

**HAMILTON UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA**
Hamilton High School Library/Zoom/Facebook Live
620 Canal Street, Hamilton City, CA 95951
Wednesday, May 28, 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:

- a. Call to order and roll call

_____ Hubert "Wendell" Lower, President
_____ Vacant

_____ Rod Boone, Clerk
_____ Ray Odom

_____ Gabriel Leal

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 54957, Personnel Issue. To consider public employee, evaluation, reassignment, resignation, release, dismissal, or discipline of a classified and/or certificated employee.
- b. Government Code Section 54957.6, Labor Negotiations. To confer with the District's Labor Negotiator, Superintendent Jeremy Powell regarding HTA and CSEA negotiations.
- c. Conference with labor Negotiator Gov. Code sec. 54957.6, subd. (a). Agency designated representative: Dr. Jeremy Powell; Employee Organization: Hamilton Teachers Association.
- d. 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 Jokschi (p. 5)
 - iv. Colene Owens Human Resources State and Federal Programs (p. 6)
- d. Principal and Dean of Student Reports (written)
 - i. Ulises Tellechea, Hamilton Elementary School Principal (p. 7)
 - ii. Maria Reyes, District Dean of Students (Handout)
 - iii. Cris Oseguera, Hamilton High School Principal (p. 9)
 - iv. Silvia Robles, Adult School (Handout)
- e. Chief Business Official Report by Kristen Hamman (written) (p. 10)
- f. Superintendent Report by Jeremy Powell (written) (p. 11)

8.0 PRESENTATIONS:

- a. IT Department Presentation (handout)

9.0 CORRESPONDENCE:

- a. None

10.0 INFORMATION ITEMS:

- a. HUSD Enrollment History for 6 years (Handout)
- b. Bond Status: Fund 21 Update (p. 12)
- c. LCAP/Strategic Planning (Handout)
- d. WASC Visiting Committee Mid-Term Report HHS 2025 (p. 13)

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.

13.0 ACTION ITEMS:

- a. Adopt Resolution 24-25-111 Renaming the Seal of Biliteracy to the "Genaro Reyes Seal of Biliteracy" in Honor of Genaro 'Jerry' Reyes (p. 18)
- b. Direct Staff To Proceed With Appointment Or Special Election Process and Establish Subcommittee for Appointment Process (p. 20)
- c. Approve the Form for Public Disclosure of Proposed Collective Bargaining Agreement between HUSD and CSEA for 2025-26 (p. 22)
- d. Approve Tentative Agreement between CSEA and HUSD for the 2025-26 school year. (p. 26)
- e. Approve the Form for Public Disclosure of Proposed Collective Bargaining Agreement between HUSD and HTA for 2025-26 (p. 35)
- f. Approve Tentative Agreement between HTA and HUSD for the 2025-26 school year. (p. 39)
- g. Approve Classified Salary Schedule, Certificated Salary Schedule, Certificated Extra Duty Salary Schedule (based off of Column III, Step I of the 2025-26 Certificated Salary Schedule), Classified Management/Confidential Salary Schedule, Certificated Management Salary Schedule, Chief Business Official Salary Schedule, and the Other Duty (Adult Ed I Teacher only) Salary Schedule containing a 1.5% COLA. (p. 49)
- h. Approve Chief Business Official 2025-28 contract (p. 57)
- i. Approve Superintendent 2025-26 Salary Schedule containing a 1.5% COLA. (p. 64)

- j. Approve Superintendent Contract 2025-2028 (p. 66)
- k. Approve the Transition of Hamilton Elementary to a School Wide 50-50 Dual Language Program (p. 68)
- l. Approve CAFE Professional Learning Services to Facilitate the Development of a DL Master Plan (p. 69)
- m. Approve Adoption of Screener for Reading Difficulties- Multitudes (p. 80)
- n. Approve the 2025-26 MOU with the Boys and Girls Club (p. 81)
- o. Approve Hamilton High School Football Senior Trip (p. 86)
- p. Approve California State Preschool Program Program Self Evaluation Fiscal Year 2024-25 (p. 89)
- q. Adopt Resolution 24-25-110 SB1315 For Small Schools (p. 111)
- r. Approve Declaration of Need for Fully Qualified Educators 2025-26 School year (p. 116)
- s. Approve Architect Selected - Motive Studios for Architectural Services to the District (p. 121)
- t. Approve Contract with JCO Engineering for HES Track and Field Project (p. 153)
- u. Approve Hamilton Elementary Track & Field Project Change order #1 (p. 221)
- v. Approve the Replacement of Shredded Rubber with Pour in Place Fall Protection under HES Exercise Equipment (p. 222)
- w. Approve job description for Director of Community Schools & Family Engagement (p. 225)
- x. Approve job description for School Wellness Counselor (p. 226)

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 April 23, 2025 (p. 233)
- b. Quarterly Report on Williams Uniform Complaints (p. 238)
- c. CIF Designation of Reps (p. 239)
- d. Warrants and Expenditures (p. 240)
- e. 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
- f. Personnel Actions as Presented:
 - i. New Hires:

Courtney Carrier	Cheer Coach	HHS
Maribel Brand	Preschool Assistant	Preschool
Ashley Mulliner	Paraeducator/Library Media Technician	HHS
 - ii. Resignations/Retirement/Release:

Trudy Bryan	K/1st/2nd Grade Teacher (effective after 6/6/25)	HES
Tiffney Simson	JV Girls Basketball Coach	HHS
Chad Young	JV Head Football Coach	HHS

15.0 ADJOURNMENT:

Technology Report

Board Meeting on May 28th 2025

Frank James, Director of Technology

Completed and in Progress Tasks

Technical Support & Repairs:

- Ongoing completion of technology support tickets and troubleshooting districtwide.
- Chromebook repairs performed both in-house and through the device warranty provider.

Security Camera Expansion:

- Security camera installations have been completed and are fully operational at the Ella Barkley GCOE Infant Toddlers site and the HES GCOE Learning Center.
- These enhancements expand surveillance coverage to better support the safety of GCOE and HUSD staff and students.

End-of-Year Preparation:

- Actively preparing for end-of-year technology procedures, including student/staff data rollovers and device management planning.
- Working with our vendors for updated quotes, processing tech contract renewals in preparation for the 2025–2026 school year.

Post-Construction Tech Updates – HHS Room #9:

- Installation of upgraded network switch hardware.
- Troubleshoot any network cable issues from the elimination of all the old classroom workstation locations.
- Possible re-run of new network cables and ensure network switch port to endpoint accuracy.
- Removal of old equipment and unneeded old network lines.
- Set up new Teacher and podium workstations after new classroom furniture arrives.

Server and Equipment Optimization:

- Continued upgrades to the district's imaging server to support Windows 11, in preparation for the end-of-life of Windows 10.
- Firewall updates implemented to enhance cybersecurity districtwide and stay ahead of active exploits and threats.

Device Deployment and Upgrades:

- New device setups for staff and ongoing updates to classroom and office technology across the district.
- Reconfigured the Print server to allow students printing access on specific printers while restricting printing to unauthorized printers. Testing this now in the HHS-Library.

M O T- May, 2025

Maintenance:

- The cement walkway, North of the gymnasium was completed.
- A concrete curb was poured at the elementary, to aid in the playground upgrade project.
- The baseball and softball fields were prepped for the final games of the season.
- We delivered tables and chairs to the Fire Department for events that they held this month.
- The room 9 remodel is wrapping up, and it looks wonderful.
- The HS cafeteria roofing project is well underway.
- We are beginning to clean the campuses as we prepare for graduations and promotions.

Operations:

- Our sub custodian, Juan, continues to be a big help, when needed, as sports and other events are keeping the crew busy.
- We cleaned and set up for the FFA Banquet in the HHS gym.
- We are stocking the supplies needed for summer deep cleaning.
- All fire extinguishers throughout the district were collected for annual servicing and inspection.
- The gym bleachers were given a safety inspection and annual tune up.
- We are preparing to set up the stage for our graduations.

Transportation:

- We have taken Bus 1 to the shop for some electrical repairs.
- CHP performed the yearly school bus inspection and 292 form updates.
- There has been almost non-stop use of vans for spring sports.
- We bussed the track teams as well as baseball and softball to 8 events this month.
- We transported the 8th grade class to six flags for their year end trip.
- We will be transporting the seniors as they go on their rafting excursion.

Human Resources Board Report

May 28, 2025

Jolene Towne, Director of Human Resources & State and Federal Programs

Personnel

- Completed the items requested for the 2024-25 Interim Audit.
- Finalized Extra Duty positions for the 2025–26 school year with site administrators; notifications have been sent to employees.
- Administrators notified their certificated staff of teaching assignments for the 2025-26 school year.
- Supporting administrators and department heads in finalizing end-of-year evaluations for the 2024–25 school year, including timelines for probationary evaluations for new staff.
- Assisting teachers in completing requirements for their CTE Induction Program.
- Working with employees to update expired TB clearances.
- Continued support to school sites in managing employee absences.

Labor Relations

- HTA: The Hamilton Teachers Association approved the 2025–26 Tentative Agreement. The agreement will be in the May 28th Board packet for approval.
- CSEA: The California School Employees Association Chapter #623 approved the 2025–26 Tentative Agreement. The agreement will be in the May 28th Board packet for approval.

Hiring & Recruitment

- Hired & Onboarded:
 - Preschool Assistant, Hamilton State Preschool – Started May 1st.
 - Paraeducator/Library Media Technician, Hamilton High School – Started May 14th.
- Interviews Conducted:
 - Dual Immersion TK/K Teacher, Hamilton Elementary School – Interviews scheduled for May 19th.
- Recently Filled:
 - Cheer Coach, Hamilton High School – Accepted offer.
- In Progress:
 - None.
- Open/Posted Positions:
 - JV Volleyball Coach
 - JV Girls Basketball Coach
 - JV Head Football Coach

Community Schools Grant

- Participated in planning meetings with site leadership, the District Dean of Students, and the Social Services Coordinator to develop job descriptions aligned with grant objectives.
- Job descriptions for these new positions will be in the May 28th Board packet for approval.

Payroll

- Distributed May 9th payroll.
- Began processing 2025–26 employee contracts.

Other

- Webinar opportunity for School Board Members through Golden State Risk Man. Authority.
 - “District Board Member's Duties and District Liability” June 18, 2025 at 10am.
 - Register at:
https://us02web.zoom.us/webinar/register/1717470725273/WN_WmWgs7iEQ3uMNRGL-p-zLQ#/registration

HAMILTON ELEMENTARY SCHOOL

May 28, 2025

Submitted by

Ulises Tellechea, Principal

Grade	Percentage	Grade	Percentage
TK-24	TK- 93.75%	5-47	5-95.90%
K-25	K- 97.48%	6-47	6 -95.44%
1-29	1 -93.60%	7-44	7-96.10%
2-33	2 -99.13%	8-46	8-97.36%
3-49	3 -96.94%	Enrollment: 397 Updated 5/19/25	
4-51	4 - 96.53%		

I would like to take a moment to recognize the loss of your colleague, your friend, our school board member, PTO President, parent, and a true community leader, **Genaro Reyes**. His passing is something none of us were prepared for, and something we will not easily adjust to. Genaro will be deeply missed in our community. We extend our heartfelt condolences and prayers to his family.

Genaro was a constant presence on our campus, especially around this time of year. He truly enjoyed—and played a big role in our end-of-year activities and celebrations. As we move into these final weeks, we carry him in our hearts and honor his legacy through the work we continue to do in service of our students and families.

Classroom/Academic Updates

- **ELPAC Testing** for our English Learner students is fully completed.
- **CAASPP State Testing** is nearly complete. Only a few students need to complete makeup exams.
- **Project Arise:** Our teachers and paraeducators are actively participating in this professional development series focused on literacy instruction. These trainings are being led by the Glenn County Office of Education and are a great opportunity to strengthen our instructional practices.
- Teachers are wrapping up curriculum and beginning preparations to close out the 2024–2025 school year.
- **Summer School** will run from **June 11 – July 3**.
- **Boys & Girls Club Summer Camp** will operate from **June 3 – July 30**.

Campus News

Construction Projects:

- We are *so excited* about the upcoming field and track construction project! This transformation will be a fantastic addition to our campus and a great resource for our students and athletes.
- We're also looking forward to the renovation of our play structures, which will enhance outdoor experiences for our younger students.

Athletics

- **Middle School Soccer:**
 - The Girls' Team won the league championship tournament. Congratulations!
 - The Boys' Team finished second in the tournament, with a strong season overall.
 - Big thanks to our coaches: **Coach Josie Rosales** (Girls) and **Coach Ms. Quiroz** (Boys).
- **Track & Field:**
 - Our team had a great season and finished strong at their final meet in Paradise.
 - Thank you to **Coach Sara Nall** for a great season!

