. Estimating size of pest populations
4. Identifying factors that are contributing to the pest problem

B. Description of Non-Chemical and Chemical Pest Control Methods for Key Pests:

Non-Toxic Control for Ants on the exterior

1. Sanitation around the trash areas will be a key component in controlling ants on the exterior. Smoke and break areas will also need to be kept trash free.
2. Recycle bins should be moved away from the buildings.
3. Power wash these areas daily.
4. Water will need to be adjusted; over watering will put ants on the move.
5. Trees that have fruits on the ground should be picked up daily.
6. Trees that hang over the buildings should be trimmed back as needed.
7. Identify and communicate possible pest entry points leading into the building.



Non-Toxic Control for Ants on the interior

1. Sanitation in the food serving and prep areas is key to controlling ants.
2. Remove available food by storing in plastic containers.
3. Clutter in store rooms or offices will create harborage for ants and should be cleaned regularly.
4. Standing water should be mopped up as needed.
5. Vacuuming food particles and other debris should be done 1 to 2 times a day.
6. Crumbs in computer key boards should be removed weekly or as needed.
7. Rinse soda cans before recycling.
8. Power washing of equipment in kitchens should be done no less than monthly.
9. Power washing of food carts, drains, trash rooms/cans/compactors, loading docks.
10. Grease should be cleaned regularly from oven areas.
11. Employees should be asked to help with the problem by not storing food items in their work areas.
12. Indoor plants should be checked for ant nests and removed if infested.

Material Control for Ants

When a material treatment is needed we would first use the least toxic pesticides on our list. When non-chemical methods are not effective, and application methods are not effective, the technician will escalate to a more potent solution upon approval.



Non-Toxic Control for Rodents on the exterior

1. Exclusion: fill, repair, and /or screen any point of entry 1/4" or more with hardware cloth, IPF foam, stucco patch, door sweeps, rubber seals, steel wool.
2. Cut back trees and pick up any fruit or nuts that have dropped to the ground.
3. Directional fencing-areas that have chain link fencing and surrounded by fields, weave metal strips through the links to prevent rodents from getting through. (This can also be used to funnel rodents to traps or bait stations by leaving holes in strategic places).
4. Do not feed wild animals (bird feeders, cats, etc.)
5. Inspect deliveries before taking into the structure.
6. Set up rodent boxes with T-Rex snap traps inside.

Non-Chemical Control for Rodents on the interior

1. Exclusion on any areas not seen from exterior.
2. Store food in plastic containers.
3. Rotate stored food regularly-use the oldest first.
4. Keep employees from keeping food at their desks.
5. Keep interior perimeter walls accessible for inspection and eliminate rodent harborage.
6. Reduce clutter under sinks, in water heater rooms, and storage areas.
7. Fix plumbing leaks
8. Inspect incoming deliveries again.
9. Set up snap traps or tin cats in areas rodents have been seen.

Material Control for Rodents

1. Set up rodent bait stations in areas that show rodent activity and areas with rodent activity..
2. Bait stations will be secured and tamper-resistant.
3. Bait stations will ideally be placed in areas of low visibility and reduced traffic.

Description of any Structural or Operational Changes that would facilitate the Pest Control Effort:

1. Exclusion: fill, repair, and /or screen any point of entry 1/4" or more with hardware cloth, IPF foam, stucco patch, door sweeps, rubber seals, steel wool
2. Cut back trees and pick up any fruit or nuts that have dropped to the ground
3. Do not feed wild animals (bird feeders, cats, etc.)
4. Fix plumbing leaks
5. Cut ivy and other ground cover away from the building approx 12".
6. Dump trash cans daily or more often if needed
7. Make sure trash areas are clean and free of spill



VI. PRICING OVERVIEW

Location and Service Breakdown

Service Location	Initial Program Installation and First Service Fee	Per Service Fee	# of Annual Services	Annual Subtotal
Hamilton High School 620 Canal St, Hamilton City, CA 95951	\$205.00	\$155.00	11	\$1,910.00
Hamilton Elementary School 277 Capay Ave, Hamilton City, CA 95951	\$195.00	\$145.00	11	\$1,790.00
Ella Barkley High School 300 Sixth Street, Hamilton City, CA 95951	\$145.00	\$95.00	11	\$1,190.00
Hamilton Adult School 535 Sacramento Ave Hamilton City, CA 95951	\$85.00	\$55.00	11	\$690.00

Bleacher & Crow's Nest Treatment	Price	QTY	Subtotal
Hamilton High School 620 Canal St, Hamilton City CA 95951	\$395.00	2	\$790.00

Total \$790.00



Weed Control Service	Per Service Fee	# of Annual Services	Annual Total
Hamilton High School 620 Canal St, Hamilton City CA 95951	\$345.00	4	\$1,380.00
Hamilton Elementary School 277 Capay Ave, Hamilton City CA 95951	\$325.00	4	\$1,300.00

Ground Squirrel Trapping	Price for FOUR Traps	Number of Weeks	Subtotal
Hamilton High School	\$2,740.00	4	\$10,960.00

Gopher Control	Initial Program Installation and Three Follow-up Services	Per Service Fee	# of Annual Services	Annual Subtotal
Hamilton High School	\$2,872.00	\$359.00	11	\$6,821.00



Equipment Type	Price	QTY	Subtotal
Interior non-toxic devices (Tin Cats)	\$12.00	8	\$96.00
Anchored, tamper-resistant bait station (with lock)	\$20.00	4	\$80.00

Total (plus tax) \$176.00

Callbacks: **Two** callback (services needed for covered pests outside of scheduled service day) is included per month at each location. Additional callbacks can be serviced for a fee of \$165.00 per issue.

Program Excludes: Bed bugs, birds, bats, wood destroying organisms, de-webbing, live animal trapping, and ag related services are all excluded from this scope of service but can be proposed upon request.

The service fees above are for the **Advanced IPM Program** as described in this proposal. These fees include all labor and material necessary to perform the service. Device pricing subject to manufacturer increases.

Rodents: Unless explicitly outlined, our basic pest management program does not cover rodent control. AIPM can and will set traps/monitors on a short-term basis as a courtesy to help determine the activity level and potential next steps. If/when rodent control is included as part of the service program, the following expectations must be understood and agreed to by all parties:

Infestations resulting from any long-term issue not previously known by AIPM, sanitation, cultural, or structural deficiencies will be subject to further inspection and supplemental charges for the inspection, control, and exclusion of rodents. If a client fails to address or allow AIPM to help correct documented conducive conditions, AIPM cannot be responsible for controlling rodent populations or associated damage.



VII. PURCHASE AGREEMENT TERMS

Agreement

The specifications and pricing contained herein shall remain valid for 30 days from the original date printed on this document.

Fees for services may be revised if material change to specifications or other contract elements are requested and/or required due to changes in state/federal laws or local ordinances during the term of this contract. These fee revisions include, but are not limited to, pests covered, frequencies of service and administrative requirements. In most cases, additional service requests for pest activity covered under this agreement will be provided by Advanced IPM at no additional charge assuming the structural and/or sanitation deficiencies, if any, have been corrected by the client within 30 days of the condition reported. If the structural/sanitation deficiencies have not been resolved within 10 days of written notification, Advanced IPM reserves the right to charge additional service fees on a time and material basis for additional service requests between normally scheduled services.

1. Company Cooperation

To ensure maximum effectiveness of your pest control service, your cooperation is necessary. Conditions that are conducive for pests, or unacceptable sanitation are not the responsibility of Advanced IPM. The customer shall take all steps necessary to correct such conditions reported to them. Failure to do so may lead to the cancellation of this agreement.

2. Insurance

Advanced IPM will maintain all appropriate insurances throughout the terms of this agreement. The purpose of this service is to prevent damage by pest; however, it is understood that Advanced IPM will not be held responsible should damage occur.

3. Terms of Agreement and Renewal

This agreement shall be effective for an original period of 12 months. After the agreement period, your service will continue automatically on a month to month basis, until cancelled in writing with a 30-day notice. After the agreement period, service fees are subject to change. I/We have read this agreement and hereby authorize Advanced IPM to render a year-round Pest Service if applicable.



4. Payment Terms

Advanced IPM payment terms are NET 30 from date of service unless otherwise agreed to in writing. A charge of 1.5% per month (18% per annum) will be added to any past due accounts. Customer understands that Advanced IPM reserves the right to interrupt for non-payment. Customer will receive notification prior to service interruption. Failure to pay past due amounts will result in the account being turned over to a collection agency. Client will be obligated to pay outstanding balance along with a collection fee not to exceed \$50.00.

5. Proposal Effective Date


This proposal is effective for 30 days from the presentation date.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

Advanced IPM

Rep License Number: FR59767

Print Name & Title Vince Meden

Signature 

Date 12 / 27 / 2024

Hamilton Unified School District

Print Name & Title _____
Signature _____
Date _____



HOBBS

PEST SOLUTIONS, INC.



Hamilton Elementary School
277 Capay Ave
Hamilton City, Ca 95951

Scope of Work:

- **Communication:** Communication is most important when handling services of this type. We will be sure to make contacted before and after each service to insure our communication is always up to date.
- **Location & service type:** The regular services below will be conducted on a Quarterly base. There will be a site binder at each of the locations; which will consist of insurance certificate, scope of services, technician and management contacts, SDS if needed and insect & rodent site logs along with up to date licensing. Your binder will also consist of your Quarterly service reports that are printed and place in the binders after each service. The services offered through this proposal consist of weed control and gopher & mole control.
- **Weed control:** The service will consist of treatment around all fence lines, open parking areas, around edges and the base of trees. The services will consist of pre-emergent being applied once or twice a year depending on activity. Our services will be conducted quarterly to insure the regrowth is minimal to none. We will provide a posting before each service and our products will be sent to the Healthy schools act via pest reports each time.
- **Gopher & mole control:** The service will consist of repellent be applied in areas available along with baits when seen necessary. Our services will also include a smoke machine that injects carbon monoxide into the ground.

Weed control pricing options:

1x a year = \$1,200.00 (optional)

2x a year = \$500.00 per visit (optional)

4x a year (Quarterly) = \$195.00 per visit (this one will provide the best results)

Gopher & Mole control:

1x a year = \$1,500.00 (optional)

2x a year = \$600.00 per visit (optional)

4x a year (Quarterly) = \$225.00 (this one will provide the best results)

SERVICE NOTES: The services will be conducted quarterly. After each service the reports will be placed in the binders on site for your records.



Hamilton High School
620 Canal St
Hamilton City, Ca 95951

Scope of Work:

- **Communication:** Communication is most important when handling services of this type. We will be sure to make contacted before and after each service to insure our communication is always up to date.
- **Location & service type:** The regular services below will be conducted on a Quarterly base. There will be a site binder at each of the locations; which will consist of insurance certificate, scope of services, technician and management contacts, SDS if needed and insect & rodent site logs along with up to date licensing. Your binder will also consist of your Quarterly service reports that are printed and place in the binders after each service. The services offered through this proposal consist of weed control and gopher & mole control.
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- **Gopher & mole control:** The service will consist of repellent be applied in areas available along with baits when seen necessary. Our services will also include a smoke machine that injects carbon monoxide into the ground.

Weed control pricing options:

1x a year = \$2,100.00 (optional)

2x a year = \$1,250.00 per visit (optional)

4x a year (Quarterly) = \$595.00 per visit (this one will provide the best results)

Gopher & Mole control:

1x a year = \$2,400.00 (optional)

2x a year = \$1,400.00 (optional)

4x a year (Quarterly) = \$490.00 (this one will provide the best results)

SERVICE NOTES: The services will be conducted quarterly. After each service the reports will be placed in the binders on site for your records.