Upcoming Events for Families

- **8th Grade Promotion:**
 - Scheduled for June 5 at 7:00 PM at HHS
- **Kindergarten Promotion:**
 - Scheduled for the morning of June 6 at HES

As we approach the end of the school year, students and staff are energized and working hard to finish strong. Thank you all for your continued support as we celebrate another year of growth, learning, and community.

**Hamilton High School
HUSD Board Report
May 28, 2025**

1. Total 9-12 enrollment 2024-25 (as of 5/19/25): 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. Projected enrolment for 2025-26 as of today is 307+EBHS=320
2. School activities- The Glenn Fair was a rousing success for all, especially our HCFFA students and staff. Several students received top awards in either livestock student projects, floral competitions, or ag mechanic projects. This was the culmination of semester or year-long growth in the specific areas. We held ASB led activities throughout the month with Prom being the centerpiece for many students. The Prom was held May 10 in Capay and about 100 students attended. We also held a Spirit week May 19-23 completing the week with our 2nd Color Dance on Friday May 23. Senior Scholarship Award Night was last held May 27, following the May 22 Senior Project Presentations. Our Senior Trip is planned for May 29-30 and it will be our popular rafting trip and overnight stay on the American River. These are all part of end-of-the year activities for all but in particular our graduating seniors!
3. Graduation is Friday June 6 at 8pm! We expect 59 HHS + about 4 EBHS students to complete their education at HUSD that day in our ceremony!
4. Spring Athletics updates- Spring Sports is complete now and it was a successful season for Baseball, Softball, and Track. For Track, we had a number of students (8) compete in the Division Finals and 4 students run in the 4x800 at the NSCIF Section Finals on May 23. Our Baseball and Softball teams both qualified for playoffs with Softball succumbing in the first round while Baseball lost in the Semifinal. The HHS Shooting Team is continuing its season at the state finals in Kingsburg the weekend of May 31.
5. HHS Staff participated in the WASC Mid-Term Visitation (virtual) on May 15. We are pleased to report a successful report by the Visiting Committee (VC) and we continue on our way towards meeting the recommended areas, addressing and growing as we head towards the next full visit in 2028! Very proud of the students, staff, and others who shared their thoughts with the VC!
6. Projects- The remodel of room 9 which was started during Spring Break is now complete and it is a wonderful change in that classroom! This room will continue as classroom with new tables and chairs for Ms. Hansen but it will also be utilized afterhours for community-based workshops et.al. Also, the cafeteria roof began the week of May 19 and is progressing very well. This has impacted where and how we serve nutrition and lunch to our students but the students have adjusted well and nutrition numbers remain roughly the same. As well, the front office project around the benches and aesthetic covering is underway and we hope to see some wonderful landscaping soon!

Submitted:

Cris Oseguera
Principal

Hamilton Unified School District
General Fund - Unrestricted and Restricted
May 28, 2025 Board Report

	2024-25 Second Interim Budget	2024-25 Year To Date As of 5/19/25	2023-24 Second Interim Budget	2023-24 Year To Date As of 5/19/24
Revenues				
LCFF Sources	\$ 10,857,196	\$ 9,045,273	\$ 10,792,910	\$ 8,859,236
All Other Federal Revenue	\$ 269,169	\$ 230,293	\$ 609,154	\$ 514,087
Other State Revenue	\$ 1,642,145	\$ 1,362,026	\$ 1,648,809	\$ 1,379,565
Other Local Revenue	\$ 231,376	\$ 261,501	\$ 100,368	\$ 263,468
Other Financing Sources	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 12,999,886	\$ 10,899,093	\$ 13,151,241	\$ 11,016,356
Expenditures				
Certificated Personnel Salaries	\$ 4,438,637	\$ 3,660,747	\$ 4,385,195	\$ 3,616,374
Classified Personnel Salaries	\$ 1,765,673	\$ 1,480,037	\$ 1,665,864	\$ 1,390,158
Employee Benefits	\$ 2,616,967	\$ 2,163,077	\$ 2,600,228	\$ 2,176,981
Books and Supplies	\$ 710,581	\$ 456,750	\$ 673,285	\$ 526,553
Travel and Conferences	\$ 128,983	\$ 85,393	\$ 159,038	\$ 83,236
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	\$ 281,269	\$ 330,000	\$ 290,128
Rents/Leases/Repairs	\$ 61,975	\$ 61,041	\$ 109,250	\$ 114,352
Other Operating Expenditures	\$ 550,936	\$ 452,068	\$ 546,512	\$ 443,822
Capital Outlay	\$ 849,523	\$ 360,103	\$ 453,448	\$ 558,093
Other Outgo	\$ 1,844,737	\$ 1,083,043	\$ 1,642,192	\$ 827,729
Interfund Transfers Out	\$ 525,000	\$ -	\$ 525,000	\$ -
Total Expenditures	\$ 14,069,315	\$ 10,309,545	\$ 13,284,479	\$ 10,230,775
Net Increase (Decrease) in Fund	\$ (1,069,429)	\$ 589,548	\$ (133,238)	\$ 785,581
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 May 28, 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

As we approach the final stretch of the 2024–2025 school year, we do so with both gratitude and a sense of loss. Our hearts are heavy as we remember Genaro Reyes—dedicated Board Member, cherished community leader, and steadfast champion for students and families. Genaro’s compassion, integrity, and commitment to Hamilton City have shaped our district in meaningful ways. His presence will be deeply missed, but his legacy will continue to guide and inspire our work.

Amid this time of reflection, we also recognize the achievements and perseverance of our students, staff, and families. With athletics and state assessments concluding, this is a meaningful time to acknowledge the efforts, growth, and resilience demonstrated throughout the year. Let us finish strong, uplifted by the community spirit that Genaro embodied so well.

District Updates:

- Once again, our FFA students shined at the Glenn County Fair! Thank you to our Ag Department (Janice Lohse, Andy Martin, and Ashly Thorpe) as well as all of the staff members!
- Both High School and Elementary campus will be busy this summer with extended summer school and sports camps!
- There are many projects that are underway and planned throughout the District. Our Management and Maintenance teams are working to ensure these projects are completed before school begins, and if not, these projects will cause as little disruption as possible to the campuses.

2025-2026 Budget Update:

The Governor’s revised budget for 2025–2026 is out, and thankfully, education is in a relatively good spot—for now. While the state is facing a \$12 billion shortfall, there aren’t any major cuts to TK–12 education this year:

- **LCFF (Local Control Funding Formula)** is getting a **2.43% cost-of-living increase**.
- **Transitional Kindergarten (TK)** is still a major focus. The state is putting \$2.4 billion toward making sure all four-year-olds have access by Fall 2025.
- **Expanded Learning Opportunities (ELOP-before/after school and summer programs)** got a \$435 million boost, especially for schools serving a lot of low-income students, English learners, and foster youth. This will help HUSD continue to provide extended learning opportunities for our students.
- **Community Schools Grant:** GREAT News!! We were awarded the Community Schools Grant! Over the next five years, we’re set to receive approximately \$2.9 million to support this work.

Kristen and I are attending workshops to get a clearer picture of how this all impacts our students and programs. We’ll keep you posted as we learn more.

Strategic Planning/LCAP:

- 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.
- I am in the process of completing the 2025-2026 LCAP and will present this to you on June 18th for a first review.

Upcoming District Events:

- 6/5: Jr. High Graduation @HHS Stadium
- 6/6: High School Graduation @HHS Stadium

Building Fund 21 (Bond) Expenditures for 2024-25
For May 28, 2025 HUSD Board Meeting
Total Expenditures through May 19, 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 5/19/25				<u>\$ 221,357.79</u>

Mid-cycle Visiting Committee Summary Report

**ACCREDITING COMMISSION FOR SCHOOLS
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES**

FOR

HAMILTON HIGH SCHOOL

**620 Canal Street
Hamilton City, California 95951**

Hamilton Unified School District

March 20-23, 2022

May 15, 2025

Visiting Committee Members

**Karen Anderson, Chairperson
Assistant Principal, Tracy High School, Tracy, Retired**

**Russell Munyan
Teacher, Jackson Junior High School, Jackson**

SUMMARY

Include:

- **Brief summary about the school/program**

Hamilton High School is located in Hamilton City, California, a town with a population of 2,446, approximately ten miles west of Chico. The majority of the school's parents are employed in agricultural-related occupations. Conversely, other parents commute to Chico or Orland for work in service or professional settings. Approximately six percent of the student population identifies as migrants.

A significant portion of students reside outside the district's designated attendance boundaries to access the academic programs offered at Hamilton High School. The school's primary objective is to equip students with the necessary knowledge and skills to complete high school and subsequently pursue post-secondary education.

Hamilton High School provides a diverse range of co-curricular and extracurricular activities, with a substantial number of students actively participating in the Future Farmers of America (FFA) program. Additionally, the school offers theater and band programs, as well as a competitive athletic program.

Over the past three years, enrollment is 304 students, indicating an increase in enrollment. The student demographics are as follows: 70% are Hispanic, 20% are White, and the remaining 10% are multiethnic and Asian. Notably, 53% of the students qualify for Free and Reduced Lunch programs. The school boasts an impressive graduation rate exceeding 96%, and 95% of the students directly enroll in college upon graduating from high school.

- **An updated summary of student academic progress and social-emotional well-being with implications of the data and identified student learner needs.**

Hamilton High School demonstrates a strong track record of academic success, as evidenced by its high graduation rate of over 96%, significantly exceeding the state average. Furthermore, a large majority, over 95%, of graduates pursue post-secondary education directly after high school. Specifically, about 85% attend the local community college, Butte College, taking advantage of the Promise Grant. The remaining 10-15% matriculate to either a CSU or UC campus or opt for vocational programs.

To address academic progress, Hamilton High School has implemented several key strategies:

- **Curriculum Alignment:** The school is focused on aligning ELA and math instruction, curriculum, and assessment with Common Core State Standards. The math department, for instance, has aligned all chapters to standards and uses standard-based grading in Math 1 and Math 2.
- **Data-Driven Instruction:** The school utilizes CAASPP interim assessments and benchmark exams to monitor student progress, guide instruction, and provide opportunities for reteaching.
- **Technology Integration:** The school emphasizes the use of the Google Classroom platform across all departments for assignment posting, resource sharing, and student collaboration.
- **College and Career Readiness:** Counselors provide guidance on A-G requirements and post-high school planning, and the school facilitates access to concurrent and dual enrollment opportunities.

The school serves a rural, low-socioeconomic community with limited access to public transit, social services, and mental health providers. Various challenges were found upon returning to school

after the COVID-19 shutdown, as reported by staff and parents (through local and community input surveys) and students (through the Healthy Kids Survey, local surveys, and Student Superintendent Leadership Team meetings). This context underscores the importance of the school's role in supporting students' social-emotional well-being.

The school has undertaken key initiatives to address these needs:

- Capturing Kids' Hearts: The district provided this training to all staff to build rapport and relationships with students.
- Clayful Services: The school has partnered to provide students with access to online counselors for support with problem-solving and mental health.

The school has taken a proactive approach to supporting students' social and emotional needs. The report suggests that these efforts have contributed to a more positive and supportive school environment.

• **Significant changes and/or developments and the impact on the school, students, and staff**

- Set aside funds used to improve school appearance by painting the gymnasium and building panels, wrapping doors with vinyl, and replacing cafeteria tables and benches. Lights were added along a walking path, hedges removed to provide more open space, and landscaping was updated.
- A large classroom and cafeteria roof renovation, along with a potential HVAC system replacement, are ongoing projects.
- Recent Board-approved project for new all-weather sports track with turf infield
- A library-based intervention teacher and two paraeducators focused on providing intervention support were added, along with a large number of new books to the library.
- An expanded after-school program is currently in the planning stages.

• **School's follow-up process and process used to prepare the mid-cycle report**

- Schoolwide goals tied to WASC.
- WASC discussed at staff meetings.
- New hires oriented regarding WASC.
- Department chairs, site administrator and counselor serve as WASC Leadership Team and meet about once a month.
- Information is shared with all staff after the Leadership meetings.
- Format is planned as the school prepares for the next full WASC visit.

• **Summary of progress on action plan that addresses student and school needs and growth areas for continuous improvement with the impact on student learning.**

1. The school leadership and staff continue to utilize student data, using a data management system to drive curriculum, powerful teaching, staff development, and program effectiveness; thereby increasing student completion of A-G requirements and mastery of the California State Content Standards.

- Staff development provided by the district.
- Teachers use formative and summative assessments.
- Benchmark assessments are used by departments.
- Track student progress of A-G requirements.
- Training provided on technology and how to monitor student progress.
- Curriculum is aligned to California State Content Standards.
- Google classroom is used by departments.

2. The administration and staff continue to utilize Professional Learning Communities to develop various formative and summative assessments to collect,

analyze, and interpret data needed to implement curriculum, powerful teaching, staff development, and program effectiveness; thereby increasing student achievement of the California State Content Standards.

- PLC time used weekly to discuss and develop instructional strategies, analyze data, curriculum, program effectiveness and implement ways to increase A-G completion rate.
- PLC time and school Leadership time used to review WASC report from 2020.
- Worked to align results to improve A-G completion, increasing parent involvement, communication, and articulation with 6-8 teachers.
- Staff members have participated in a wide variety of opportunities for staff development, both at the local level and also outside of the district.

3. The staff, administration and counseling will continue to provide programs and guidance services that inform students of course selection and career/CTE pathways, thereby preparing students for A-G requirements and be college or career ready.

- Counselors meet regularly with students to provide information about graduation requirements, A-G requirements, and class registration.
- Each student has a 4-year path.
- CTE pathways are available to all students.
- Potential new pathway options explored regularly such as Earth Science and Medical Terminology.
- 50 plus students dual enrollment or concurrent enrollment with Butte College
- CALPADS system is used to track A-G completion rates.
- Counselors meet with all incoming 9th graders to discuss graduation requirements, pathway options, and career and college readiness.
- College tour provided by counseling staff, GEAR-UP and CTEIG funding.
- Regular monitoring of student grades and encouragement offered.
- Outside presenters regarding career planning such as health professionals.
- GEARUP STEM Spinning Salmon Project connects students to the local watershed, community and ecologists.
- Partnerships with local colleges and universities.
- Integrate career exploration through senior project.
- School website for information.
- Career Day.

4. The Visiting Committee recommends that the administration create a vehicle for current students, as well as recent graduates, to provide feedback to the school in regard to the school's ability to meet the needs of its students.

- School partnered with UC Davis GEAR UP for the past three years and information is shared with the school regarding student success and needs.
- Current students attend college tours and receive information needed for college plans.
- Alumni Association was re-organized to reach out to former students.
- 70 former students participated in an Alumni Career Day and shared stories of life after high school.

5. Administration and staff will become familiar with all aspects of the WASC process in order to successfully examine the school program.

- Monthly Leadership meetings to discuss WASC process and report
- Staff members serve on Visiting Committees.
- Discuss WASC at staff meetings.
- Common WASC materials folder.

Schoolwide Strengths

1. The staff is dedicated to student success.
2. The school and district have demonstrated a clear commitment to improve both the aesthetics and physical facilities
3. The school has placed community outreach as a primary goal through planning and grants already awarded.
4. The Library has become a community commons, serving for digital literacy, connecting students to resources and providing intervention and peer tutoring during and after school.
5. The school's robust Agriculture program meets the needs of nearly half the student body and continues to expand each year.

Growth Areas for Continuous Improvement

The staff has worked on the school's Action Plan and progress is evident; however, it is important that the staff continue to work together to accomplish all Action Plan steps. The visiting committee validates that progress on the school's Action Plan is evident; however, it is important that the school continue to follow WASC guidelines. The Schoolwide Growth Areas from the 2022 visit will continue to provide direction for the staff as they continue to incorporate all areas of the Action Plan across the curriculum.

The Visiting Committee recommends that the revised Schoolwide Growth Areas will support the staff as they continue to support student success.

1. **The school leadership and staff continue to utilize student data, using a data management system to drive curriculum, Professional Learning Communities, powerful teaching, staff development, and program effectiveness, thereby increasing student completion of A-G requirements and mastery of the California State Content Standards.**
2. **The staff, administration, and counseling will continue to provide programs and guidance services that inform students of course selection and career/CTE pathways, thereby preparing students for A-G requirements and college or career readiness.**
3. **The Visiting Committee recommends that the administration create a vehicle for current students, as well as recent graduates, to provide feedback to the school in regard to the school's ability to meet the needs of its students.**

Additional Areas for Growth:

The Visiting Committee agrees that the school staff is working on all Schoolwide Areas for Growth from the 2022 WASC visit and will continue to infuse the concepts throughout the curriculum. The Visiting Committee added the following:

4. **The district, site administration, and teachers need to develop and implement a collaborative plan for vertical curricular articulation, K-12, in the four core areas of math, science, English, and history to guarantee a well-coordinated and articulated instructional sequence across grade levels.**

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13.a	Date: 05/28/25
Agenda Item Description: A Resolution Renaming the Seal of Biliteracy to the “Genaro Reyes Seal of Biliteracy” in Honor of Genaro ‘Jerry’ Reyes	
Background: Following the recent and heartbreaking passing of Mr. Genaro Reyes Jr., a dedicated Board Member and cherished community leader, the Hamilton Unified School District wishes to honor the memory and legacy of Genaro “Jerry” Reyes in a meaningful and lasting way.	
Status: Pending Board Approval	
Fiscal Impact: N/A	
Educational Impact: N/A	
Recommendation: Adopt Resolution 24-25-111 Renaming the Seal of Biliteracy to the “Genaro Reyes Seal of Biliteracy” in Honor of Genaro ‘Jerry’ Reyes	

HAMILTON UNIFIED SCHOOL DISTRICT

Resolution No. 24-25-111

A Resolution Renaming the Seal of Biliteracy to the “Genaro Reyes Seal of Biliteracy” in Honor of Genaro ‘Jerry’ Reyes

WHEREAS, Genaro "Jerry" Reyes served as a dedicated member of the Hamilton Unified School District Board of Trustees and a passionate advocate for educational excellence, language development, and student opportunity; and

WHEREAS, Mr. Reyes was instrumental in the development and expansion of the District’s Dual Immersion Program, working tirelessly to ensure that students could access an enriching educational experience that honors and builds upon both Spanish and English languages; and

WHEREAS, Mr. Reyes firmly believed in the power of bilingualism and biliteracy to empower students academically, culturally, and professionally, recognizing that the ability to read, write, and speak fluently in both Spanish and English is a lifelong asset; and

WHEREAS, his vision and leadership helped guide Hamilton Unified School District toward becoming a community where multilingualism is not only celebrated but embedded into the academic foundation for future generations; and

WHEREAS, the Seal of Biliteracy recognizes students who have achieved proficiency in two or more languages and directly reflects Mr. Reyes’ values and legacy; and

WHEREAS, the Hamilton Unified School District wishes to honor the memory and legacy of Genaro “Jerry” Reyes in a meaningful and lasting way;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hamilton Unified School District hereby renames the District’s Seal of Biliteracy to be known as the **Genaro Reyes Seal of Biliteracy**.

BE IT FURTHER RESOLVED that this recognition will serve as a lasting tribute to Mr. Reyes’ dedication to multilingual education and his unwavering commitment to ensuring that all students have the opportunity to graduate fluent in both Spanish and English.

PASSED AND ADOPTED by the Governing Board of the Hamilton Unified School District on this 28th day of May , 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. b	Date: 05/28/25
Agenda Item Description: Process For Filling Board Member Vacancy	
<p>Background: On May 1, 2025, Board member Genaro Reyes passed away. This created a vacancy for the remainder of the term to which Mr. Reyes was elected in 2022.</p> <p>The Education Code provides that the Board may either appoint an individual to fill the seat for the remainder of the term (through 2026) or call a special election to fill the seat. The Board must make an appointment or call a special election by June 30, 2025, or the County Superintendent is required to call a special election. In either case, the District would pay the cost of a special election.</p> <p>The Board will receive information about its options and is requested to provide direction regarding which process will be used to fill the seat (appointment or election). If the Board directs staff to move forward with the appointment process, Board Bylaw 9223 requires formation of a Board subcommittee to ensure that applicants are eligible and announce the names of eligible candidates. The Board may also direct that this subcommittee screen applicants.</p>	
Status: Pending Board Approval	
Fiscal Impact: N/A	
Educational Impact: N/A	
Recommendation: It is recommended that the Board provide direction regarding the appointment or special election process to fill the vacancy on the Board and establish a subcommittee for appointment process.	

Processes:

If the board approves appointment of a Board Member here is the proposed timeline:

- May 28: Regular Meeting: Board update and decision between appointment or special election
- May 30: Applications available
- May 30 - June 3: Vacancy/applications publicized
- June 2-13: Application period
- June 13: Last day to submit an application
- June 18-20: Subcommittee meets to determine eligibility and interview questions
- June 18 Special Meeting and/or 25 Regular Meeting: Applicant interviews and appointment
- June 30: **Deadline to make appointment**

If the board approves a special election:

This election must be scheduled on the next established election date that is at least 130 days after the order of the election. The cost of the election is paid by the school district and can be very expensive.

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. c	Date: May 28, 2025
Agenda Item Description: Approve the Form for Public Disclosure of Proposed Collective Bargaining Agreement between HUSD and CSEA for 2025-26.	
Background: The District has reached a tentative agreement with CSEA for fiscal year 2025-26. The agreement includes a change in compensation and Government Code Section 3547.5 requires that the public is made aware of the costs associated with a tentative collective bargaining agreement before it becomes binding on the District. The law established the attached document, known as Assembly Bill (AB) 1200, as the vehicle to detail these costs, and substantiates that the District can meet the financial obligation of the CBA, including certification to this affect by Superintendent, Jeremy Powell, and Chief Business Official, Kristen Hamman. The agreement and accompanying AB 1200 calculations effectively covers CSEA.	
Status: Pending board approval.	
Fiscal Impact: Under the tentative agreement, the actual ongoing District cost of a 1.5% increase in 2025-26 for CSEA can be met by HUSD during the term of the agreement. The total cost increase for salaries and employee benefits in the proposed agreement is \$22,333.	
Educational Impact: None.	
Recommendation: Recommend board approve the Form for Public Disclosure of Proposed Collective Bargaining Agreement between HUSD and CSEA for 2025-26.	

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED
COLLECTIVE BARGAINING AGREEMENT
(AB-1200, Statutes 1991, Chapter 1213)**

Hamilton Unified School District

Government Code Section 3547.5: Before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement including but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer.

Intent of Legislation: To ensure that members of the public are informed of the major provisions of a collective bargaining agreement before it becomes binding on the school district/COE.

**MAJOR PROVISIONS OF PROPOSED AGREEMENT
WITH THE**

California School Employees Association BARGAINING UNIT

To be acted upon by the Governing Board at its meeting on 05/28/25

A. PERIOD OF AGREEMENT:

The proposed bargaining agreement covers the period beginning 07/01/25
and ending 06/30/26
for the following fiscal years 2025-26

B. TOTAL COST INCREASE OF PROPOSED AGREEMENT (SALARIES & BENEFITS)

The total cost increase for salaries and employee benefits in the proposed agreement:

1.	Current-Year Costs Before Agreement	1,707,708
2.	Current-Year Costs After Agreement	1,730,041
3.	Total Cost Increase	22,333
4.	Percentage Increase	1.31%
5.	Cost of 1 % Increase	14,888

C. PERCENTAGE SALARY INCREASE FOR AVERAGE REPRESENTED EMPLOYEE

The total percentage increase in salary, including annual step and column movement on the salary schedule, for the average represented employee under this proposed agreement:

1.	Salary increase (% Increase To Existing Salary Schedule)	1.50%
2.	Step & Column (Average % Increase Over Prior-Year Salary Schedule)	1.50%
3.	TOTAL PERCENTAGE INCREASE FOR THE AVERAGE REPRESENTED EMPLOYEE	3.00%

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED
COLLECTIVE BARGAINING AGREEMENT
(AB-1200, Statutes 1991, Chapter 1213)**

Hamilton Unified School District

**D. PERCENTAGE BENEFIT INCREASE FOR AVERAGE REPRESENTED EMPLOYEE FOR BOTH
STATUTORY AND COUNTY-PROVIDED EMPLOYEE BENEFITS INCLUDED IN THIS PROPOSED
AGREEMENT:**

1.	Cost of Benefits Before Agreement	14,870 /employee
2.	Cost of Benefits After Agreement	14,870 /employee
3.	Percentage Increase in Cost	

E. IMPACT OF PROPOSED AGREEMENT ON DISTRICT RESERVES

State-Recommended Minimum Reserve Level (after implementation of Proposed Agreement)

1.	Based On Total Expenditures in the General Fund of:	\$ 14,069,315.00
2.	Percentage Reserve Level Required for District:	4%
3.	Amount of required minimum Reserve:	\$ 562,772.60

**District UNRESTRICTED Reserves sufficient to meet the minimum recommended level AFTER
IMPLEMENTATION OF PROPOSED AGREEMENT:**

GENERAL FUND RESERVES (Fund 01 Unrestricted ONLY)

4.	Designated for Economic Uncertainties (Accounts 9789)	\$ 1,628,315.00
5.	Unappropriated Amount (Accounts 9790)	\$ 787,828.00
6.	Total Reserves	\$ 2,416,143.00
	Board Designated Reserves for Salary/Benefits (9780)	\$ -

SPECIAL RESERVE FUND 17 (Fund 17 ONLY)

7.	Unappropriated Amount/Designated for Economic Uncertainties (Accounts 9789/9790)	\$ 482,082.00
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TOTAL DISTRICT RESERVES

8.	General Fund & Special Reserve Fund:	\$ 2,898,225.00
9.	Percentage of General Fund Expenditures/Uses	20.60%
	Difference between District Reserves and Minimum State Requirement	\$2,335,452

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED
COLLECTIVE BARGAINING AGREEMENT
(AB-1200, Statutes 1991, Chapter 1213)**

Hamilton Unified School District

F. SOURCE OF FUNDING FOR PROPOSED AGREEMENT

The following source(s) of funding have been identified to fund the proposed agreement

The District will use LCFF funds.