February 5th, 2025

Hamilton Unified School District
620 Canal St & Capay Ave
Hamilton City, Ca 95951

Attention: To Whom It May Concern;

After doing a very thorough inspection of the properties; I have prepared the following proposal for the best possible pest management services. Please take the time to review the offer and feel free to give me a call with any questions you may have. References are available upon request. Hobbs Pest Solutions, Inc. knows what it takes to provide the best possible pest management services for a facility of this type. Thank you for choosing Hobbs Pest Solutions, Inc. and I look forward to hearing from you in the near future. Again, thank you. "from our family to yours!"

Sincerely;

Buddy Hobbs
OPR: 12968
Owner / Operator
E: bhobbs@hobbspestsolutions.com
P: 530-624-5390
Web: www.hobbspestsolutions.com



Hobbs Pest Solutions, Inc. would like to thank you for taking the time out of your busy schedule to review our proposal. We are a locally owned and operated company. We have been in the pest control & Termite industry providing excellent services for over 30 years and we strive to be the best. We plan to continue that way and I hope you will join what we like to call our community family. Thank you again for taking the time to review our proposal and I hope to work with you in the near future.

"from our family to yours." we appreciate your time!

Sincerely,

A handwritten signature in black ink, appearing to read "Buddy Hobbs", written in a cursive style.

Buddy Hobbs

OPR: 12968

Owner / Operator

E. bhobbs@hobbspestsolutions.com

P: 530-624-5390

Web, www.hobbspestsolutions.com



Hobbs Pest Solutions, Inc. would like to thank you for taking the time out of your busy schedule to review our proposal. We are a locally owned and operated company. We have been in the pest control & Termite industry providing excellent services for over 30 years and we strive to be the best. We plan to continue that way and I hope you will join what we like to call our community family. Thank you again for taking the time to review our proposal and I hope to work with you in the near future.

"from our family to yours," we appreciate your time!

Sincerely,

Buddy Hobbs

OPR: 12968

Owner / Operator

E: bhobbs@hobbspestsolutions.com

P: 530-624-5390

Web: www.hobbspestsolutions.com



December 18th, 2024

**Hamilton Unified School District
620 Canal St
Hamilton City, Ca 95951**

Attention: To Whom It May Concern;

After doing a very thorough inspection of the property; I have prepared the following proposal for the best possible pest management services. Please take the time to review the offer and feel free to give me a call with any questions you may have. References are available upon request. Hobbs Pest Solutions, Inc. knows what it takes to provide the best possible pest management services for a facility of this type. Thank you for choosing Hobbs Pest Solutions, Inc. and I look forward to hearing from you in the near future. Again, thank you. "from our family to yours!"

Sincerely;

Buddy Hobbs
OPR: 12968
Owner / Operator
E: bhobbs@hobbspestsolutions.com
P: 530-624-5390
Web: www.hobbspestsolutions.com



Hobbs Pest Solutions, Inc.
 PO Box 2486
 Oroville, CA 95965
 530-624-5390

Inspection Report

INVOICE #: 192348

WORK DATE: 10/07/2024

BILL-TO 102115

LOCATION 102115

Time In: 10/07/2024 10:15:00 AM

Time Out: 10/07/2024 01:20:48 PM

Customer Signature

Example

Example

Phone:

Phone:
Mobile:

Customer is unavailable to sign
Technician Signature

Ryan Holmes
License #: RA 69129

Purchase Order None
Terms NET 30

Service Description
 Service Monthly

Quantity
 1.00

GENERAL COMMENTS / INSTRUCTIONS

Today I inspected and serviced units; 210 and 158. Please see area comments for full details. I also did the normal service. I did a liquid treatment for General pest activity around all specified weekly buildings. I also serviced all rodent bait boxes, replacing bait as needed. I swept down all accessible spiderwebs on all of the specified buildings. Thank you for allowing us to serve you. - Ryan

CONDITIONS / OBSERVATIONS	Reported	Severity	Responsibility	Reviewed
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None Noted.

PRODUCTS APPLICATION SUMMARY

Material	Lot #	EPA #	A.I. %	A.I. Conc.	Active Ingredient	Finished Qty	Undiluted Qty
Advion Ant Gel Areas Applied: 210 Target Pests: Ants		100-1498	0.0500%	n/a	Indoxacarb	5.0000 Grams	5.0000 Grams
Alpine WSG Areas Applied: 158 Target Pests: German Roaches		499-561	40.0000%	0.2000	Dinotefuran	0.2500 Gallon	5.0000 Grams
Gentrol IGR Areas Applied: 158 Target Pests: German Roaches		2724-351	9.0000%	0.0700	Hydroprene	0.2500 Gallon	0.2483 Fluid Ounce
Termidor SC Areas Applied: Exterior Target Pests: Ants		7969-210	9.1000%	0.0290	Fipronil	3.0000 Gallon	1.2237 Fluid Ounce

PEST ACTIVITY	# Areas	# Devices	Pest Totals
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None Noted.



Hobbs Pest Solutions, Inc.
 PO Box 2486
 Oroville, CA 95965
 530-624-5390

Inspection Report

INVOICE #: 192348

WORK DATE: 10/07/2024

DEVICE INSPECTION SUMMARY

Device Type	# Inspected	Inspected w/Activity	# Skipped	# Replaced
BAIT BOX	10 of 10 (100.00%)	1 of 10 (10.00%)	0	0
-Totals:	10 of 10 (100.00%)	1 of 10 (10.00%)	0	0

AREA COMMENTS

Interior -> 158: I did a liquid treatment for roaches inside this unit. Tenants were prepared.
 Interior -> 210: I inspected and baited for ants inside this unit.

DEVICE INSPECTION EXCEPTIONS

None Noted.

INSPECTION DETAIL

Area	Time	Device	Type	Status	Pest Findings
Exterior -> Trash Area Building 1	11:43:10 AM	X1	BAIT BOX	No Activity	
	11:42:35 AM	X2	BAIT BOX	No Activity	
Exterior -> Trash Area Building 4	11:40:45 AM	X1	BAIT BOX	No Activity	
	11:41:25 AM	X2	BAIT BOX	No Activity	
Exterior -> Trash Area Building 5/6	11:46:02 AM	X1	BAIT BOX	No Activity	
	11:45:29 AM	X2	BAIT BOX	Activity	
Exterior -> Trash Area Building 8	11:47:53 AM	X1	BAIT BOX	No Activity	
	11:47:32 AM	X2	BAIT BOX	No Activity	
Exterior -> Trash Area Building 9	11:50:30 AM	X1	BAIT BOX	No Activity	
	11:49:28 AM	X2	BAIT BOX	No Activity	
Area	Time		Type	Status	Pest Findings
Exterior	11:49:28 AM		Area	No Activity	
Exterior -> Trash Area Building 1	11:42:35 AM		Area	No Activity	
Exterior -> Trash Area Building 4	11:40:45 AM		Area	No Activity	
Exterior -> Trash Area Building 5/6	11:45:29 AM		Area	No Activity	
Exterior -> Trash Area Building 8	11:47:32 AM		Area	No Activity	
Exterior -> Trash Area Building 9	11:49:28 AM		Area	No Activity	
Interior	1:15:50 PM		Area	No Activity	
Interior -> 158	1:14:52 PM		Area	No Activity	
Interior -> 210	1:15:50 PM		Area	No Activity	

PRODUCTS APPLIED



Hobbs Pest Solutions, Inc.
 PO Box 2486
 Oroville, CA 95965
 530-624-5390

Inspection Report

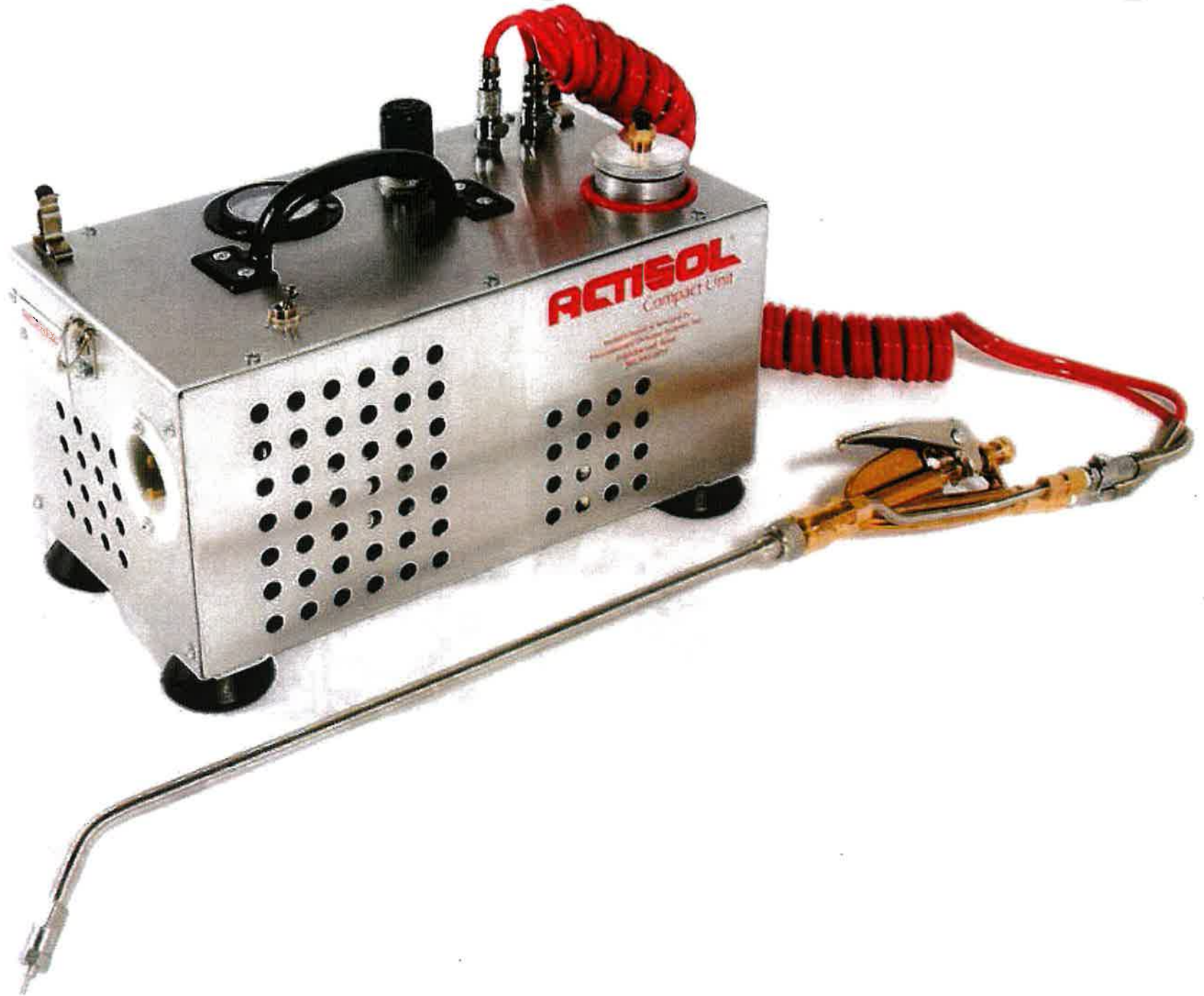
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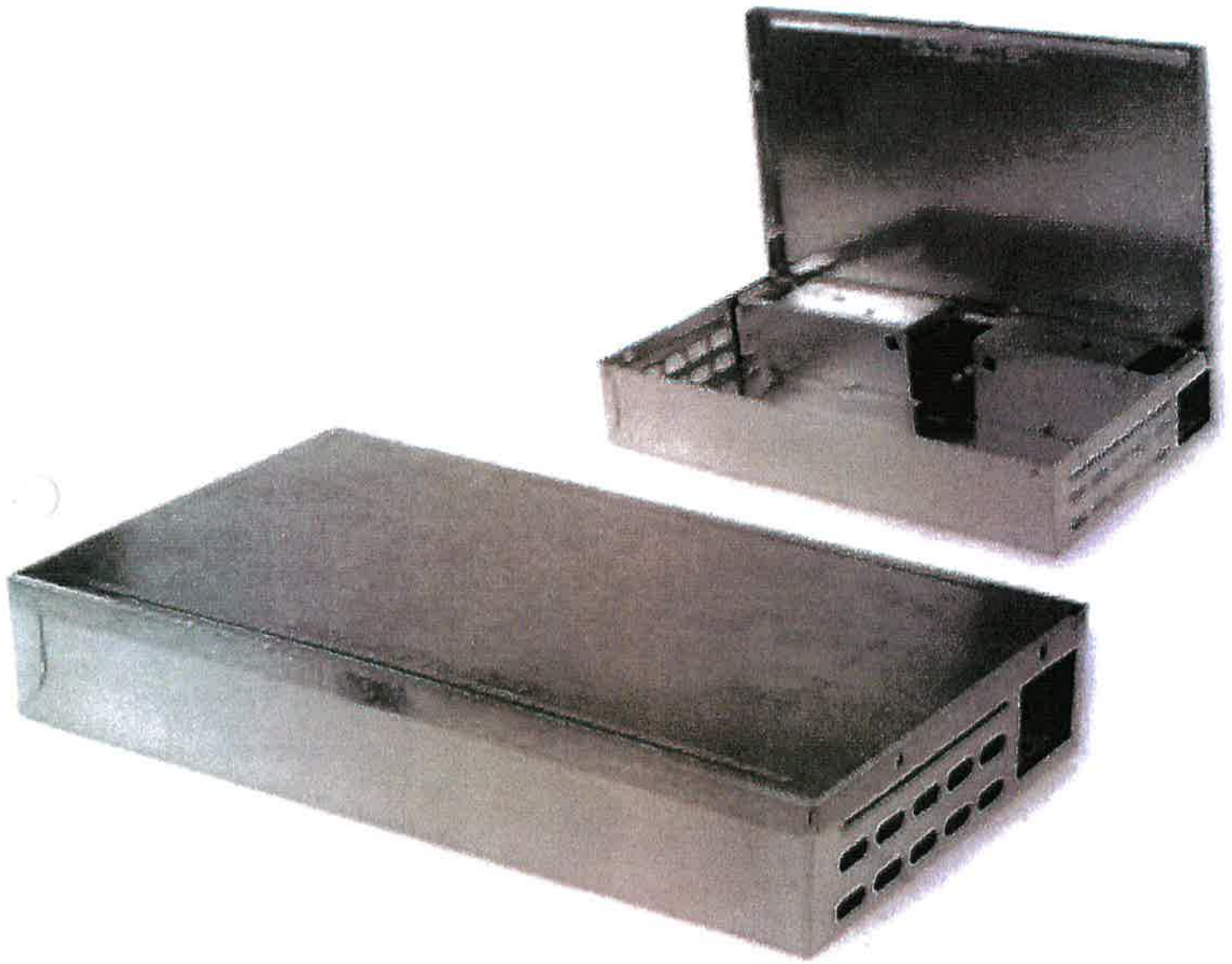
WORK DATE: 10/07/2024