G. FINANCIAL IMPACT OF PROPOSED AGREEMENT IN FUTURE FISCAL YEARS

The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years (including any compensation/noncompensation provisions specified below that have been agreed upon if the proposed agreement is part of a multi-year contract):

The District will use the increase in LCFF projections to fund the current and future years.

H. NARRATIVE OF AGREEMENT

HUSD and CSEA have reached a tentative agreement for a 1.5% increase on the salary schedule for 25-26.

HUSD is in the process of creating the 25-26 Budget, thus it will include the 1.5% salary schedule increase in the Budget. Important budgeting information will be provided to the District on 5/21/25 (May Revise) and will be incorporated into the 25-26 Budget.

CERTIFICATION

To be signed by the District Superintendent AND Chief Business Official when submitted for Public Disclosure and by the Board President after formal action by the Governing Board on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure in accordance with the requirements of AB-1200 and GC 3547.5.

We hereby certify that the costs incurred by the HUSD under this agreement can be met by the HUSD during the term of the agreement.

[Signature]
Hamilton Unified School District Superintendent
(signature)

5-20-25
Date

[Signature]
Christen Hamman
Chief Business Official
(signature)

5/20/25
Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on May 28th, 2025, took action to approve the proposed Agreement with the CSEA Bargaining Unit.

President, Governing Board
(signature)

Date

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. d	Date: 5/28/2025
Agenda Item Description: Approve Tentative Agreement between CSEA Chapter #623 and Hamilton Unified School District for the 2025-26 school year.	
Background: The Classified Unit (CSEA) and Hamilton USD agreed on a Tentative Agreement for 2025-26. Negotiated Articles/Appendixes included: <ul style="list-style-type: none">• Article 4: Organizational Rights (New hire orientation procedures and bargaining unit information sharing)• Article 9: Hours and Overtime (Annual timecard allowance for mandated training and leave provisions for 12-month employees)• Article 12: Holidays (Bolt Day updates)• Article 13: Leaves (Clarification on physician verification for extended sick leave)• Article 14: Discipline (Clarifications on active duty, administrative leave, and due process during disciplinary proceedings)• Article 21: Classification and Salary Assessments (Reclassification and range adjustments for specified positions)• Appendix A: Salary (1.5% increase to the Classified Salary Schedule effective July 1, 2025, and addition of Range 17)• Appendix B: Definitions (“Floating Bolt Day” for 12-month employees)• Appendix C: Driver Qualification Requirements (For the District Universal – Maintenance and Transportation position)	
Status: Pending board approval.	
Fiscal Impact: Changes to Article 10: Pay and Allowances, Article 11: Health and Welfare Benefits and Article 21: Classification and Salary Assessments are accounted/outlined for in Agenda Item.	
Educational Impact: None.	
Recommendation: Recommend board approve the Tentative Agreement 2025-26 between CSEA Chapter #623 and Hamilton Unified School District for the 2025-26 school year.	

TENTATIVE AGREEMENT (TA)
between the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
and its
HAMILTON CHAPTER #623 ("CSEA")
and the
HAMILTON UNIFIED SCHOOL DISTRICT ("DISTRICT")
regarding 25-26
REOPENER NEGOTIATIONS

The California School Employees Association and its Hamilton Chapter #623 ("CSEA") and the Hamilton Unified School District have reached the following Tentative Agreement:

Article 4: Organizational Rights

4.7 BARGAINING UNIT INFORMATION AND NEW HIRE ORIENTATION

4.7.1 DISTRICT NOTICE TO CSEA OF NEW HIRES

4.7.1.1 The District shall provide the CSEA Labor Relations Representative and Chapter President notice of any newly hired employee, within ten (10) days of date of hire, via email. The notice shall include the following information: full legal name, date of hire, classification, and site.

4.7.2 EMPLOYEE INFORMATION

4.7.2.1 "Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA unit.

4.7.2.2 Periodic Update of Contact Information and New Hire Information

The District shall provide CSEA with a list of all bargaining unit members names and contact information on the last working day of September, January, and May. The information will be provided to CSEA electronically in Excel format via the CSEA-designated FTP site or service.

The District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically in Excel format via the CSEA-designated FTP site or service, on the last working day of the month in which they were hired. This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

Submission of a full bargaining unit file shall satisfy the New Hire list each month.

This contact information and new hire information shall include the following information, with each field listed in its own column:

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job Title;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number;
- ix. Work Extension;
- x. Home Street address (incl. apartment #)
- xi. City
- xii. State
- xiii. ZIP Code (5 or 9 digits)
- xiv. Home telephone number (10 digits);
- xv. Personal cellular telephone number (10 digits);
- xvi. Personal email address of the employee;
- xvii. Last four numbers of the social security number;
- xviii. Birth date;
- xix. Employee ID;
- xx. CalPERS status ("Y" if in CalPERS; "N" if not in CalPERS);

xxi. Hire date.

4.7.3 NEW EMPLOYEE ORIENTATION

- 4.7.3.1 “New employee orientation” means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.
- 4.7.3.2 In the event the District conducts an individual or group new employee orientation, the District shall provide CSEA mandatory access to any such orientation. CSEA shall receive not less than ten (10) days’ notice in advance of a new employee orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District’s operations that was not reasonably foreseeable.
- i. After new employees meet with human resources staff the District shall provide CSEA with no more than thirty (30) minutes of paid release time during any group orientation session, for one (1) CSEA representative, or thirty (30) minutes during an individual orientation session, for one (1) CSEA representative, to present union information to new bargaining unit members. CSEA’s participation shall be scheduled at a mutually agreed-upon time with the District and shall occur during the employee’s regular work hours, where practicable.
 - ii. The orientation session shall be held on District property during the workday of the employee(s), who shall be on paid time. During CSEA’s orientation session, no District manager or supervisor or non-unit employee shall be present.
- 4.7.3.3 In addition to the provisions regarding District-conducted orientations (section 3.2), CSEA shall have thirty (30) minutes of uninterrupted time to meet with each new hire at their assigned worksite during any period of their regular working hours for a CSEA orientation if the employee has not attended a CSEA orientation within 30 days of hire or has not previously attended a CSEA orientation. The new hire shall be relieved of their duties for the purpose of attending the orientation on paid time. The District

shall provide CSEA up to thirty (30) minutes of paid release time, in addition to reasonable travel time, for one (1) CSEA representative to attend the orientation. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation. During the orientation, no District manager or other non-unit employee shall be present. Site Administrators shall be notified at least 48 hours prior to visitation.

- 4.7.3.4 The District shall include the CSEA membership application or a CSEA provided link for an electronic application, in any employee orientation packet of District materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the District for distribution.

Article 9: Hours and Overtime

- 9.11.1.2 If the employee does not complete training within regularly assigned working hours, the employee shall have the opportunity to complete the trainings on District equipment, if necessary, during their scheduled working hours. The District will provide one day (up to 8 hours) timecard annually for work to be completed between July 1 and the last working day before Christmas Break to complete the mandated training for the school year. This timecard must be submitted by January 25 of that school year to the site administrator in order to receive payment. The rate of pay will be based on the employee's hourly rate.

- 9.11.1.5.12 12-month employees will be granted ~~one half day of leave before the following holidays~~ one Floating Bolt Day in lieu compensation of the additional District training days annually; ~~one half days prior to Thanksgiving holiday and one half day before the Christmas holiday, i.e. "Bolt Days."~~

Article 12: Holidays

- i. ~~Bolt Day (1/2 day) — Tuesday prior to Thanksgiving*~~
p. ~~Bolt Day (1/2 day) — Day prior to Christmas Eve*~~

Article 13: Leaves

13.1.5.1 With advance notice, the District may require a physician's verification of illness and/or ability to return to work if an employee has been on sick leave for five (5) or more consecutive days.

Article 14: Discipline

14.1.7 ~~Any bargaining unit member against whom a recommendation of disciplinary action has been issued shall remain on active duty status and responsible for fulfilling the duties of the position pending his/her appeal or waiver.~~ Any bargaining unit member against whom a recommendation of disciplinary action has been issued may be placed on paid administrative leave or remain in active duty status at the discretion of the District. If the proposed discipline is upheld as outlined in section 14.1.5, and the bargaining unit member requests a formal hearing, then the bargaining unit member may be placed on unpaid leave 30 days from such request and remain on unpaid leave through the final decision rendered by the hearing officer pursuant to 14.1.8. The District may also place an employee on unpaid compulsory leave as allowed by the Education Code, including pursuant to section 45190.

Article 21: Classification and Salary Assessments

- Campus Supervisor/Crossing Guard: Range ~~7~~ 8
- District Universal-Maintenance and Transportation: Range ~~13~~ 15
- Information Systems Technician: Range ~~14~~ 16
- Business Services Technician: Range ~~16~~ 17

Appendix A: Salary

Effective July 1, 2025 1.5% increase will be applied to the Classified Salary Schedule.

Effective July 1, 2025 Range 17 will be added to the Classified Salary Schedule.

Appendix B: Definitions

~~“Floating Bolt Day” is a ½ day~~ “Floating Bolt Day” is a 1 day of paid leave for all 12-month employees in lieu of an additional training day.

Appendix C: Driver Qualification Requirements for District Universal—Maintenance and Transportation Position

The District establishes the following driver qualification requirements for employees in the District Universal – Maintenance and Transportation position. Employees in this

position must meet the outlined requirements within twelve (12) months from their date of hire or reassignment into the position.

1. Licensing and Certification Requirements:

- a. Employees must obtain and maintain a valid Class B Commercial Driver's License (CDL) with a Passenger (P) endorsement in accordance with California Vehicle Code §12517.
- b. Employees must obtain a School Bus Driver's Special Certificate as required by the California Department of Education and the California Highway Patrol. California Education Code §§39830-39842 and California Code of Regulations, Title 13, Article 2.
- c. Employees must pass all necessary medical examinations, background checks, and drug/alcohol screenings in accordance with state and federal transportation regulations and California Code of Regulations, Title 13, §1217.

2. Compliance Timeline:

- a. Employees who do not possess the required license and certifications upon hire will be provided a period of up to twelve (12) months to complete all requirements.
- b. The District will provide reasonable support, including guidance on certification processes and access to required training and trainers.
- c. Employees are responsible for scheduling and completing all required exams, training, and application procedures within the given timeframe.

3. Consequences of Non-Compliance

- a. Failure to obtain the required license and certifications within twelve (12) months may result in discipline in accordance with Article 14 or demotion to previously held position within the District.
- b. Employees may request an extension for extenuating circumstances, subject to District approval.

The Parties agree that this closes Reopener negotiations for the 2025-2026 school year.