PRODUCTS APPLIED

Material EPA #	A.I. % A.I. Concentration	Finished Qty Undiluted Qty	Application Equipment Application Method	Application Rate Sq/Cu/L Ft	Time Lot #
Termidor SC 7969-210	9.1000% 0.02900000	3.0000 Gallon 1.2237 Fluid Ounce	Applying material with a sprayer		1:13:49 PM
Target Pests: Ants					
Areas Applied: Exterior					
Weather: 0°, 0 MPH					
Alpine WSG 499-561	40.0000% 0.20000000	0.2500 Gallon 5.0000 Grams	Hand Tank Applying material with a sprayer		1:14:12 PM
Target Pests: German Roaches					
Areas Applied: Interior -> 158					
Weather: 0°, 0 MPH					
Gentrol IGR 2724-351	9.0000% 0.07000000	0.2500 Gallon 0.2483 Fluid Ounce	Hand Tank Applying material with a sprayer		1:14:18 PM
Target Pests: German Roaches					
Areas Applied: Interior -> 158					
Weather: 0°, 0 MPH					
Advion Ant Gel 00-1498	0.0500% n/a	5.0000 Grams 5.0000 Grams			1:15:32 PM
Target Pests: Ants					
Areas Applied: Interior -> 210					
Weather: 0°, 0 MPH					



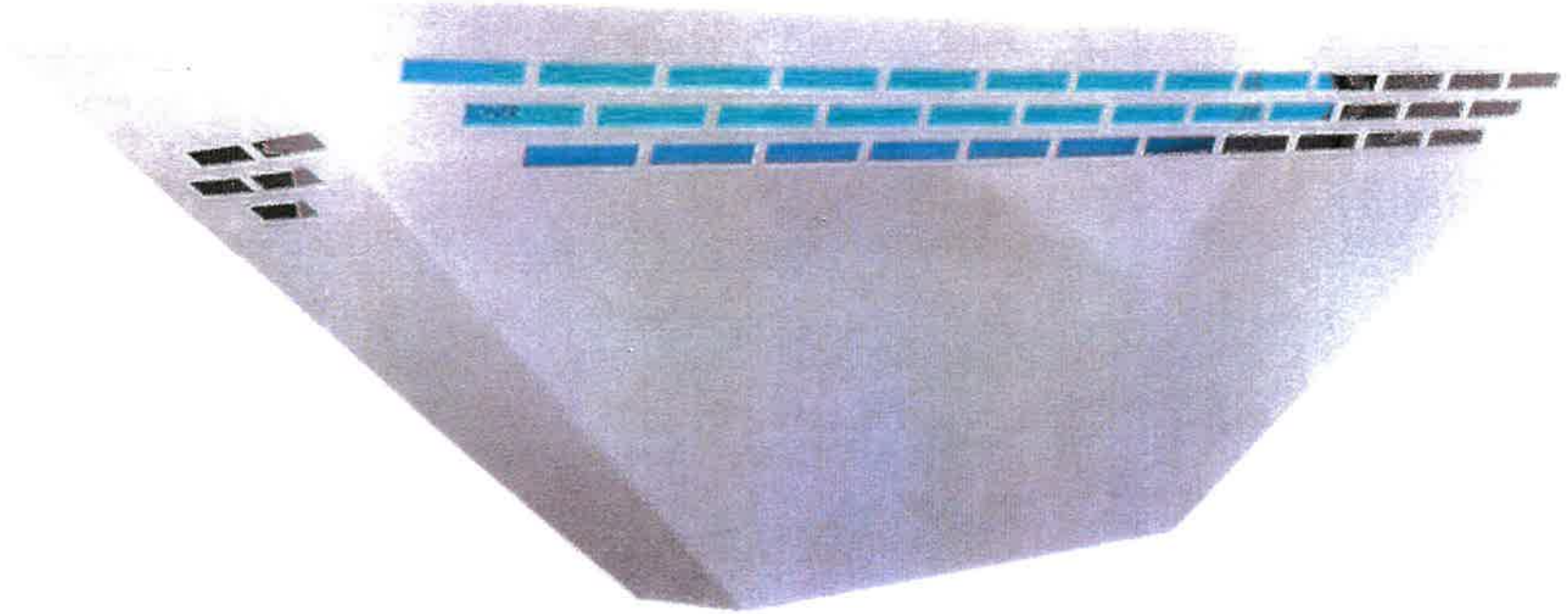




C

C

C



ATC

AUTOMATIC TRAP



BURROW Rx





Orkin Pest Control
629 Entler Ave #43
Chico, Ca 95928
(530) 566-1749
Office@orkinnorcal.com

October 15, 2024

Hamilton Unified School District
Maintenance Building
622 Canal St.
Hamilton City California, 95951

- ◆ Orkin will provide a Monthly Pest Control Service for the control of mice and insects.
- ◆ Orkin will provide additional service at no charge if a pest problem occurs between scheduled visits.
- ◆ Orkin will check in and out with the manager or assigned POC at each service.
- ◆ Orkin will provide a service ticket stating amount of chemical used at each service, Orkin will provide a Logbook that contains Contact Information, Scope of Service/Site Map, Pest Activity Log, Service Tickets and Labels/MSDS.

Price for each proposed site

Initial Service = \$ 50.00

Monthly = \$50.00

Equipment Charge = \$110.00 (one-time fee 2 Exterior bait stations 4 interior tin cats)

Thank you,

James Stephen Hale
Orkin Pest Control



Orkin Pest Control
629 Entler Ave #43
Chico, Ca 95928
(530) 566-1749
Office@orkinnorcal.com

October 15, 2024

Hamilton Unified School District
High School Rodent Service
620 Canal St.
Hamilton City California, 95951

- ◆ Orkin will provide a Monthly Rodent Control Service for the control of mice and rats.
- ◆ Orkin will install and monitor 3 exterior stations around Gymnasium, 3 exterior stations around Cafeteria, 3 exterior stations around Ag shop
- ◆ Orkin will install and monitor 4 interior rodent devices at cafeteria, 2 interior rodent devices in concession area, 4 interior rodent control devices in AG area.
- ◆ Orkin will provide additional service at no charge if a pest problem occurs between scheduled visits.
- ◆ Orkin will check in and out with the manager or assigned POC at each service.
- ◆ Orkin will provide a service ticket stating amount of chemical used at each service, Orkin will provide a Logbook that contains Contact Information, Scope of Service/Site Map, Pest Activity Log, Service Tickets and Labels/MSDS.

Price for each proposed site

Initial Service = \$ 160.00

Monthly = \$160.00

Equipment Charge = \$375 (one-time fee 9 Exterior bait stations 15 interior tin cats)

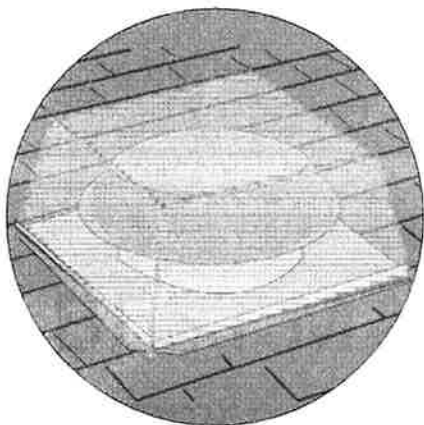
Thank you,

James Stephen Hale
Orkin Pest Control

BEST MANAGEMENT PRACTICES

Commensal Rodents

EXCLUDE



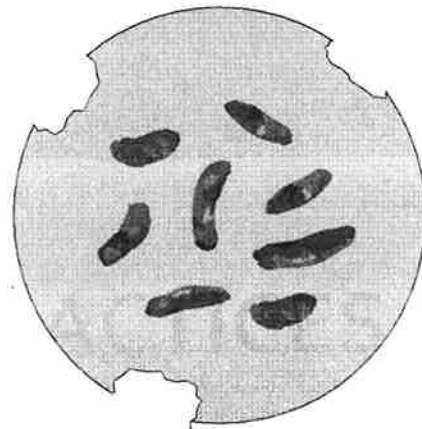
Seal gaps, cover vents, and install door sweeps to prevent access

CLEAN



Improve sanitation habits to remove food, water, and shelter for rodents

MONITOR



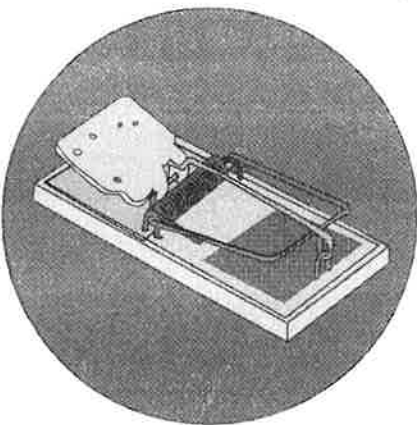
Monitor for rodent activity year-round to avoid infestation

IDENTIFY



Identify rodent species to ensure effective management

TRAP



Set traps in locations where pest activity is found to eliminate rodents

BAIT



Place traps or baits in tamper-proof bait boxes to reduce exposure risks

Visit our website:
www.cdpr.ca.gov

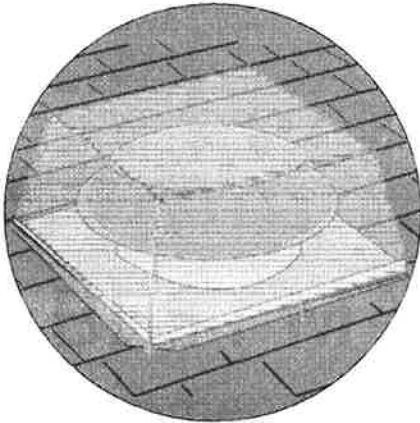
California Environmental Protection Agency
dpr Department of
Pesticide Regulation

Email us at:
school-ipm@cdpr.ca.gov

BEST MANAGEMENT PRACTICES

Commensal Rodents

EXCLUDE



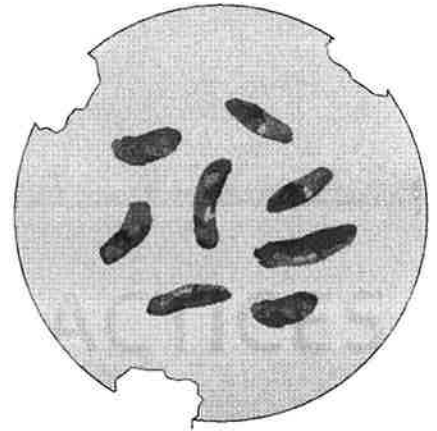
Seal gaps, cover vents, and install door sweeps to prevent access

CLEAN



Improve sanitation habits to remove food, water, and shelter for rodents

MONITOR



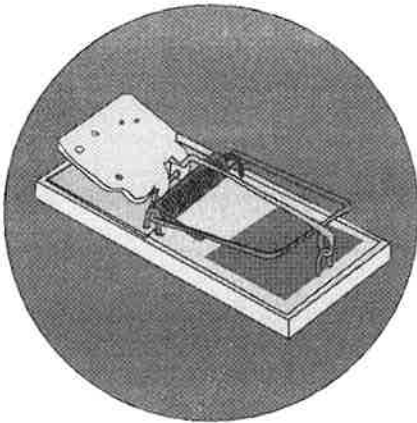
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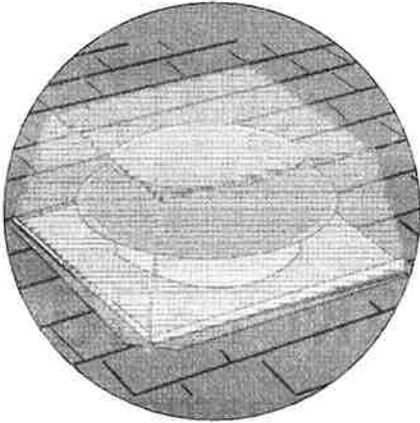
California Environmental Protection Agency
dpr Department of
Pesticide Regulation

Email us at:
school-ipm@cdpr.ca.gov

BEST MANAGEMENT PRACTICES

Commensal Rodents

EXCLUDE



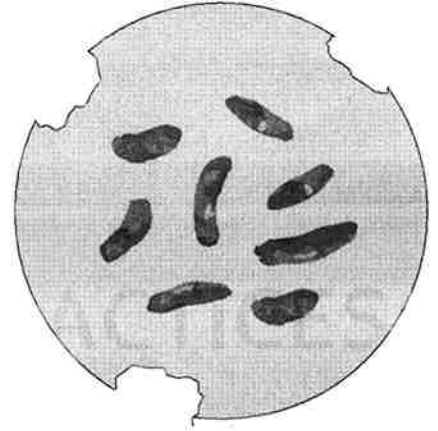
Seal gaps, cover vents, and install door sweeps to prevent access

CLEAN



Improve sanitation habits to remove food, water, and shelter for rodents

MONITOR



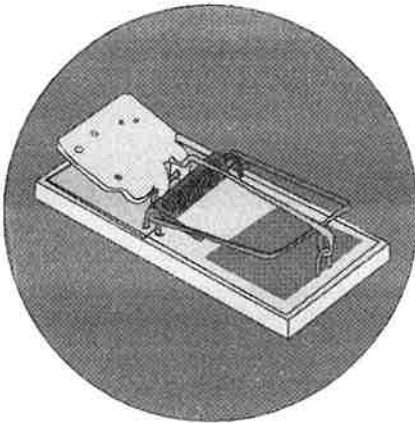
Monitor for rodent activity year-round to avoid infestation

IDENTIFY



Identify rodent species to ensure effective management

TRAP



Set traps in locations where pest activity is found to eliminate rodents

BAIT



Place traps or baits in tamper-proof bait boxes to reduce exposure risks

Visit our website:
www.cdpr.ca.gov

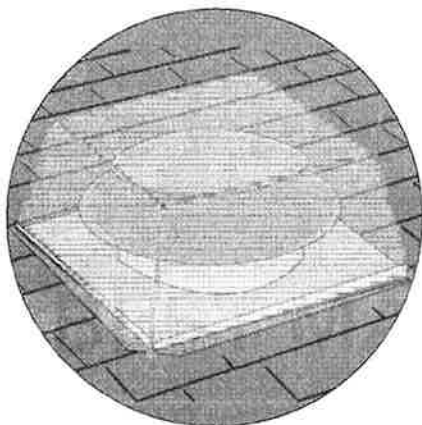
California Environmental Protection Agency
dpr Department of
Pesticide Regulation

Email us at:
school-ipm@cdpr.ca.gov

BEST MANAGEMENT PRACTICES

Commensal Rodents

EXCLUDE



Seal gaps, cover vents, and install door sweeps to prevent access

CLEAN



Improve sanitation habits to remove food, water, and shelter for rodents

MONITOR



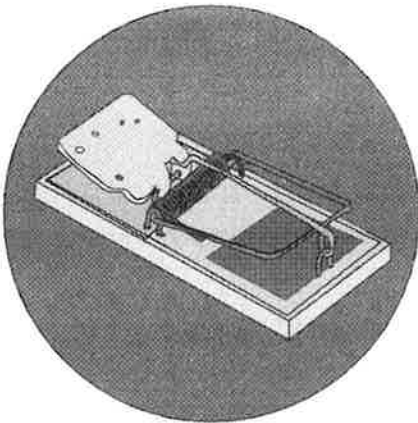
Monitor for rodent activity year-round to avoid infestation

IDENTIFY



Identify rodent species to ensure effective management

TRAP



Set traps in locations where pest activity is found to eliminate rodents

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Place traps or baits in tamper-proof bait boxes to reduce exposure risks

Visit our website:
www.cdpr.ca.gov

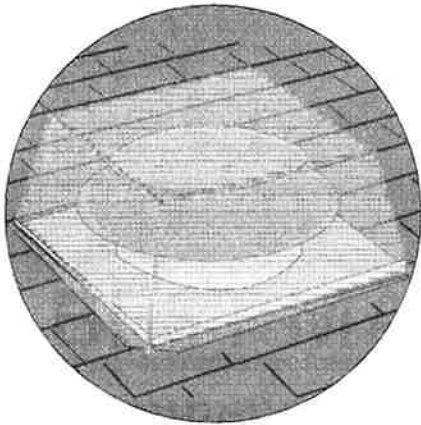
California Environmental Protection Agency
dpr Department of
Pesticide Regulation

Email us at:
school-ipm@cdpr.ca.gov

BEST MANAGEMENT PRACTICES

Commensal Rodents

EXCLUDE



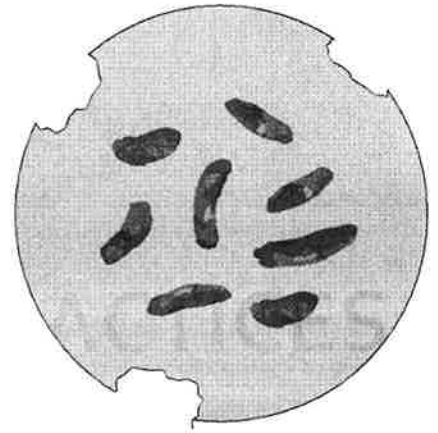
Seal gaps, cover vents, and install door sweeps to prevent access

CLEAN



Improve sanitation habits to remove food, water, and shelter for rodents

MONITOR



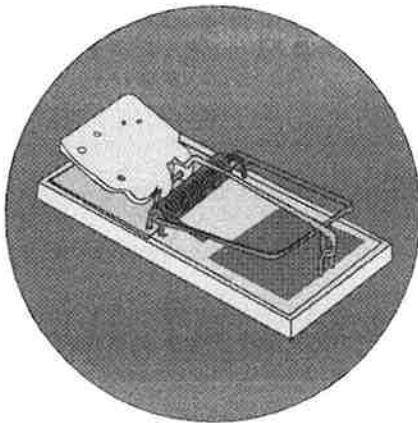
Monitor for rodent activity year-round to avoid infestation

IDENTIFY



Identify rodent species to ensure effective management

TRAP



Set traps in locations where pest activity is found to eliminate rodents

BAIT



Place traps or baits in tamper-proof bait boxes to reduce exposure risks

Visit our website:
www.cdpr.ca.gov

California Environmental Protection Agency
dpr Department of
Pesticide Regulation

Email us at:
school-ipm@cdpr.ca.gov

Classroom Pest Prevention Tips

Keeping pests out will minimize the need for pesticides



<u>DESCRIPTION</u>	<u>TOTAL</u>	<u>DISCOUNT</u>	<u>TAX</u>					
Larry's Comm Service - Monthly	\$200.00	\$0.00	\$0.00					
<i>ELLA, For service at 300 6th St Hamilton City, CA 95951</i>								
<u>DATE</u>	<u>PO #</u>	<u>INV #</u>	<u>TOTAL</u>	<u>DISCOUNT</u>	<u>TAX</u>	<u>ADJUSTMENT</u>	<u>GRAND TOTAL</u>	<u>INVOICE NOTE</u>
2/18/2025	25-040	205603	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00	
<u>DESCRIPTION</u>	<u>TOTAL</u>	<u>DISCOUNT</u>	<u>TAX</u>					
Larry's Comm Service - Monthly	\$80.00	\$0.00	\$0.00					
<i>Hamilton Union High School, For service at 620 Canal St Hamilton City, CA 95951</i>								
<u>DATE</u>	<u>PO #</u>	<u>INV #</u>	<u>TOTAL</u>	<u>DISCOUNT</u>	<u>TAX</u>	<u>ADJUSTMENT</u>	<u>GRAND TOTAL</u>	<u>INVOICE NOTE</u>
2/18/2025	25-040	205595	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	
<u>DESCRIPTION</u>	<u>TOTAL</u>	<u>DISCOUNT</u>	<u>TAX</u>					
Larry's Comm Service - Monthly	\$200.00	\$0.00	\$0.00					
<i>Preschool, For service at 280 6th St Hamilton City, CA 95951</i>								
<u>DATE</u>	<u>PO #</u>	<u>INV #</u>	<u>TOTAL</u>	<u>DISCOUNT</u>	<u>TAX</u>	<u>ADJUSTMENT</u>	<u>GRAND TOTAL</u>	<u>INVOICE NOTE</u>
2/18/2025	25-040	205605	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00	
<u>DESCRIPTION</u>	<u>TOTAL</u>	<u>DISCOUNT</u>	<u>TAX</u>					
Larry's Comm Service - Monthly	\$40.00	\$0.00	\$0.00					