HAMILTON UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2025-2026
CAP \$14,870

STEP	1	2	3	4	5	6-9	10 3%	11-14 1%	15 3%	16-19 1%	20 3%	21-24 1%	25 3%	26-29 4%	30 5%
RANGE															
7.00	18.69	19.34	20.16	20.92	21.75	22.61	23.29	23.53	24.23	24.48	25.21	25.47	26.23	27.28	28.64
8.00	19.34	20.16	20.92	21.75	22.61	23.53	24.24	24.48	25.21	25.48	26.24	26.51	27.30	28.38	29.81
9.00	20.16	20.92	21.75	22.61	23.53	24.44	25.17	25.43	26.19	26.45	27.25	27.52	28.35	29.47	30.95
10.00	20.87	21.75	22.61	23.53	24.44	25.45	26.21	26.47	27.27	27.54	28.37	28.65	29.51	30.70	32.23
11.00	21.75	22.61	23.53	24.44	25.45	26.42	27.20	27.47	28.30	28.59	29.44	29.74	30.63	31.86	33.45
12.00	22.61	23.53	24.44	25.45	26.42	27.44	28.27	28.56	29.41	29.71	30.60	30.90	31.84	33.11	34.76
13.00	23.52	24.47	25.41	26.46	27.47	28.55	29.39	29.69	30.59	30.89	31.83	32.14	33.11	34.43	36.16
14.00	24.46	25.45	26.43	27.52	28.57	29.69	30.58	30.88	31.82	32.14	33.10	33.43	34.43	35.81	37.60
15.00	25.45	26.46	27.49	28.62	29.71	30.88	31.80	32.13	33.08	33.42	34.42	34.77	35.80	37.25	39.10
16.00	26.46	27.52	28.59	29.77	30.90	32.11	33.07	33.40	34.40	34.75	35.78	36.15	37.24	38.72	40.66
17.00	27.51	28.60	29.75	30.94	32.18	33.46	34.47	34.81	35.86	36.22	37.30	37.68	38.80	40.36	42.38

RANGE

7.00 Library Media Technician
7.00 Child Nutrition Assistant
7.00 Paraeducator/Library Media Technician
8.00 Campus Supervisor/Crossing Guard
8.00 Preschool Assistant
9.00 District Custodian
9.00 Office Assistant I
9.00 Special Education Paraprofessional
10.00 Braves Training Table Nutrition Lead
10.00 Child Nutrition Lead
10.00 District Data Analyst
10.00 Student Services and Library Coordinator
11.00 District Bus Driver
11.00 Preschool Teacher
12.00 Administrative Technician
13.00 None
14.00 None
14.00 Licensed Vocational Nurse (LVN)
15.00 District Universal - Maintenance & Transportation
16.00 Information Systems Technician
17.00 Business Services Technician

**DRAFT SALARY SCHEDULE -
CONTAINS 1.5% INCREASE FOR
25/26 SCHOOL YEAR; PENDING
BOARD APPROVAL.**

Effective July 1, 2025

COLA 1.5% increase to board for approval TBD

CAP \$14,870 effective 7/1/2023

Master's stipend \$1200, BS/BA stipend \$600, AS/AA stipend \$400

Employees on the Classified Salary Schedule in the job classification "District Universal – Maintenance & Transportation" will receive an annual cell phone stipend amount of \$600 (BP/AR 3513.1).

X Josefina Rosales
Josefina Rosales (Apr 24, 2025 10:29 PDT)

Josefina Rosales Ramirez
President, CSEA Ch. 623

X Apr 24, 2025

Date

X Dave Elkin
Dave Elkin (Apr 24, 2025 10:44 PDT)

Dave Elkin
Vice President, Chief Negotiator CSEA Ch. 623

X Apr 24, 2025

Date

X Kennedy Lem
Kennedy Lem (Apr 23, 2025 16:20 PDT)

Kennedy Lem
Labor Relations Representative

X Apr 23, 2025

Date

X Jeremy Powell
Jeremy Powell (Apr 23, 2025 15:26 PDT)

Jeremy Powell
Superintendent, Hamilton USD

X Apr 23, 2025

Date

X Kristen Hamman

Kristen Hamman
Business Official, Hamilton USD

X Apr 23, 2025

Date

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. e	Date: May 28, 2025
Agenda Item Description: Approve the Form for Public Disclosure of Proposed Collective Bargaining Agreement between HUSD and HTA for 2025-26.	
Background: The District has reached a tentative agreement with HTA for fiscal year 2025-26. The agreement includes a change in compensation and Government Code Section 3547.5 requires that the public is made aware of the costs associated with a tentative collective bargaining agreement before it becomes binding on the District. The law established the attached document, known as Assembly Bill (AB) 1200, as the vehicle to detail these costs, and substantiates that the District can meet the financial obligation of the CBA, including certification to this affect by Superintendent, Jeremy Powell, and Chief Business Official, Kristen Hamman. The agreement and accompanying AB 1200 calculations effectively covers HTA.	
Status: Pending board approval.	
Fiscal Impact: Under the tentative agreement, the actual ongoing District cost of a 1.5% increase in 2025-26 for HTA can be met by HUSD during the term of the agreement. The total cost increase for salaries and employee benefits in the proposed agreement is \$68,141.	
Educational Impact: None.	
Recommendation: Recommend board approve the Form for Public Disclosure of Proposed Collective Bargaining Agreement between HUSD and HTA for 2025-26.	

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED
COLLECTIVE BARGAINING AGREEMENT
(AB-1200, Statutes 1991, Chapter 1213)**

Hamilton Unified School District

Government Code Section 3547.5: Before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement including but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer.

Intent of Legislation: To ensure that members of the public are informed of the major provisions of a collective bargaining agreement before it becomes binding on the school district/COE.

**MAJOR PROVISIONS OF PROPOSED AGREEMENT
WITH THE**

Hamilton Teachers Association

BARGAINING UNIT

To be acted upon by the Governing Board at its meeting on

05/28/25

A. PERIOD OF AGREEMENT:

The proposed bargaining agreement covers the period beginning
and ending
for the following fiscal years

07/01/25

06/30/26

2025-26

B. TOTAL COST INCREASE OF PROPOSED AGREEMENT (SALARIES & BENEFITS)

The total cost increase for salaries and employee benefits in the proposed agreement:

1. Current-Year Costs Before Agreement

5,148,820

2. Current-Year Costs After Agreement

5,216,961

3. Total Cost Increase

68,141

4. Percentage Increase

1.32%

5. Cost of 1 % Increase

48,272

C. PERCENTAGE SALARY INCREASE FOR AVERAGE REPRESENTED EMPLOYEE

The total percentage increase in salary, including annual step and column movement on the salary schedule, for the average represented employee under this proposed agreement-

1. Salary increase
(% Increase To Existing Salary Schedule)

1.50%

2. Step & Column
(Average % Increase Over Prior-Year Salary Schedule)

1.50%

3. TOTAL PERCENTAGE INCREASE FOR THE
AVERAGE REPRESENTED EMPLOYEE

3.00%

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED
COLLECTIVE BARGAINING AGREEMENT
(AB-1200, Statutes 1991, Chapter 1213)**

Hamilton Unified School District

**D. PERCENTAGE BENEFIT INCREASE FOR AVERAGE REPRESENTED EMPLOYEE FOR BOTH
STATUTORY AND COUNTY-PROVIDED EMPLOYEE BENEFITS INCLUDED IN THIS PROPOSED
AGREEMENT:**

1.	Cost of Benefits Before Agreement	14,870 /employee
2.	Cost of Benefits After Agreement	14,870 /employee
3.	Percentage Increase in Cost	

E. IMPACT OF PROPOSED AGREEMENT ON DISTRICT RESERVES

State-Recommended Minimum Reserve Level (after implementation of Proposed Agreement)

1.	Based On Total Expenditures in the General Fund of:	\$ 14,069,315.00
2.	Percentage Reserve Level Required for District:	4%
3.	Amount of required minimum Reserve:	\$ 562,772.60

**District UNRESTRICTED Reserves sufficient to meet the minimum recommended level AFTER
IMPLEMENTATION OF PROPOSED AGREEMENT:**

GENERAL FUND RESERVES (Fund 01 Unrestricted ONLY)

4.	Designated for Economic Uncertainties (Accounts 9789)	\$ 1,628,315.00
5.	Unappropriated Amount (Accounts 9790)	\$ 787,828.00
6.	Total Reserves	\$ 2,416,143.00
	Board Designated Reserves for Salary/Benefits (9780)	\$ -

SPECIAL RESERVE FUND 17 (Fund 17 ONLY)

7.	Unappropriated Amount/Designated for Economic Uncertainties (Accounts 9789/9790)	\$ 482,082.00
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TOTAL DISTRICT RESERVES

8.	General Fund & Special Reserve Fund:	\$ 2,898,225.00
9.	Percentage of General Fund Expenditures/Uses	20.60%
	Difference between District Reserves and Minimum State Requirement	\$2,335,452

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED
COLLECTIVE BARGAINING AGREEMENT
(AB-1200, Statutes 1991, Chapter 1213)**

Hamilton Unified School District

F. SOURCE OF FUNDING FOR PROPOSED AGREEMENT

The following source(s) of funding have been identified to fund the proposed agreement

The District will use LCFF funds.

G. FINANCIAL IMPACT OF PROPOSED AGREEMENT IN FUTURE FISCAL YEARS

The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years (including any compensation/noncompensation provisions specified below that have been agreed upon if the proposed agreement is part of a multi-year contract):

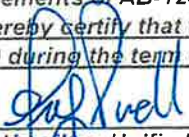

The District will use the increase in LCFF projections to fund the current and future years.

H. NARRATIVE OF AGREEMENT

HUSD and HTA have reached a tentative agreement for a 1.5% increase on the salary schedule for 25-26.
HUSD is in the process of creating the 25-26 Budget, thus it will include the 1.5% salary schedule increase in the Budget. Important budgeting information will be provided to the District on 5/21/25 (May Revise) and will be incorporated into the 25-26 Budget.

CERTIFICATION

To be signed by the District Superintendent AND Chief Business Official when submitted for Public Disclosure and by the Board President after formal action by the Governing Board on the proposed agreement.

<p>The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure in accordance with the requirements of AB-1200 and GC 3547.5.</p> <p><u>We hereby certify that the costs incurred by the HUSD under this agreement can be met by the HUSD during the term of the agreement.</u></p>	
<p> _____ Hamilton Unified School District Superintendent (signature)</p>	<p style="text-align: center; font-size: 1.2em;">5-20-25</p> <p style="text-align: center;">_____ Date</p>
<p> _____ Chief Business Official (signature)</p>	<p style="text-align: center; font-size: 1.2em;">5/20/25</p> <p style="text-align: center;">_____ Date</p>
<p>After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on May 28th, 2025, took action to approve the proposed Agreement with the HTA Bargaining Unit.</p>	
<p>_____ President, Governing Board (signature)</p>	<p style="text-align: center;">_____ Date</p>

Public Disclosure 25-26 HUSD Certificated

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. f	Date: 5/28/2025
Agenda Item Description: Approve Tentative Agreement between HTA and HUSD for the 2025-26 school year, and 2025-2028 Collective Bargaining Agreement.	
Background: The Certificated Unit (HTA) and Hamilton USD agreed on a Tentative Agreement for 2025-26. Negotiated Articles/Appendixes included: <ul style="list-style-type: none">• Article XII: Work Hours/Work Year – Clarifies professional development on Fridays.• Article XV: Teaching Conditions – Confirms classroom supply budget remains status quo and introduces Aeries Authentication for Certificated Employees.• Article XVII: Evaluations – Updates evaluation forms to include prior and upcoming evaluation dates.• Articles XXI & XXII: Salary Regulations and Employee Benefits – Implements a 1.5% salary increase effective 7/1/25, updates the salary schedule including a new Column II for Preliminary CTE credential holders, and clarifies placement and step movement criteria.• Appendix A: Salary Schedule – Reflects structural changes and new column definitions for salary placement.• Appendix C: Extra Duty Salary Schedule – Increases and clarifies stipends including updated middle school sports stipends, additional class advisor roles, and an increase for the Elementary Activities Director stipend.	
Status: Pending board approval.	
Fiscal Impact: Changes to Article XII: Work Hours/Work Year, Article XIII: Leaves and Article XIV: Class Size are accounted/outlined for in Agenda Item.	
Educational Impact: None.	
Recommendation: Recommend board approve the Tentative Agreement 2025-26 between HTA and Hamilton Unified School District for the 2025-26 school year.	