PLEASE REMIT: \$560.00

Pay Now

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General Terms and Conditions

1. **Breach of Contract.** A Party shall be in material breach and default under this Agreement upon one or more of the following events: a) The failure of such Party to properly perform or cause to be performed each and all of its duties and obligations as set forth in this Agreement. b) The breach of any representation, warranty, or covenant of the Party as set forth in this Agreement. c) The filing of a petition of bankruptcy by any Party or its creditors for relief of debt in any jurisdiction. AMERICAN CARPORTS may, if the Buyer fails to pay the full account balance due upon delivery and the Project Start Date, terminate this Agreement upon five business days written notice to the Buyer. On such termination, American Carports may recover from Buyer payment for all work completed and materials delivered and for any loss sustained by it thereon, including, but not limited to, loss of reasonable profit. A written notice must be given by either Party of a material breach of contract for other than for failure of Buyer to make a required payment, with an opportunity to cure within ten days of notice of a material breach of contract. In any dispute regarding this agreement, the prevailing party will be entitled to attorneys' fees as permitted by law.

2. **Notices by either Buyer or American Carports shall be given by certified or registered mail.** Except as to a warranty claim as set forth all notices shall be given to the addresses of Buyer and American Carports as set forth on the first page of this Agreement unless notice of change of address is given. Notices shall be deemed effective when sent.

3. **Time is of the essence in respect to the obligations of each party under this Agreement.**

4. **Transferability.** This Agreement shall be binding upon Buyer and American Carports and their respective successors and assigns. Neither Buyer nor American Carports may assign this Agreement without written consent of the other Party.

5. **Waiver.** The failure of either Buyer or American Carports to exercise any of its rights or options hereunder or to insist upon compliance with the provisions hereof by the other Party shall not constitute a waiver of the provisions and conditions of this Agreement with respect to any other or subsequent breach or waiver by either Party of its right at any time thereafter to require exact and strict compliance hereunder with all the provisions hereof. The rights and remedies are cumulative to those which may be granted by law.

6. **Governing Law.** This agreement shall be governed and construed under and in accordance with the laws of the State of California as an agreement made therein and performed in whole therein.

7. **Formation, Integration, Modification, and Severability.** This contract constitutes the entire understanding and agreement between Buyer and Seller (collectively, the "Parties") with respect to sale, manufacture, and delivery of the Building and related materials (the "Goods"). A separate additional written construction agreement is required for installation of the Building by Seller. a) **Severability.** In the event that any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity of enforceability of the remainder of this Agreement, unless such provision is so material to this Agreement that fulfillment of the Parties' intent is thereby rendered impossible. b) **Integration.** This contract constitutes the entire understanding and agreement between Buyer and the Contractor with respect to installation of the Building and related materials. The terms of this contract are intended by the Parties as a final expression of their agreement with respect to these terms and also as a complete and exclusive statement of the terms. This agreement is a final, complete, and exclusive statement of the agreement of the Parties. No modifications, limitations, waivers or discharge of this agreement or any of its terms shall bind Seller unless in writing and signed by Seller's authorized employee at its home office. Notwithstanding anything to the contrary in this agreement, no modifications, limitation, waiver, or discharge of any provision of this agreement shall affect the Buyer's liabilities to Seller accrued prior thereto. Seller may correct unilaterally any mathematical and typographical errors in this agreement. Typed provisions of this agreement take precedence over printed provisions. A course of performance, course of dealing, or customs in the trade shall not constitute a modification or waiver by Seller of any right by Seller. This agreement is only for the benefit of the Parties, except all disclaimers and limitations applicable to Seller shall be for the benefit of Seller's agents, employees, contractors, and suppliers. If any provisions are determined to apply to third parties, all other provisions, including limitations, waivers, and disclaimers, shall also apply. In the event that any provision of this agreement is held invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity or enforceability of the remainder of this agreement, unless such provision is so material to this agreement that fulfillment of the Parties' intent is thereby rendered impossible.

8. **Attorneys' Fees.** In any dispute regarding this agreement, the prevailing party will be entitled to attorneys' fees as permitted by law.

9. **Prices, Payment, and Risk of Loss.** Prices contained in Seller's published price lists, if any, are subject to change without notice. Prices in individual written quotations or proposals are firm only for a period of thirty days from the date of the quotation, after which Buyer should inquire of Seller as to their validity and request a written confirmation or revision. Prices do not include taxes and Buyer shall pay all applicable sales or other taxes levied with respect to the Goods in this agreement, unless exempt therefrom. All prices are in United States dollars. Buyer shall pay all government fees levied on the installation and inspection of the Goods. Buyer shall pay upon receipt all invoices rendered by Seller for any such items Seller may pay. This agreement is for the manufacture and delivery of fabricated metal structures and the Goods shall be delivered F.O.B. the Buyer's place of delivery. Risk of loss passes to the Buyer upon tender of the Goods to the Buyer. Seller's breach of the agreement shall not affect the passing of the risk of loss to Buyer notwithstanding any provision of law to the contrary. It is Buyer's responsibility to ensure that the Building/carport is covered under Buyer's homeowner or other insurance. It is Buyer's sole responsibility to secure insurance coverage for the Building. Seller may unilaterally increase prices to cover increased costs (plus reasonable overhead and profit) of design, materials, and manufacturing required by changes requested by Buyer after the date of any quotation.

All amounts due on installation or other event which requires the action or cooperation of Buyer which Buyer fails to supply timely shall become due upon such failure. If payment is made by check and the check is returned NSF, Buyer will be responsible for additional expenses incurred by Seller as a result of the returned check. Seller reserves the right to charge additional fees as allowed by law for checks returned NSF. These fees may include a \$35 service charge.

10. **Delivery.** Shipping dates are estimated based on Seller's present engineering and manufacturing capacity and scheduling and may be revised by Seller upon receipt of or scheduling of Buyer's order. All shipping dates are approximate and shall be computed from the date of entry of the order on Seller's books. All shipping dates are further subject to Seller's prompt receipt from Buyer of a written purchase order or acceptance, letter of credit, down payment, and other condition as specified in this agreement, and of all drawings, information, and approvals necessary to provide the Goods and to grant any credit proposed in this agreement. All deliveries will take place at the site where the Building is to be installed, as stated herein above, unless otherwise specified above by the Buyer.

11. **Delay of Shipment or Performance Excused for Various Reasons.** If shipment of any item or other performance by Seller is delayed at the request or due to the fault of the Buyer, the Seller, at its option, may hold the item at the place of manufacture at the risk and expense of the Buyer from the time it is ready for shipment. In the event of any such delay in shipment, full and final payment for an item shall be due and payable thirty days after the Buyer is notified that the item is ready for shipment. If the Seller is unwilling to accommodate Buyer by holding such item, the Buyer shall accept shipment immediately.

12. **Dates for Seller's performance are estimates only.** In addition, the Seller shall not be in default because of its delay or failure to deliver or perform resulting, in whole or in part, from (i) any foreign or domestic embargoes, seizures, acts of God, insurrections, war, or the adoption or enactment of any law, ordinance, regulation, ruling or order, or, (ii) the lack of usual means of transportation, fires, floods, explosions, strikes or any other accidents, contingencies, or events at the Seller's or its supplier's plant or elsewhere (whether or not beyond the Seller's control) which directly or indirectly interfere with, or render substantially more burdensome, Seller's production, delivery, or performance.

13. **Limited Warranty.** Seller warrants, for a period of 20 years from the date of completion of installation, against rust through on the framing only assuming normal user care and maintenance on 12-gauge material only. This warranty does NOT apply to 14-gauge materials. Seller warrants workmanship maintenance for a period of 1 year from date of complete installation, against general leaks, damaged delivered pieces, panels, trim, tubing, doors, braces, repairs and rust to the metal or frame of the building, only assuming normal care and maintenance. a) **Leaks.** Leaks that occur in the roof of the building where metal is fastened to the frame are covered in this 1-year maintenance warranty. i) Overlaps on Horizontal roof panels are not covered on buildings longer than 31ft. ii) No Warranty is provided for leaking at base rail or under the doors. (all doors: overhead, roll-up, and walk-in) iii) Skylights (clear panels) are not covered under the warranty. b) **Wind.** All buildings are installed with the standard rebar rod which does not provide any warranty against wind damage. (Customers may purchase the proper anchoring system, braces and supports which will provide a wind rating and/or warranty.) Wind Warranty is voided when customer uses their own anchors or when the anchors cannot be securely fastened into the ground due to rock or unlevelled ground which does not allow the mobile home anchors to be properly fastened. i) Damages caused by wind to the sheet metal or trim are not covered in the 1-year limited warranty. ii) When a roll-up door or an overhead door is installed; the gap at the top is not a defect; therefore, it is not covered under this warranty. c) **Miscellaneous.** The limited workmanship warranty only applies to defects directly caused by original installation. If the purchaser damages the unit after delivery or installation; then he / she will become responsible to cover the cost of the materials labor to complete the repair. i) Screws. all of our units come with the standard galvanized screws. The color screws to match the color on the siding (metal panels) are available at an additional cost. ii) Additions. Any additions to the unit after a year or more after the original installation; will not have any warranties, nor is going to extend the warranties on the existing unit, or the addition. 1. Any additions decided on site will not have any type of warranties. 2. No additions can be done to units that are 3 years or older. 3. No additions can be performed, if the purchaser doesn't have the original invoice to show that is one of our units. 4. Seller will not add or remove material (s) from units that are not ours. iii) No side jobs are going to be covered under the limited warranty. d) **Repair Claims Procedures.** Any claim under this limited warranty must be in writing and sent to American Carports Inc., 457 N Broadway St, Joshua, TX 76058, and be received within 30 days of discovering the claimed defect. The following must be taken into consideration before any claim can be submitted: i) The claim has to be made by the original purchaser (the person on the contract.) 1. Calls received from another person not included on the contract, will not be processed as a claim. 2. The original purchaser has to give written/verbal authorization for another person to represent them. ii) The purchaser MUST have the original signed invoice to provide to seller, in order to present a claim. iii) American Carports Inc. reserves the right to ask the purchaser for pictures in order to process a claim. iv) The customer has to be aware that after a claim is received, the seller is going to conduct an investigation to determine the possible cause (s) of the issue; and after the research, a resolution is going to be presented. This will apply to any claim including tilted /collapsed units. 1. The seller must have a reasonable opportunity to inspect the claim, purchaser cannot perform any repair prior to said inspection or the terms of the warranty could be voided. v) No made up information is going to be accepted, the purchaser must have the proper proof of contact with any of our customer service personnel. (representative name, voice mail, e-mail, etc.) vi) Rust: The 14-gauge steel option carries a 1 year no rust warranty (main frame material only). The 12-gauge mainframe material 20 year no rust warranty. Both cases, assuming normal care and maintenance. [framing is described as rail, legs, and bows.] Units without any extra material (trusses, hat channels, etc.) written on the contract; are only rated for 30 PSF ground load. Check with your local ordinances before purchasing.

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. k	Date: April 23, 2025
Agenda Item Description: Updated process for employee meal per diem allowance for meal costs incurred while traveling on district business effective 7/1/25.	
<p>Background: Our current employee meal per diem allowances are low. They are currently set at a flat rate of \$12 for breakfast, \$15 for lunch and \$25 for dinner no matter where the conference or training is located. We want to implement an updated process using the GSA U.S. General Services Administration per diem rates and to use the rate that corresponds to the zip code of where the conference or training takes place. For example, downtown Sacramento (95814) rates are as follows: \$22 for breakfast, \$23 for lunch and \$36 for dinner while downtown Redding (96001) is \$16 for breakfast, \$19 for lunch and \$28 for dinner.</p> <p>*The GSA U.S. General Services Administration meal per diem rates are updated annually generally in mid-August and then valid from October 1 through September 30.</p> <p>Note: Per diems are paid to employees if the conference or training doesn't provide meals.</p> <p><i>Board Policy 3350: Travel Expenses</i> discusses travel of district employees.</p>	
Status: Pending Board Approval.	
Fiscal Impact: There will be an increase in costs related to employee meal per diem allowances due to our current meal per diem allowances set below locations that our district employees travel to for conferences and trainings.	
Educational Impact: n/a	
Recommendation: Approve updated process for employee meal per diem allowance for meal costs incurred while traveling on district business effective 7/1/25.	

TRAVEL AND/OR CONFERENCE EXPENSE CLAIM

SECTION A: EMPLOYEE AND CONFERENCE INFORMATION	
Employee Name:	Date:
Name of Conference:	
Date(s) of Conference:	Location:
Date and time of departure: Date: _____ from _____ to: _____ AM/PM	
Date and time of return: Date: _____ from _____ to: _____ AM/PM	
Meals: Breakfast = if departure is prior to 6:00 a.m. —Dinner = If return is after 6:00 p.m.	
If meals are included in conference package, do not include on request for funds.	
BUDGET ACCOUNT:	
Attach copy of registration PO,, or other documentation with details of event such as location, dates, times, daily agenda	Substitute Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No
Funds requested for conference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Request for monies to be advanced must be made <u>three weeks prior to</u> the date needed.	
SECTION B: APPROVAL	
Participation in the above conference approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Superintendent, CBO, or Principal's Signature:	Date:
SECTION C: CLAIM FOR EXPENSE	
Registration (PAID BY DISTRICT) PO number PO# 25-	
Means of travel: <ul style="list-style-type: none"> • <input type="checkbox"/> private car _____ miles driven X \$0.70 per mile = \$ _____ \$ • <input type="checkbox"/> school car • <input type="checkbox"/> airplane (PO# for flight) PO# 25- • <input type="checkbox"/> other _____ (receipts required) 	
Lodging : (PO number for lodging arrangements made by district) PO# 25- <ul style="list-style-type: none"> • No. of days _____ lodging (arrangements made by business department) 	
Meals : <ul style="list-style-type: none"> • Breakfast – up to \$12 per day number of meals _____ \$ • Lunch – up to \$15 per day number of meals _____ \$ • Dinner – up to \$25 per day number of meals _____ \$ 	
Incidentals: parking, tolls, taxi, etc. RECIEPTS REQUIRED FOR REIMB ON RETURN	\$
I certify that the above claim is a true and accurate account of expenditures for the period indicated.	
Claimant's Signature:	Date:

Directions for completing the
Travel and/or Conference Expense Claim Form (Yellow)

This form is used when an employee is going to travel and/or attend a training or conference. It is highly recommended that this form is **completed at least 3 weeks prior to the event** so a check can be processed and provided to the employee prior to the event. If the paperwork isn't submitted in time, a check will still be processed but the employee may not receive until they have returned from the event.

Complete as much of the information in detail paying specific attention to dates and times of departure and return (Example: departing at 8:00am 7/1/24 and returning at 5:00pm 7/5/24).

Your form must be Approved/Signed by the Superintendent, CBO or Principal before it is submitted to the Business Department. This form must be accompanied with a copy of the event registration, calendar and/or other documentation which is needed as back up to process a check.

Indicate a funding source (Budget) for the travel expenses you are claiming. If you don't know, ask a District or Site Supervisor. If you have a travel team leader* you can ask them. Example of funding sources that might be applicable are: Site Funds, Educator Effectiveness, DLIG, MTSS.

Provide the PO numbers on the form that are related to this event – registration, lodging, flights. If you don't know the PO numbers, ask your Site Administrative Assistant or District Accounts Payable/Purchasing. If PO numbers haven't been created yet for registration, lodging or flights, indicate the Requisition number which will start with an R or REQ. It is very important you put the R or REQ before the number so it isn't mistaken with a PO number.

If requesting funds for incidentals like ride-share, fuel in a school car, tolls, parking or other travel expenses; these are not paid in advance; and only paid on your return with receipts. Include PO numbers that you used on this form on your receipts so the reimbursement for the incidentals can be tied to those previous expenditures related to your travel and/or conference.

Sign the form at the bottom before submitting.

*It is highly recommended that a Site Supervisor or one of the attendees of the training/conference be assigned as the travel team leader. This way, one person can gather and coordinate all of the paperwork for registration, lodging, flights and travel/conference expense claim forms which includes submitting requisitions to their Site Administrative Assistant.

**HAMILTON UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING MINUTES**
Hamilton High School Library/Zoom/Facebook Live
620 Canal Street, Hamilton City, CA 95951
Wednesday, March 26, 2025
www.husdschools.org

5:30 p.m.	Public session for purposes of opening the meeting only
5:30 p.m.	Closed session to discuss closed session items listed below (For Board Only)
6:00 p.m.	Reconvene to open session no later than 6:30 p.m.

Hamilton Unified School District Board Meetings are open to the public. Please join the meeting by attending in person or via the livestream on Facebook Live on the District's Facebook Group page or through the below Zoom link or dial by phone as listed below:

Join Zoom Meeting

<https://us02web.zoom.us/j/4968739639?pwd=RUw1Qk5hZFVNTDh3RVFuMm9tVDBCQT09>

Meeting ID: 496 873 9639

Passcode: 123456789



Dial by phone:

+1 669 900 6833 US

Meeting ID: 496 873 9639

Passcode: 123456789

1.0 OPENING BUSINESS: 5:33pm

a. Call to order and roll call

- | | |
|-------------------------------------|--------------------|
| ✓ Hubert "Wendell" Lower, President | ✓ Ray Odom |
| ✓ Genaro Reyes | ✓ Rod Boone, Clerk |
| ✓ Gabriel Leal | |

2.0 IDENTIFY CLOSED SESSION ITEMS: 5:33pm

3.0 PUBLIC COMMENT ON CLOSED SESSION ITEMS: Public comment will be heard on any closed session items. The board may limit comments to no more than three minutes per speaker and 15 minutes per item.

4.0 ADJOURN TO CLOSED SESSION: To consider qualified matters. **5:33pm.**

- Government Code Section 54957, Personnel Issue. To consider public employee, evaluation, reassignment, resignation, release, dismissal, or discipline of a classified and/or certificated employee.
- Government Code Section 54957.6, Labor Negotiations. To confer with the District's Labor Negotiator, Superintendent Jeremy Powell regarding HTA and CSEA negotiations.
- Conference with labor Negotiator Gov. Code sec. 54957.6, subd. (a). Agency designated representative: Dr. Jeremy Powell; Employee Organization: Hamilton Teachers Association.
- Public Employee Performance Evaluation. Government Code section 54957, subdivision (b)(1). Superintendent.

Report out action taken in closed session.

[It was reported out that item 13.c would be moved to 13 a.](#)

5.0 PUBLIC SESSION/FLAG SALUTE: [Jayla Hernandez lead the flag salute.](#)

6.0 ADOPT THE AGENDA: (M)

Motion to adopt the agenda moving item 13.c to item 13. A by Mr. Leal 2nd by Mr. Reyes

Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

7.0 COMMUNICATIONS/REPORTS:

- a. Board Member Comments/Reports
- b. ASB President and Student Council President Reports
 - i. Hamilton High School – Isabel Rivera
 - ii. Hamilton Elementary School – Jayla Hernandez
 - 1. Ms. Hernandez presented.
- c. District Reports (written)
 - i. Technology Report by Frank James
 - ii. Nutrition Services Report by Erendida Moreno
 - iii. Operations Report by Alan Joksch
 - 1. Mr. Joksch presented.
- d. Principal and Dean of Student Reports (written)
 - i. Ulises Tellechea, Hamilton Elementary School Principal
 - 1. Mr. Tellechea presented.
 - ii. Maria Reyes, District Dean of Students
 - 1. Ms. Reyes presented.
 - iii. Cris Oseguera, Hamilton High School Principal
 - 1. Mr. Oseguera presented.
 - iv. Silvia Robles, Adult School
- e. Chief Business Official Report by Kristen Hamman (written)
- f. Superintendent Report by Jeremy Powell (written)
 - i. Dr. Powell presented and recognized the new Athletic Director Jonathon Wilson.

8.0 PRESENTATIONS:

- a. FFA/Ag Department by Janice Lohse
 - i. Students Jackson Alves and Adan Guido presented.
 - ii. Ms. Lohse presented.
- b. MOT Presentation by Alan Joksch
 - i. Mr. Joksch presented.

9.0 CORRESPONDENCE:

- a. None

10.0 INFORMATION ITEMS:

- a. HUSD Enrollment History for 6 years
 - i. Dr. Powell reviewed.
- b. Bond Status: Fund 21 Update
 - i. Dr. Powell reviewed.
- c. Mid-Year LCAP Report
 - i. Dr. Powell reviewed.
- d. Staff Bios: New Staff
 - i. Ms. Moreno introduced new employee Yesenia Ortiz Cisneros.
- e. Demographic Analysis & Enrollment Projections Study
 - i. Rob Murray with King Consulting presented.

11.0 DISCUSSION ITEMS:

- a. None

12.0 PUBLIC COMMENT: Public comment on any item of interest to the public that is within the Board’s jurisdiction will be heard (agenda and non-agenda items). The Board may limit comments to no more than three minutes per speaker and 15 minutes per topic. Public comment will also be allowed on each specific action item prior to board action thereon.
None.

13.0 ACTION ITEMS:

- a. Approve District Calendar as presented
 - i. Dr. Powell reviewed.

Motion to approve District Calendar by Mr. Boone 2nd by Mr. Leal Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- b. Discuss and Approve Recipient for the 2025 Educator Hall of Fame
 - i. Dr. Powell reviewed and discussion was held.

Motion to nominate Joe Mello and Deb Sioux by Mr. Boone 2nd by Mr. Leal Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- c. Approve New District Pest Control
 - i. Mr. Lowell recused himself during this item and left the meeting.
 - ii. Dr. Powell reviewed.
 - iii. Mr. Joksch reviewed.

Motion to table item to the April 23, 2025 meeting by Mr. Odom 2nd by Mr. Boone Motion Carried 4-1 ABSTAIN

Leal: AYE	Lower: ABSTAIN
Boone: AYE	Reyes: AYE
Odom: AYE	

- d. Approve 2024-25 Hamilton Unified School District Transportation Plan
 - i. Dr. Powell reviewed.