**TENTATIVE AGREEMENT BETWEEN THE HAMILTON UNIFIED SCHOOL DISTRICT TO
THE HAMILTON TEACHERS ASSOCIATION
April 24, 2025**

FOR THE CONTRACT 2025-2028 COLLECTIVE BARGAINING AGREEMENT
The parties have reached an agreement on the following terms of the collective bargaining agreement:

Article XII: Work Hours/Work Year

- Clarify language for Fridays:
 - 12.4 Professional Development Minimum Days
 - 12.4.1 70 minutes each week will be allotted for Professional Collaboration. Professional Collaboration is defined as time in which Professional Learning Communities, Professional Development, and Staff Meetings will take place as determined by the Administration. It is understood that the district focus is to incorporate Professional Learning Environments as a premier focus of school improvement.
 - 12.4.2 Professional Learning Communities, Professional Development, and Staff Meetings will take place **on Fridays**, 35 minutes after the completion of the scheduled minimum day. Whole staff meetings will not exceed thirty (30) minutes, with the remainder of the time utilized in Professional Learning Communities focusing on student learning and student improvement.
 - 12.4.3 Whole-district professional development will occur as needed not to exceed nine (9) day **Fridays** (this excludes the minimum days for fair and bolt days). The District will present preliminary dates and topics during HULC at the first meeting of the school year. To the best of the District's ability to set these dates, it is understood that modifications may be made to this calendar with prior notice.
 - 12.4.4 Sample Minimum Day **Friday** Staff Development Schedule:
 - 12:30pm – 1:05pm: Lunch
 - 1:05 pm – 2:15 pm (70): Staff Meeting, PLC, Professional Development
 - 2:15pm – 3:15pm (60): Prep
 - 12.4.5 The District will provide one day (up to 7.25 hours) timecard annually for work to be completed between July 1 and the first in-service day to complete mandated training and/or to prepare classrooms for the start of the school year. This timecard must be submitted by August 25th of that school year to the site administrator in order to receive payment. The rate of pay will be based on the teachers' hourly rate.
- Appendix C: Extra Duty Salary Schedule:
 - ~~Junior High~~ **Middle School** Sports stipends paid at 4% of Column III Step 1 effective 7/1/25.
 - Entire Extra Duty Salary Schedule will be updated effective 7/1/25:

- Current 24/25 schedule = "Rate based off of Certificated Salary Schedule, Column II, Step 1 (% increases on Sports/Athletics only)."
- Update for 25/26 = "Rate based off of Certificated Salary Schedule, Column III, Step 1 (% increases on Sports/Athletics only)."
- Due to Column II being added to the Certificated salary schedule, see language below.
- Elementary Activities Director - increase stipend from \$500 to \$1,500 effective 7/1/25.
- Add stipends effective 7/1/25:
 - (Max of 2) Middle School 8th Grade Class Advisor: \$200 each
 - (Max of 4) High School Junior Class Advisor: \$300 each

EXTRA DUTY SCHEDULE		
Rate based off of Certificated Salary Schedule, Column II, Step 1 (% increases on Sports/Athletics only).	2024-25	\$56,772.00
SPORTS/ATHLETICS		
Sport	HUSD Percent	Current Stipend (Rate (Certificated Salary Schedule (Column II, Step 1))
Basketball		
Head Varsity - Boys	7.00%	\$3,974
Head JV - Boys	5.00%	\$2,839
Head Varsity - Girls	7.00%	\$3,974
Head JV - Girls	5.00%	\$2,839
Baseball/Softball		
Head Varsity-Baseball	7.00%	\$3,974
Head JV - Baseball	5.00%	\$2,839
Head Varsity - Softball	7.00%	\$3,974
Head JV - Softball	5.00%	\$2,839
Cheerleading		
Cheerleader Advisor	7.00%	\$3,974
Cross Country		
Head Varsity	7.00%	\$3,974
Football		
Head Varsity	8.00%	\$4,542
Varsity Assistant	5.00%	\$2,839
Head JV	5.00%	\$2,839
JV Assistant	4.00%	\$2,271
Junior High Middle School Sports		
All Junior High Middle School Sports will be paid at this percent, unless the below information applies (Junior High Middle School Only - New sports or teams will be approved annually by the Superintendent by July 1.)	4.00% 2.00%	\$1,135 \$2,271
**Flag Football OR If a certificated employee coached any sport during 2022-2023, the coach will be grandfathered in with a 4% stipend for that sport as long as continual service is provided.	4.00%	\$2,271
Soccer		
Head Varsity-Boys	7.00%	\$3,974
Head Varsity-Girls	7.00%	\$3,974
Track		
Head Varsity	7.00%	\$3,974
Track-Assistant Coach	4.00%	\$2,271
Volleyball		
Head Varsity	7.00%	\$3,974
Head JV	5.00%	\$2,839
Wrestling		
Head Varsity	7.00%	\$3,974
Assistant Coaches		

Assistant Coaches (Assignment will be at the discretion of the Athletic Director and High School Principal. Four Assistant Coaches are available per school year)	2.00%	\$1,135
STUDENT ACTIVITIES		
Activity	Current	
(Max of 2) Middle School 8th Grade Class Advisor	\$200.00	
(Max of 4) High School Junior Class Advisor	\$300.00	
Academic Decathlon	\$832.00	
Agriculture Instructor/Farm Manager (per high school Ag. Teacher)	\$6,268.00	
BCLAD/LDS Certification	\$1,200.00	
CSF	\$800.00	
CJSF	\$400.00	
Drama Advisor	\$876.00	
Elementary Activities Director	\$1,500.00	
MEChA	\$715.00	
Yearbook Advisor HHS	\$1,514.00	
Yearbook Advisor HES	\$400.00	

- Article XV Teaching Conditions:
 - 15.1 Classroom Supply Budget - status quo, non negotiated.
 - Aeries Authentication - effective 7/1/25 HUSD will provide Aeries Authentication fobs for all Certificated Employees.
- Article XVII Evaluations:
 - Update the Appendix D1: Certificated Probationary Evaluation Form AND the Appendix D2: Certificated Permanent Evaluation Form to include the follow at the top of the forms under "Employee" effective 7/1/25:
 - Employee Last Evaluation Date: _____
 - Employee Next Evaluation Date: _____
- Article XXI & XXII Salary Regulations & Employee Benefits & Appendix A:
 - The District shall increase the Certificated Salary Schedule by 1.5% effective 7/1/25.
 - Health insurance benefits cap: status quo.
 - Update Certificated Salary Schedule with the following changes effective 7/1/25:
 - Column I - updated header to "Interns/Permit Holders/Non-Credentialed Teachers"
 - Cap at Step 4
 - Column II - new column added with header "Preliminary CTE"
 - Cap at Step 5
 - Column III (previously Column II), Column IV (previously Column III), Column V (previously Column IV), and Column VI (previously Column V):
 - Update headers to reflect the new addition of Column II.
 - Steps: status quo
 - Update language on salary schedule to reflect new columns:
 - 184 days for Teachers (Columns I - ~~IV~~ **V**)
 - 194 days for District Counselors/Dean of Students (Column ~~V~~ **VI**)
- Updated salary schedule based on the above effective 7/1/25 (salary information below based on 24/25 salary schedule):

STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V	COLUMN VI
	Interns/Permit Holders/Non-Credentialed Teachers	Preliminary CTE	BA +30	BA +45	MA + 12 BA+60	*MA + PPS
			Clear CTE	Clear CTE +15 OR Clear CTE + Industry Certification	Clear CTE +45 with Industry Certification	
1	51,081	53,890	57,624	60,603	63,531	79,872
2	52,605	55,499	59,352	62,322	65,439	81,781
3	54,191	57,171	61,139	64,193	67,402	83,743
4	60,537	61,789	62,971	66,117	69,422	85,763
5		63,600	64,862	68,101	71,504	87,844
6			66,806	70,142	73,656	89,994
7			68,812	72,247	75,862	92,203
8			70,874	74,415	78,136	94,476
9			73,001	76,649	80,480	96,821
10			75,190	78,944	82,896	99,235
11			77,447	81,316	85,379	101,720
12			79,769	83,756	87,948	104,287
13				86,270	90,582	106,921
14				88,858	93,302	109,640
15				91,524	96,096	112,436
16 - 19					98,990	115,332
20 - 23					102,610	118,951
24 - 27					105,006	121,347
28 - 31					108,160	124,500
32 - 35					111,404	128,234
36					112,518	129,517
184 days for Teachers (Columns I - V)						
*194 days for District Counselors/Dean of Students (Column VI)						

Article XXI: Salary Regulations

21.1 General

21.1.1 All current teachers shall be placed on the Teacher Salary Schedule. New teachers shall be placed on the salary schedule in accordance with their educational training and previous experience.

21.1.2 Teachers who serve less than the required annual number of working days or hours for regular full-time teaching positions shall receive salary in the ratio that the number of hours actually served bears to the total number of annual working days or hours for full-time position.

21.1.3 Salary warrants for regular teachers shall normally be issued on the last working day of the month. Salary warrants for services in addition to the teacher's regular assignment shall be made not later than the fifteenth day of the payroll period in which the service was performed.

21.2 Initial Step Placement and Step Movement

21.2.1 Teachers shall be given up to ten (10) years maximum credit at the time of initial placement on the salary schedule. Assignment of the number of years awarded based on the discretion of the District. Current Certificated employees this applies to will receive service credit (up to year 10) and be paid retroactively to 7/1/2021 for the 2021-22 school year only for employees hired after 7/1/2019.

CTE teachers shall be placed on the certificated salary schedule at a step determined by the District based on verified years of credentialed teaching experience in K-12 or post-secondary settings and/or full-time, directly related industry experience. A maximum of ten (10) years credit shall be granted for a combination of teaching and industry experience. See 21.3.7 for additional information on placement and advancement.

21.2.2 Advancement on the salary schedule shall be at the rate of one step for each year of teaching experience. A teacher must be employed for at least 75 percent of a school year before he/she shall be given credit for the years' experience for salary advancement purposes.

21.3 Horizontal Column Movement

21.3.1 Course credit for salary placement and movement shall be given only for post graduate, upper division, continuing education, or graduate course work taken at four-year colleges, universities, or graduate schools which are accredited by a regional accrediting commission, except under a waiver, as provided for in Item 21.3.5. See 21.3.6 for more detail on acceptable course work.

21.3.2 Semester hours (units), as defined by the particular accredited college or university, will be acceptable for placement on the salary schedule. Quarter hours (units) shall be converted to semester hours (units) by multiplying the total of such hours (units) by two-thirds.

21.3.3 Teachers requesting reclassification from one class (column) to another must file such request with the Superintendent not later than June 1 of each year. Supporting records or transcripts verifying post graduate units of study that are to apply toward column movement must be filed with the Superintendent not later than September 15. If the teacher is unable to submit supporting records or transcripts verifying post graduate units of study that are to apply toward column movement, official notes in the form of a grade card or letter from the college or institution shall be submitted. Such temporary verifications, which indicate satisfactory completion of the course(s), shall be verified by transcripts within three (3) months of the month of the date of the temporary certificate.

21.3.4 The burden of proof of training, experience, possession of credential, and other required documents shall lie with the teacher, both for initial placement and for subsequent column movement. Any error in classification shall be corrected as soon as the error is verified.

21.3.5 If a teacher believes that participation in a lower division course will be of direct benefit to the district and that a similar benefit is not available at an upper division or graduate course level, such teacher may petition the District for a waiver. Such waiver, if granted, allows the units so approved to be counted for advancement on the salary schedule. Prior to the date of enrollment in a lower division course, the teacher must make formal application and receive pre-approval from the Superintendent.

21.3.6 Definition of Course work

21.3.6.1 Upper division, continuing education, or graduate courses that shall be credited:

- A subject directly related to the teaching assignment.
 - A course recommended and/or approved by the site administrator for the improvement of instruction (may be lower division, with prior District approval)
 - A subject directly related to an advanced degree in professional education or a teaching assignment.
 - A subject required by the California credential, evaluation or renewal if the required course is a new requirement not in current law.

21.3.6.2 Lower division or graduate courses that shall be credited:

- Courses required by a California credential, evaluation or renewal.
- Courses required by an advanced degree related to the teaching assignment.
- A course, not previously taken, that is offered by a teacher training institution and which is directly related to the teaching assignment.

- Courses required as a foundation for the acquiring of an additional teaching assignment major or minor. Such courses will be credited when the full major or minor requirement has been met and the teacher has been assigned to the subject area.

21.3.7

CTE Teacher Placement and Advancement

21.3.7.1 CTE teachers shall be placed in columns on the certificated salary schedule according to credential status, verified units, and industry certification.

21.3.7.2 CTE teachers may move across columns by completing additional coursework, degrees, or certifications that directly enhance their teaching assignment or industry field. Prior written approval from the Superintendent is required for any coursework that does not meet the standard definitions but may qualify under exceptional circumstances.

An Industry Certification refers to a valid, current credential, license, or certificate issued by a recognized industry authority or professional organization that demonstrates proficiency and expertise in a specific occupation or technical skill area directly related to the CTE teacher's instructional assignment.

21.3.7.2.1 Recognized industry certifications include, but are not limited to:

- **State licensure (e.g., Licensed Vocational Nurse, General Contractor's License)**

- **Nationally recognized certifications (e.g., ASE Certification for Automotive Technology, AWS (American Welding Society) Certified Welder (CW), ServSafe for Culinary Arts, CompTIA A+ for Information Technology)**

- **Union Apprenticeship Completion Certificates (e.g., Journeyman Status in a skilled trade)**

- **Certificates issued by industry-recognized organizations or accrediting bodies directly tied to the CTE industry sector taught.**

21.3.7.2.2 For salary placement purposes, an Industry Certification shall be considered equivalent to:

- **Fifteen (15) semester units of post-secondary coursework, for placement on the salary schedule.**

- **Column movement from Column III to Column IV on the salary schedule requires verification of an Industry Certification or equivalent coursework/units as approved by the District.**

- **All Industry Certifications must be current (unexpired), directly related to the CTE teacher's assignment, and verified by submission of official documentation to Human Resources prior to placement or advancement on the salary schedule.**

21.4 Statement of Units

21.4.1 The District shall provide each teacher by the first day of October, a statement of the number of units that the District has on file for them. This statement shall also include the total number of days of sick leave that have accumulated.