Motion to accept Transportation Plan by Mr. Odom 2nd by Mr. Boone Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- e. Approve Form J-13A for Submission to CDE
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Leal Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- f. Approve 2024-25 Education Protection Account (EPA) Budget and Spending Plan
 - i. Ms. Hamman reviewed.
 - ii. Dr. Powell reviewed.

Motion to approve by Mr. Boone 2nd by Mr. Leal Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- g. Approve 2024-2025 HUSD Extended Learning Opportunities Plan Update
 - i. Dr. Powell reviewed.

Motion to approve by Mr. Odom 2nd by Mr. Boone

Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- h. HHS Athletics Master Plan Project Update and Approval
 - i. Dr. Powell reviewed.

- ii. Alan Chambers and Carlo Pane with Eagle Architects presented.

Motion to approve Priority 1 with lighting, fencing and turf; Priority 2 will become Priority 5; Priority 5 will become Priority 2; and minimal work will be done with Priority 3 by Mr. Leal 2nd by Mr. Reyes

Motion Carried 4-1 NO

Leal: AYE	Lower: AYE
Boone: NO	Reyes: AYE
Odom: AYE	

- i. HES Playfield Improvement Project Update and Approval

- i. Sarah Crosley with Melton Design Group presented.
 - ii. Julie Kistle with A-Line presented.
 - iii. Discussion was held.

Motion to approve by Mr. Leal 2nd by Mr. Reyes

Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- j. Authorize Superintendent to Enter Into Amended Contract with Melton Design Group for work on the HES Track & Field Project

- i. Dr. Powell reviewed.

Motion to approve by Mr. Odom 2nd by Mr. Boone

Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- k. Approve Board Policy 5030 with Changes

- i. Dr. Powell reviewed.

Motion to approve by Mr. Leal 2nd by Mr. Reyes

Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- l. CSBA Policies review for second readings and approval

- i. Board Policy 5144.1 – Suspension and Expulsion/Due Process
 - ii. Board Policy 6163.4 – Student Use of Technology
 - iii. Board Bylaw 9010 – Public Statements
 - iv. Board Bylaw 9012 – Board Member Electronic Communications

- 1. Dr. Powell reviewed.

Motion to approve by Mr. Leal 2nd by Mr. Reyes

Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- m. Adopt Resolution 24-25-109 Acknowledging Five Certifications Required to Submit Moderization Funding Applications (p.)

- i. Dr. Powell reviewed.

Motion to adopt Resolution by Mr. Reyes 2nd by Mr. Leal

Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

14.0 CONSENT AGENDA: Items in the consent agenda are considered routine and are acted upon by the Board in one motion. There is no discussion of these items prior to the Board vote and unless a member of the Board, staff, or public request specific items be discussed and/or removed from the consent agenda. Each item on the consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

- a. Minutes from Regular Board Meeting on February 26, 2025 and Special Board Meeting on March 12, 2025
- b. Warrants and Expenditures
- c. Interdistrict Transfers (new only; elementary students reapply annually).

- i. Out

- 1. Hamilton Elementary School
 - a. None
 - 2. Hamilton High School
 - a. None

- ii. In

- 1. Hamilton Elementary School
 - a. None
 - 2. Hamilton High School
 - a. None

- d. Personnel Actions as Presented:

- i. New hires: Yesenia Ortiz Cisneros Child Nutrition Assistant/Child Nutrition Lead HHS/HES
 - Kendra Cueyo Computer Literacy Instructor (Bilingual in Spanish) Adult Ed

- ii. Resignations/Retirement/Release/Position Change:

- Vanessa Esparza-Esparza Paraeducator/Library Media Technician HES
 - Wendy Perez-Morales Paraeducator/Library Media Technician HES

Motion to approve consent agenda by Mr. Odom 2nd by Mr. Boone.

Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

15.0 ADJOURNMENT: 9:21pm

X

Rod Boone
HUSD Board Clerk

X

Jeremy Powell
HUSD Superintendent

Checks Dated 03/15/2025 through 04/14/2025

Check Number	Check Date	Pay to the Order of	FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDD	Comment	Expensed Amount	Check Amount
40366470	03/26/2025	ALMARAZ, MARICELA		01-7812-0-1110-1000-5200-800-000-00000 CABE MARCH 25-29 MEALS		233.00
40366471	03/26/2025	BASIC EMERGENCY SAFETY TRAININ		12-6105-0-1110-1000-5200-000-000-00000 12-6105-5200 REG MARIA DEL CARMEN FOR CPR TRAINING		125.00
40366472	03/26/2025	BUSWEST - NORTH		01-0000-0-0000-3600-4300-000-000-00000 3600-4300 BUS PARTS-MAINT DEPT OPEN		175.05
40366473	03/26/2025	CALIFORNIA DEPARTMENT OF ED VENDOR# 76562Z		13-5310-0-0000-3700-5890-000-000-00000 13-5310-4300 CAFE COMMODITIES		44.60
40366474	03/26/2025	CALIFORNIA WATER SERVICE CO		01-0000-0-0000-8100-5590-000-000-00000 8100-5590-000/100/300/800 MONTHLY WATER BY SITE		140.52
40366475	03/26/2025	CHICO PERFORMANCES		01-4203-0-1110-1000-5890-800-000-00000 TITLE III LEP 4203 CHICO PERFORMANCE FIELD TRIP		1,048.00
40366476	03/26/2025	CORNELL DISTRIBUTING		13-5310-0-0000-3700-4700-000-000-00000 13-5310-3700-4700/049 MILK/DAIRY CAFES	1,256.50	
				13-5320-0-0000-3700-4700-000-049-00000 13-5310-3700-4700/049 MILK/DAIRY CAFES	620.00	1,876.50
40366477	03/26/2025	COX, ADRIANA E		01-7812-0-1110-1000-5200-800-000-00000 CABE MARCH 25-29 MEALS		233.00
40366478	03/26/2025	DOLLAR GENERAL CHARGED SALES		12-6105-0-1110-1000-4300-000-000-00000 12-6105-4300 OPEN FOR PRESCH SUPPLIES		51.64
40366479	03/26/2025	FASTRAK		01-0000-0-1110-1000-5200-000-000-00000 1/29/25 TOLL	8.00	
				2-19-25 X2 BRIDGES	16.00	24.00
40366480	03/26/2025	FOLLETT CONTENT SOLUTIONS LLC		01-9295-0-1110-1000-4300-100-000-00000 9295-4300 ARPA LIBRARY BOOKS		71.02
40366481	03/26/2025	GLENN COUNTY ROAD SHOP		01-0000-0-0000-3600-5630-000-000-00000 3600-5630 BUS REPAIRS		3,589.02
40366482	03/26/2025	GONZALEZ, MARIA E		01-7812-0-1110-1000-5200-800-000-00000 CABE MARCH 25-29 MEALS		233.00
40366483	03/26/2025	HAMILTON CITY COMMUNITY SVC		01-0000-0-0000-8100-5590-000-000-00000 8100-5590 SEWER-WATER QRTLTY FEES	79.49	

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Checks Dated 03/15/2025 through 04/14/2025

Check Number	Check Date	Pay to the Order of	FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDD	Comment	Expensed Amount	Check Amount
40366483			01-0000-0-0000-8100-5590-300-000-00000	8100-5590 SEWER-WATER QRTLTY FEES	79.49	158.98
40366484	03/26/2025	HAMILTON UNIFIED REVOLVING FND				
			01-0000-0-0000-0000-8699-000-000-00000	REFUND AMERICAN FIDELITY MERCADO		51.97
40366485	03/26/2025	HILLYARD INC				
			01-0000-0-0000-8100-4300-000-000-00000	8100-4300 MAINT DEPT SUPPLIES		1,370.08
40366486	03/26/2025	HUNT & SONS LLC				
			01-0000-0-0000-3600-4392-000-000-00000	3600.4392 DIESEL FUEL		2,563.56
40366487	03/26/2025	LILIANA LOPEZ-ORTA				
			01-7812-0-1110-1000-5200-800-000-00000	PARENT ATTENDEE FOR CABE 2025		233.00
40366488	03/26/2025	MCHUTCHISON				
			01-0350-0-6000-1000-4300-100-054-00000	054 OPEN PO FOR HORTICULTURE A HAUTALA		663.62
40366489	03/26/2025	MISSION UNIFORM & LINEN				
			13-5310-0-0000-3700-5890-000-000-00000	13-5310-3700-5890 CAFE LINEN		210.90
40366490	03/26/2025	ORTIZ, MARIA D				
			12-6105-0-1110-1000-5200-000-000-00000	CPR-FIRST AID TRAINING MEALS & MILEAGE		30.40
40366491	03/26/2025	POWELL, JERIMICHA				
			01-0000-0-0000-7150-5200-000-000-00000	SSDA CONF MEALS & MILEAGE		234.08
40366492	03/26/2025	CALIFORNIA'S VALUED TRUST H/W				
			01- -- - -9571- - - 9572	STAFF H & W INSURANCE	26,579.16	
			01- -- - -9572- - - 9572	STAFF H & W INSURANCE	91,026.03	117,605.19
40366493	03/26/2025	DANNIS WOLIVER KELLEY				
			01-0000-0-0000-7110-5815-000-000-00000	7110-5815 & FD 21 LEGAL FEES		2,765.00
40366494	03/26/2025	LESLIE ANDERSON-MILLS				
			01-0000-0-1110-1000-3701-000-000-00000	1110-1000-3701 L ANDERSON H&W PAYOUT		791.67
40366495	03/26/2025	STANDARD				
			01- -- - -9572- - - 9572-	STANDARD EE INS		374.96
40366496	03/26/2025	AT&T				
			01-0000-0-0000-8100-5590-000-000-00000	8100-5590 MONTHLY PHONE SERVICE	66.68	
			01-0000-0-0000-8100-5590-100-000-00000	8100-5590 MONTHLY PHONE SERVICE	100.00	
			01-0000-0-0000-8100-5590-800-000-00000	8100-5590 MONTHLY PHONE SERVICE	135.48	302.16
40366497	03/26/2025	CALIFORNIA ASSN FFA				
			01-6387-0-3800-1000-5200-100-000-00000	6387-5200 AWARD STUDENTS & FAMILY TO FFA STATE CONF		1,600.00
40366498	03/26/2025	DANIELSEN CO				
			13-5310-0-0000-3700-4300-000-000-00000	13-5310-3700-4300/4700	815.17	

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40366498			13-5310-0-0000-3700-4700-000-000-00000	13-5310-3700-4300/4700	10,644.77	
			13-5310-0-0000-3700-5890-000-000-00000	13-5310-3700-4300/4700	32.00	
			13-5320-0-0000-3700-4300-000-049-00000	13-5310-3700-4300/4700	171.45	
			13-5320-0-0000-3700-4700-000-049-00000	13-5310-3700-4300/4700	1,163.22	12,826.61
40366499	03/26/2025	EWELL EDUCATIONAL SERVICES INC	01-6387-0-3800-1000-5200-100-000-00000	CTEIG 6387 OPEN PO FOR REG, CONF, CONV, ETC.		34.00
40366500	03/26/2025	GLENN COUNTY OFFICE OF ED BUSINESS	01-0000-0-0000-2700-5825-000-000-00000	OPEN PO FOR GCOE FINGERPRINTING OF NEW EMPLOYEES	205.00	
			01-0000-0-0000-9200-8096-000-000-00000	WM FINCH IN LIEU TAXES 23-24 & 24-25	6,286.00	6,491.00
40366501	03/26/2025	GLENN COUNTY PUBLIC WORKS	01-6387-0-3800-1000-5890-100-000-00000	CTEIG 6387 OPEN PO FOR DISPOSABLE SERVICES		82.00
40366502	03/26/2025	GRAINGER	01-0000-0-0000-8100-4300-000-000-00000	8100-4300 MAINT SUPPLIES OPEN		422.52
40366503	03/26/2025	LANGAN, KELLY J	01-0000-0-1110-1000-5200-000-000-00000	DIST TRAVEL SEPT & NOV 2025	26.80	
			01-0000-0-1110-1000-5200-100-000-00000	HS SITE TRAVEL OCT-2025 & JAN-MAR 2025	103.50	
			01-0000-0-1110-1000-5200-100-006-00000	ATH TO MAXWELL NOV 2024	54.94	185.24
40366504	03/26/2025	MCHUTCHISON	01-0350-0-6000-1000-4300-100-054-00000	054 OPEN PO FOR HORTICULTURE A HAUTALA		322.37
40366505	03/26/2025	OFFICE DEPOT INC	01-0000-0-0000-2700-4300-000-000-00000	OPEN FOR DIST SUPPLIES	24.44	
			01-0000-0-1110-1000-4300-100-000-00000	OPEN FOR DIST SUPPLIES	57.51	
			01-0000-0-1110-2420-4300-100-026-00000	OPEN FOR DIST SUPPLIES	38.59	
			01-9150-0-0000-2420-4300-000-000-00000	OPEN FOR DIST SUPPLIES	66.03	186.57
40366506	03/26/2025	ORKIN PEST CONTROL OF NORTHERN CALIF	01-0000-0-0000-8100-5590-000-000-00000	8100-5590 MONTHLY PEST CONTROL SERVICE		560.00
40366507	03/26/2025	PARAMEX SCREENING SERVICE	01-0000-0-0000-3600-5890-000-000-00000	3600-5890 2700-5300 DOT SCREEN & MEMBERSHIP		115.00

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Check Number	Check Date	Pay to the Order of	FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDD	Comment	Expensed Amount	Check Amount
40366508	03/26/2025	PGE		01-0000-0-0000-8100-5590-000-000-00000 8100-5590 MONTHLY POWER/GAS	5,838.73	
				01-0000-0-0000-8100-5590-100-000-00000 8100-5590 MONTHLY POWER/GAS	8,758.09	14,596.82
40366509	03/26/2025	PROPACIFIC FRESH		13-5310-0-0000-3700-4300-000-000-00000 13-5310/5320-3700-4700	223.45	
				13-5310-0-0000-3700-4700-000-000-00000 13-5310/5320-3700-4700	4,430.52	
				13-5320-0-0000-3700-4700-000-049-00000 13-5310/5320-3700-4700	611.67	5,265.64
40366510	03/26/2025	QUILL CORPORATION		01-0000-0-0000-7300-4300-000-000-00000 4300 DIST OPEN FOR HS/DIST SUPPLIES	230.83	
				01-0000-0-1110-1000-4300-000-000-00000 4300 DIST OPEN FOR HS/DIST SUPPLIES	64.32	
				01-0000-0-1110-1000-4300-100-000-00000 4300 DIST OPEN FOR HS/DIST SUPPLIES	133.21	428.36
40366511	03/26/2025	ROBERTSON ERICKSON INC		01-0000-0-0000-8500-6170-800-410-00000 2600-8500-6170-410 HES Athletic Field Surveying		195.00
40366512	03/26/2025	WELLS FARGO VENDOR FINANCIAL SERVICES		01-0000-0-1110-1000-5620-000-000-00000 5620 COPIER LEASES	139.76	
				01-0000-0-1110-1000-5620-100-000-00000 5620 COPIER LEASES	649.80	
				01-0000-0-1110-1000-5620-800-000-00000 5620 COPIER LEASES	747.86	
				01-0000-0-3200-1000-5620-300-000-00000 5620 COPIER LEASES	120.91	
				11-6391-0-4110-1000-5620-000-000-00000 5620 COPIER LEASES	230.46	
				12-6105-0-1110-1000-5620-000-000-00000 5620 COPIER LEASES	120.91	2,009.70
40366744	04/02/2025	FASTRAK		01-0000-0-1110-1000-5200-000-000-00000 TOLLS FOR DIST TRAVEL		16.00
40366745	04/02/2025	GLOBAL OFFICE INC		01-0000-0-1110-1000-4300-000-000-00000 1110-1000-4300/5620 COPIER USEAGE	144.83	
				01-0000-0-1110-1000-4300-100-000-00000 1110-1000-4300/5620 COPIER USEAGE	331.97	
				01-0000-0-1110-1000-4300-800-000-00000 1110-1000-4300/5620 COPIER USEAGE	318.82	
				01-0000-0-3200-1000-4300-300-000-00000 1110-1000-4300/5620 COPIER USEAGE	16.34	
				11-6391-0-4110-1000-4300-000-000-00000 1110-1000-4300/5620 COPIER USEAGE	25.66	
				12-6105-0-1110-1000-4300-000-000-00000 1110-1000-4300/5620 COPIER USEAGE	16.34	853.96
40366746	04/02/2025	HILLYARD INC		01-0000-0-0000-8100-4300-000-000-00000 8100-4300 MAINT DEPT SUPPLIES		1,951.05
40366747	04/02/2025	INDUSTRIAL POWER PRODUCTS		01-0000-0-0000-8100-4300-000-000-00000 8100-4300 MAINT CLEANING SUPPLIES		169.21
40366748	04/02/2025	MELTON DESIGN GROUP INC		01-2600-0-0000-8500-6170-800-410-00000 01-2600/ FD 40 BUDR 410 HES ATHLETIC FIELD DESIGN	6,674.00	

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Check Number	Check Date	Pay to the Order of	FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDD	Comment	Expensed Amount	Check Amount
40366748			21-0000-0-0000-8500-6170-000-408-00000	01-2600/ FD 40 BUDR 410 HES ATHLETIC FIELD DESIGN	5,815.00-	
			40-0000-0-0000-8500-6170-800-410-00000	01-2600/ FD 40 BUDR 410 HES ATHLETIC FIELD DESIGN	2,726.00	3,585.00
40366749	04/02/2025	MISSION UNIFORM & LINEN	13-5310-0-0000-3700-5890-000-000-00000	13-5310-3700-5890 CAFE LINEN		212.30
40366750	04/02/2025	MJB WELDING SUPPLY	01-0350-0-6000-1000-4300-100-053-00000	0350-4300/5890-053 AG-WELDING		735.26
40366751	04/02/2025	O'QUINN, TABETHA J	11-6391-0-4110-1000-4300-000-000-00000	REIMB POWER CORDS, EVENT TABLES		213.35
40366752	04/02/2025	PGE	01-0000-0-0000-8100-5590-800-000-00000	8100-5590 MONTHLY POWER/GAS		9,493.66
40366753	04/02/2025	SHAWN BOWLING	01-0000-0-0000-3600-5890-000-000-00000	3600-5890- BUS DRIVER TRAININGS		300.00
40366754	04/02/2025	VOLTAGE SPECIALISTS	01-0000-0-0000-8100-5630-000-000-00000	8100-5630 ELECTRICAL REPAIRS		950.00
40367042	04/09/2025	ALHAMBRA & SIERRA SPRINGS	01-0000-0-0000-8100-4300-000-000-00000	1110-1000-4300-000/100/300/800 & ADULT ED	59.95	
			01-0000-0-1110-1000-4300-000-000-00000	1110-1000-4300-000/100/300/800 & ADULT ED	70.35	
			01-0000-0-1110-1000-4300-100-000-00000	1110-1000-4300-000/100/300/800 & ADULT ED	105.52	
			01-0000-0-1110-1000-4300-800-000-00000	1110-1000-4300-000/100/300/800 & ADULT ED	134.89	
			01-0000-0-3200-1000-4300-300-000-00000	1110-1000-4300-000/100/300/800 & ADULT ED	24.98	
			11-6391-0-4110-1000-4300-000-000-00000	1110-1000-4300-000/100/300/800 & ADULT ED	51.96	447.65
40367043	04/09/2025	CAMARENA, DIANNA	01-0000-0-0000-2700-5200-800-000-00000	SARB MILEAGE		30.80
40367044	04/09/2025	DANIELSEN CO	13-5310-0-0000-3700-4300-000-000-00000	13-5310-3700-4300/4700	47.47	
			13-5310-0-0000-3700-4700-000-000-00000	13-5310-3700-4300/4700	4,134.78	
			13-5310-0-0000-3700-5890-000-000-00000	13-5310-3700-4300/4700	16.00	
			13-5320-0-0000-3700-4300-000-049-00000	13-5310-3700-4300/4700	44.45	
			13-5320-0-0000-3700-4700-000-049-00000	13-5310-3700-4300/4700	870.73	5,113.43

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40367045	04/09/2025	FLORA FRESH		01-6387-0-3800-1000-4300-100-000-00000 6387-4300-100 CTEIG FAIR. SPRING FLORAL DESIGN		1,424.55
40367046	04/09/2025	GERLINGER STEEL & SUPPLY CO		01-0350-0-6000-1000-4300-100-053-00000 6387 & 0350-4300-053 ANDY MARTIN		683.18
40367047	04/09/2025	HILLYARD INC		01-0000-0-0000-8100-4300-000-000-00000 8100-4300 MAINT DEPT SUPPLIES		318.49
40367048	04/09/2025	INFINITY COMMUNICATIONS & CONS		01-9150-0-0000-2420-5890-000-000-00000 9150-2420-5890 RENEWAL ERATE CONSULT SERV		1,575.00
40367049	04/09/2025	KING CONSULTING		40-0000-0-0000-8500-5890-000-000-00000 40-8500-5890 DEMOGRAPHIC ANALYSIS	724.05	
				40-8500-5890 Prof Services Addendum	512.50	1,236.55
40367050	04/09/2025	LOPEZ-ORTA, LILIANA		01-7812-0-1110-1000-5200-800-000-00000 CABE UBERS REIMB		126.43
40367051	04/09/2025	MJB WELDING SUPPLY		01-6387-0-3800-1000-5890-100-000-00000 0350-4300/5890-053 AG-WELDING		12.71
40367052	04/09/2025	ORLAND HARDWARE		01-0000-0-0000-8100-4300-000-000-00000 8100-4300 MAINT DEPT SUPPLIES OPEN	676.65	
				01-0350-0-6000-1000-4300-100-053-00000 6387 & 0350-4300-100-053 ANDY MARTIN	109.51	
				01-0350-0-6000-1000-4300-100-054-00000 CTEIG/054 OPEN PO FOR SUPPLIES A HAUTALA	402.26	
				01-6387-0-3800-1000-4300-100-000-00000 6387 & 0350-4300-100-053 ANDY MARTIN	508.29	1,696.71
40367053	04/09/2025	PROPACIFIC FRESH		13-5310-0-0000-3700-4700-000-000-00000 13-5310/5320-3700-4700	2,031.32	
				13-5320-0-0000-3700-4700-000-049-00000 13-5310/5320-3700-4700	358.85	2,390.17
Total Number of Checks					66	214,056.21

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	53	187,102.79
11	ADULT EDUCATION	4	521.43
12	CHILD DEVELOPMENT	5	344.29
13	CAFETERIA	8	27,940.15
21	BUILDING	1	5,815.00-
40	SPECIAL RESERVE - CAP PR	2	3,962.55

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		Total Number of Checks	66	214,056.21	
		Less Unpaid Tax Liability		.00	
		Net (Check Amount)		214,056.21	

Includes checks for only Bank Account COUNTY

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