21.5 Annual Advancement

21.5.1 Each unit member shall advance in a class, one (1) step per year, for each year of experience until additional steps cease to exist.

21.5.2 The Unit and the District agree to meet and confer regarding any forms or required process for pre-approval of upper division, graduate, or continuing education units. Until such time as a new form and process is agreed upon, HTA and the District agree that unit members will request, of the superintendent pre-approval of the coursework. The request will include a brief description of the course and the benefits to the current teaching assignment/school/ and their professional development.

21.5.3 Starting with the 2022-2023 school year, years of credit per column will be extended as follows:

- Column I: increase from 4 to 8 years

- Column II: increase from 8 to 12 years
- Column III: increase from 12 to 15 years
- Column IV:
 - o Step 28-31: No Change
 - o Step 32-35: Regular step increase Step 32 with next increase at Step 36.
 - o Step 36: 1%

*Please note, the above language outlined in 21.5.3 is no longer applicable as the column structure has changed. The above language is kept in the contract for historical purposes only.

This agreement shall close negotiations for the 2025-26 school year. This agreement is hereby signed by both parties:

Maria Reyes

Maria Reyes (May 7, 2025 08:29 PDT)

Maria Reyes, President
Hamilton Teachers Association (HTA)

May 7, 2025

Date

Lynn Larson

Lynn Larson (May 13, 2025 13:33 PDT)

Lynn Larson, Lead Negotiator
Hamilton Teachers Association (HTA)

May 13, 2025

Date

Jeremy Powell

Jeremy Powell (May 5, 2025 13:29 PDT)

Jeremy Powell, Superintendent
Hamilton Unified School District

May 5, 2025

Date

Kristen Hamman

Kristen Hamman, Chief Business Official
Hamilton Unified School District

May 5, 2025

Date

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. g	Date: 5/28/2025
Agenda Item Description: Approve Classified Salary Schedule, Certificated Salary Schedule, Certificated Extra Duty Salary Schedule (based off of Column III, Step I of the 2025-26 Certificated Salary Schedule), Classified Management/Confidential Salary Schedule, Certificated Management Salary Schedule, Chief Business Official Salary Schedule, and the Other Duty (Adult Ed I Teacher only) Salary Schedule containing a 1.5% COLA.	
Background: A 1.5% COLA on the 2025-26 Classified Salary Schedule, Certificated Salary Schedule, Certificated Extra Duty Salary Schedule (based off of Column III, Step I of the 2025-26 Certificated Salary Schedule), Classified Management/Confidential Schedule, Certificated Management Salary Schedule, Chief Business Official Salary Schedule, and the Other Duty (Adult Ed I Teacher only) Salary Schedule.	
Status: Pending board approval	
Fiscal Impact: A 1.5% COLA will be paid from the 2025-26 school year budget. Salary cost of a 1.5% COLA increase is \$91,357.	
Educational Impact: None.	
Recommendation: Recommend board approve the Classified Salary Schedule, Certificated Salary Schedule, Certificated Extra Duty Salary Schedule (based off of Column III, Step I of the 2025-26 Certificated Salary Schedule), Classified Management/Confidential Salary Schedule, Certificated Management Salary Schedule, Chief Business Official Salary Schedule, and the Other Duty (Adult Ed I Teacher only) Salary Schedule for 2025-26 each containing a 1.5% COLA.	

HAMILTON UNIFIED SCHOOL DISTRICT
 CERTIFICATED SALARY SCHEDULE
 TEACHERS DISTRICT COUNSELORS/DEAN OF STUDENTS
 2025-2026
 Effective July 1, 2025
 CAP \$14,870

STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V	COLUMN VI
			BA +30	BA + 45	MA + 12 BA + 60	
	Less Than Clear/Intern	Preliminary CTE	Clear CTE	Clear CTE +15 OR Clear CTE + Industry Certification	Clear CTE +45 with Industry Certification	MA + PPS*
1	51,081	53,890	57,624	60,603	63,531	79,873
2	52,606	55,499	59,353	62,323	65,440	81,781
3	54,191	57,171	61,139	64,193	67,403	83,743
4	60,537	61,789	62,971	66,118	69,422	85,764
5		63,600	64,862	68,102	71,504	87,845
6			66,807	70,142	73,656	89,994
7			68,812	72,247	75,863	92,203
8			70,875	74,415	78,136	94,477
9			73,001	76,649	80,481	96,821
10			75,191	78,944	82,897	99,235
11			77,447	81,316	85,379	101,721
12			79,769	83,756	87,948	104,288
13				86,270	90,582	106,922
14				88,859	93,302	109,641
15				91,524	96,097	112,436
16 - 19					98,990	115,333
20 - 23					102,611	118,951
24 - 27					105,006	121,348
28 - 31					108,161	124,500
32 - 35					111,405	128,235
36					112,518	129,518

184 days for Teachers (Columns I - IV)

*194 days for District Counselors/Dean of Students (Column V)

COLA of 1.5% effective 7/1/25 / CAP \$14,870

Board approved: TBD.

EXTRA DUTY SCHEDULE

Rate based off of Certificated Salary Schedule, Column III, Step 1 (% increases on Sports/Athletics only).	2025-26	\$57,624.00
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SPORTS/ATHLETICS

Sport	HUSD Percent	Current Stipend (Rate (Certificated Salary Schedule (Column III, Step 1)
Basketball		
Head Varsity - Boys	7.00%	\$4,034
Head JV - Boys	5.00%	\$2,881
Head Varsity - Girls	7.00%	\$4,034
Head JV - Girls	5.00%	\$2,881
Baseball/Softball		
Head Varsity-Baseball	7.00%	\$4,034
Head JV - Baseball	5.00%	\$2,881
Head Varsity - Softball	7.00%	\$4,034
Head JV - Softball	5.00%	\$2,881
Cheerleading		
Cheerleader Advisor	7.00%	\$4,034
Cross Country		
Head Varsity	7.00%	\$4,034
Football		
Head Varsity	8.00%	\$4,610
Varsity Assistant	5.00%	\$2,881
Head JV	5.00%	\$2,881
JV Assistant	4.00%	\$2,305
Junior High Sports		
All Middle School Sports will be paid at this percent (Middle School Only - New sports or teams will be approved annually by the Superintendent by July 1.)	4.00%	\$2,305
Soccer		
Head Varsity-Boys	7.00%	\$4,034
Head Varsity-Girls	7.00%	\$4,034
Track		
Head Varsity	7.00%	\$4,034
Track-Assistant Coach	4.00%	\$2,305
Volleyball		
Head Varsity	7.00%	\$4,034
Head JV	5.00%	\$2,881
Wrestling		
Head Varsity	7.00%	\$4,034
Assistant Coaches		
Assistant Coaches (Assignment will be at the discretion of the Athletic Director and High School Principal. Four Assistant Coaches are available per school year)	2.00%	\$1,152

STUDENT ACTIVITIES

Activity	Current
(Max of 2) Middle School 8th Grade Class Advisor	\$ 200.00
(Max of 4) High School Junior Class Advisor	\$ 300.00
Academic Decathlon	\$ 832.00
Agriculture Instructor/Farm Manager (per high school Ag. Teacher)	\$ 6,268.00
BCLAD/LDS Certification	\$ 1,200.00
CSF	\$ 800.00
CJSF	\$ 400.00
Drama Advisor	\$ 876.00
Elementary Activities Director	\$ 1,500.00
MEChA	\$ 715.00
Yearbook Advisor HHS	\$ 1,514.00
Yearbook Advisor HES	\$ 400.00

INACTIVE STIPENDS (SPORTS/ATHLETICS & STUDENT ACTIVITIES)

After School Tutoring/ Extended/ GATE	\$ 45/hr
Assistant Coach	\$ 546.00
Athletic Trainer	\$ 2,500.00
Choir Director	\$ 4,722.00
Counselor-Academic	\$ 3,677.00
Counselor-Substance Abuse	\$ 2,917.00
Counselor-CAHSEE	\$ 2,184.00
Counselor-10th Grade	\$ 4,819.00
District GATE Coordinator	\$ 1,500.00
MESA Advisor Elementary School	\$ 400.00
MESA Advisor High School	\$ 400.00
Music Director	\$ 286.00

Extra Duty Schedule Notes:

Board approved: TBD

HAMILTON UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2025-2026
CAP \$14,870

STEP	1	2	3	4	5	6-9	10	11-14	15	16-19	20	21-24	25	26-29	30
							3%	1%	3%	1%	3%	1%	3%	4%	5%
RANGE															
7.00	18.69	19.34	20.16	20.92	21.75	22.61	23.29	23.53	24.23	24.48	25.21	25.47	26.23	27.28	28.64
8.00	19.34	20.16	20.92	21.75	22.61	23.53	24.24	24.48	25.21	25.48	26.24	26.51	27.30	28.38	29.81
9.00	20.16	20.92	21.75	22.61	23.53	24.44	25.17	25.43	26.19	26.45	27.25	27.52	28.35	29.47	30.95
10.00	20.87	21.75	22.61	23.53	24.44	25.45	26.21	26.47	27.27	27.54	28.37	28.65	29.51	30.70	32.23
11.00	21.75	22.61	23.53	24.44	25.45	26.42	27.20	27.47	28.30	28.59	29.44	29.74	30.63	31.86	33.45
12.00	22.61	23.53	24.44	25.45	26.42	27.44	28.27	28.56	29.41	29.71	30.60	30.90	31.84	33.11	34.76
13.00	23.52	24.47	25.41	26.46	27.47	28.55	29.39	29.69	30.59	30.89	31.83	32.14	33.11	34.43	36.16
14.00	24.46	25.45	26.43	27.52	28.57	29.69	30.58	30.88	31.82	32.14	33.10	33.43	34.43	35.81	37.60
15.00	25.45	26.46	27.49	28.62	29.71	30.88	31.80	32.13	33.08	33.42	34.42	34.77	35.80	37.25	39.10
16.00	26.46	27.52	28.59	29.77	30.90	32.11	33.07	33.40	34.40	34.75	35.78	36.15	37.24	38.72	40.66
17.00	27.51	28.60	29.75	30.94	32.18	33.46	34.47	34.81	35.86	36.22	37.30	37.68	38.80	40.36	42.38

RANGE

7.00 Library Media Technician
7.00 Child Nutrition Assistant
7.00 Paraeducator/Library Media Technician
8.00 Campus Supervisor/Crossing Guard
8.00 Preschool Assistant
9.00 District Custodian
9.00 Office Assistant I
9.00 Special Education Paraprofessional
10.00 Braves Training Table Nutrition Lead
10.00 Child Nutrition Lead
10.00 District Data Analyst
10.00 Student Services and Library Coordinator
11.00 District Bus Driver
11.00 Preschool Teacher
12.00 Administrative Technician
13.00 *None*
14.00 *None*
14.00 Licensed Vocational Nurse (LVN)
15.00 District Universal - Maintenance & Transportation
16.00 Information Systems Technician
17.00 Business Services Technician

Effective July 1, 2025

COLA 1.5% increase board approved: TBD

CAP \$14,870 effective 7/1/2023

Master's stipend \$1200, BS/BA stipend \$600, AS/AA stipend \$400

Employees on the Classified Salary Schedule in the job classification "District Universal – Maintenance & Transportation" will receive an annual cell phone stipend amount of \$600 (BR/AP 3512.1)

HAMILTON UNIFIED SCHOOL DISTRICT
CLASSIFIED MANAGEMENT/CONFIDENTIAL
SALARY SCHEDULE FOR 2025-26
CAP \$14,870

Step	1	2	3	4	5	6	7	8	9-10	11 1%	12-15	16 1%	17-21	22 1%	23-26	27-30	31 5%
Range 1	75,785	78,817	81,970	85,248	88,658	92,204	95,894	99,729	103,719	104,756	108,948	110,037	114,438	115,582	120,204	125,014	131,264
2	67,455	70,155	72,962	75,880	78,915	82,071	85,355	88,768	92,319	93,243	96,972	97,941	101,859	102,877	106,994	111,273	116,836
3	59,542	61,928	64,405	66,977	69,658	72,444	75,341	78,355	81,489	82,304	85,597	86,454	89,912	90,810	94,441	98,222	103,131
4	53,117	55,244	57,455	59,753	62,141	64,629	67,213	69,903	72,699	73,427	76,363	77,126	80,211	81,014	84,255	87,624	92,005

Range 1 Director of Technology
 Director of Human Resources & State and Federal Programs
 Range 2 Director of Maintenance & Transportation
 Director of Nutrition & Student Welfare
 Range 3 Confidential HR and Payroll Specialist
 District Executive Assistant
 Range 4 Administrative Assistant
 Social Services Coordinator

Salaries are based on 260 day contracts.
**Social Services Coordinator is an 11 month employee (contract prorated for 11 months).*

COLA of 1.5% effective 7/1/25.

CAP \$14,870 effective 7/1/2023
 Master's stipend \$1200, BS/BA stipend \$600, AS/AA stipend \$400
 Employees on the Classified Confidential/Management Salary schedule will receive an annual cell phone stipend amount of \$600 (BP/AR 3513.1).
 Board approved: TBD

HAMILTON UNIFIED SCHOOL DISTRICT
CHIEF BUSINESS OFFICIAL
SALARY SCHEDULE FOR 2025-26
CAP \$14,870

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10-12	Step 13-15
133,381	137,383	141,504	145,750	150,123	154,626	159,265	164,042	168,964	174,033	179,254

225 Contract Days

COLA of 1.5% effective 7/1/25.

CAP \$14,870 effective 7/1/2023

Master's stipend \$1200, BS/BA stipend \$600, AS/AA stipend \$400

Employees on the Chief Business Official (CBO) Salary schedule will receive an annual cell phone stipend amount of \$600 (BP/AR 3513.1).

Board approved: TBD

Hamilton Unified School District
OTHER DUTY
Salary Schedule 2025-26

Position	Pay	
Driver's Training Instructor	\$	45.00 hour
Gate Duty	\$	30.00 per athletic event, not per hour
Football Gate Duty	\$	37.00 per athletic event, not per hour
AG Project Visitation		One Period N/A
Adult Ed. Teacher I	\$	34.85 hour
Student Helpers	\$	Minimum wage
Summer School Teacher/ Saturday School Teacher	\$	45.00 hour

COLA - 1.5% board approved: TBD (1.5% for Adult Ed Teacher I only), effective 7/1/25

**HAMILTON UNIFIED SCHOOL DISTRICT
MANAGEMENT SALARY SCHEDULE
2025-2026
CAP \$14,870**

	ELEMENTARY SCHOOOL PRINCIPAL	HIGH SCHOOL PRINCIPAL	ALTERNATIVE ED. PRINCIPAL/ASSISTANT PRINCIPAL
1	\$121,961	\$130,671	\$101,159
2	\$126,839	\$135,899	\$105,208
3	\$131,914	\$141,336	\$109,415
4	\$137,190	\$146,990	\$113,790
5	\$142,680	\$152,872	\$118,344
DAYS	210	220	200

Note: After serving 5 years as a full time administrator in the district, administrator will receive a 1% increase and every 5 years thereafter*. (5 years = 1%, 10 years = 1%, 15 years = 1%, 20 years = 1%)

**Must serve as a full time administrator.*

Employees on the Management Salary schedule (Cert. Admin) will receive an annual cell phone stipend amount of \$600 (BP/AR 3513.1).

Effective July 1, 2025
COLA of 1.5% board approved: TBD
CAP \$14,870 effective 7/1/2023
Master's stipend \$1200

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. h	Date: 5/28/2025
Agenda Item Description: Approve Chief Business Official 2025-28 Contract.	
Background: The current Chief Business Official contract comes to completion on 6/30/2025. The updated contract would go into effect July 1, 2025 and continue through June 30, 2028.	
Status: Pending board approval.	
Fiscal Impact: Chief Business Official annual salary (see Exhibit "A") plus health & welfare and retirement.	
Educational Impact: None.	
Recommendation: Recommend board approve the Chief Business Official 2025-28 Contract.	

**EMPLOYMENT CONTRACT
CHIEF BUSINESS OFFICIAL 2025-2028**

This Employment Contract ("Contract") is by and between the Governing Board of the Hamilton Unified School District, hereafter referred to as "Board" or "District," and Kristen Hamman, Chief Business Official, hereafter referred to as "Chief Business Official." This contract supersedes any and all other agreements between the parties as of the date of the commencement of the term of this contract.

NOW, THEREFORE, District and Chief Business Official, for the consideration herein specified, agree as follows:

I. TERM

District, in consideration of the promises by Chief Business Official herein contained, agrees to employ, and Chief Business Official hereby accepts employment as District Chief Business Official of the Hamilton Unified School District for a term commencing July 1, 2025, and ending June 30, 2028.

II. COMPENSATION

- A. District shall pay the Chief Business Official on Step 7 of the Chief Business Official Salary Schedule (Exhibit "A") for the 2025-26 school year, payable in twelve (12) approximately equal monthly installments, less applicable taxes and deductions. Chief Business Official shall move one step on the salary schedule each school year thereafter.
- B. The District shall provide the Chief Business Official with the same insurance benefits, (health, dental, vision, and life) provided to other classified employees;
- C. Shall be provided the same COLA as other classified employees;
- D. Shall be provided the same cell phone stipend as other classified management employees.
- E. Post-Retirement benefits:

The Chief Business Official will receive the post-retirement benefits as described in the Confidential Classified Agreement dated July 1, 2013.

III. PROFESSIONAL DUTIES AND RESPONSIBILITIES OF CHIEF BUSINESS OFFICIAL

Under the supervision of the District Superintendent, the Chief Business Official shall be the chief financial officer of the District. This Contract is subject to all applicable laws of the State of California and to the lawful rules and regulations of the Board and the

California State Board of Education. Said laws, rules and regulations are hereby made a part of the terms and conditions of this Contract as though fully set forth herein. Chief Business Official shall perform all duties prescribed by said laws, rules, and regulations, and shall be carried out.

IV. DUTY/NONDUTY DAYS AND OTHER BENEFITS

A. Regular Service

Chief Business Official will work a 12-month contract, 225 days. Sick leave benefits are as described below. The Chief Business Official is a salaried employee and collects no overtime unless otherwise approved by Superintendent. It is understood that the work week/days are modeled after a 40-hour week, M-F and a typical day is 8 hours. Appropriate breaks and a rest period shall be observed as required by law. The Chief Business Official shall provide a calendar of workdays and daily office hours to the District Superintendent on or before July 1 annually. A progress work calendar with backup from the District employee accounting system (AESOP), shall be provided to the District Superintendent by January 15 annually. A final work calendar shall be delivered to the District Superintendent at the conclusion of the work year on or about June 30. The final accounting of days and work times are to be supported by a final report of the District employee accounting system (AESOP). Any times/days worked above the aforementioned 225 days shall require prior authorization from the District Superintendent.

1. The Chief Business Official is to attend all regularly scheduled board meetings and any special board meetings that require a report from the CBO or as directed by the District Superintendent.

B. Illness Leave

Chief Business Official shall accrue illness leave at the rate of one (1) day per month per contract year. This leave may accumulate without limit.

C. Other Leaves

District shall provide Chief Business Official with such other leaves, school holidays and benefits as are provided to other classified employees of the District.

V. EVALUATION

- A. The District Superintendent will evaluate, in writing, the performance of Chief Business Official annually. The evaluation of the Chief Business Official shall be evaluated before September 1, annually. The Chief Business Official shall remind the District Superintendent of the requirement under this paragraph no later than one month prior to the date the evaluation is due.

- B. The evaluation shall be related to the duties and responsibilities and the annual goals established by the District Superintendent and Chief Business Official, within applicable law.
- C. The parties agree that the term of Chief Business Official Employment is for the period beginning July 1, 2025 and ending June 30, 2028. Nothing prevents the parties from extending the term of this agreement prior to the end of the term. The parties further agree that the District must notify Chief Business Official of the District's intent to not renew this agreement no later than February 1, of the last year in the agreement's term.
- D. The evaluation format shall be reasonably objective and shall contain at least the following evaluation areas:
 - A. relationship with the District Superintendent
 - B. relationship with the community
 - C. business and operations services leadership
 - D. staff and personnel relationships
 - E. personal qualities and development

The evaluation format shall provide for a rating system such that the District Superintendent may indicate whether the performance of Chief Business Official is:

- i. Unsatisfactory
- ii. Satisfactory
- iii. Outstanding

The evaluation shall assess both overall performance and the specific criteria set forth in the evaluation format.

A copy of the written evaluation shall be delivered to Chief Business Official no later than September 1, of the school year in which the evaluation takes place, and Chief Business Official shall have the right to make a written response to the evaluation. Said response shall be included with evaluation.

- E. If District Superintendent determines that performance of Chief Business Official is unsatisfactory in any respect, the written report shall describe such unsatisfactory performance in reasonable detail. The evaluation shall include recommendations for improvement of all instances where the District Superintendent deems performance to be unsatisfactory and may be included in other instances where The District Superintendent deems such to be appropriate.

VI. PROFESSIONAL GROWTH OF CHIEF BUSINESS OFFICIAL

Hamilton Unified School District

District encourages the continuing professional growth of Chief Business Official through participation in:

- A. The operations, programs and other activities conducted or sponsored by associations of local, state and national school boards, administrators, educators;
- B. Seminars and courses offered by public or private educational institutions; and
- C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of Chief Business Official to perform their professional responsibilities for the District.

In its encouragement, District shall permit a reasonable amount of release time for Chief Business Official to attend such matters and shall pay in accordance with Board procedure, necessary travel and subsistence expenses.

VII. EXPENSE REIMBURSEMENT

A. General

The District shall reimburse the Chief Business Official for all actual and necessary expenses, incurred within the scope of employment. Reimbursement shall be in accordance with Board policy.

VIII. TERMINATION OF EMPLOYMENT CONTRACT

This employment Contract may be terminated prior to its normal expiration by:

- A. Mutual agreement of the parties.
- B. Retirement/Resignation of Chief Business Official.
- C. Discharge for Cause.

In the event of discharge for cause, which shall be defined as conduct which is seriously prejudicial to District, this Contract may be terminated. This shall include, but is not limited to, unprofessional conduct, incompetency, neglect of duty, or breach of contract. Should the Board elect to terminate this Contract prior to its expiration pursuant to this section, the Board shall notify the Chief Business Official in writing. Upon request, Board shall serve upon Chief Business Official a reasonably detailed statement of charges. Chief Business Official will be afforded an opportunity for a hearing which shall include the right to be represented by counsel and the right to call witnesses. If Chief Business Official chooses to be accompanied by legal counsel at such hearing, Chief Business Official shall bear any costs therein involved. Such hearing shall be conducted in

Hamilton Unified School District

closed session. Chief Business Official shall be provided a written decision describing the results of the hearing.

D. GENERAL PROVISIONS.

- i. This Contract is the full and complete Contract between the parties hereto, and it can be changed or modified only by writing, signed by the parties or their successors in interest to this Contract. It supersedes and replaces all other contracts of employment between Chief Business Official and Board.
- ii. Except as modified herein, this Contract is subject to all applicable laws of the State of California, to the rules and regulations of the State Board of Education, and to the lawful rules and regulations of the Governing Board of the Hamilton Unified School District. Said laws, rules, regulations, and policies are hereby made a part of the terms and conditions of this Contract as though fully set forth herein.
- iii. This contract was approved by the Governing Board on May 28, 2025.

IN WITNESS HERETO, we affix our signatures to this Contract as the full and complete understanding of the relationships between the parties hereto.

HAMILTON UNIFIED SCHOOL DISTRICT

By: _____ Date _____
Jeremey Powell, Superintendent

CHIEF BUSINESS OFFICIAL

I hereby accept this offer of employment and agree to comply with the conditions thereof and to fulfill all of the duties of employment of Chief Business Official of the Hamilton Unified School District.

By: _____ Date _____
Kristen Hamman

HAMILTON UNIFIED SCHOOL DISTRICT
CHIEF BUSINESS OFFICIAL
SALARY SCHEDULE FOR 2025-26
CAP \$14,870

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10-12	Step 13-15
133,381	137,383	141,504	145,750	150,123	154,626	159,265	164,042	168,964	174,033	179,254

Exhibit "A"

Hamilton Unified School District

225 Contract Days

COLA of 1.5% effective 7/1/25.

CAP \$14,870 effective 7/1/2023

Master's stipend \$1200, BS/BA stipend \$600, AS/AA stipend \$400

Employees on the Chief Business Official (CBO) Salary schedule will receive an annual cell phone stipend amount of \$600 (BP/AR 3513.1).

Board approved: TBD

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. i	Date: 5/28/2025
Agenda Item Description: Approve Superintendent 2025-26 Salary Schedule containing a 1.5% COLA.	
Background: A 1.5% COLA on the 2025-26 Superintendent Salary Schedule.	
Status: Pending board approval	
Fiscal Impact: A 1.5% COLA will be paid from the 2025-26 school year budget. Salary cost of a 1.5% COLA increase is \$2,668.	
Educational Impact: None.	
Recommendation: Recommend board approve the Superintendent 2025-26 Salary Schedule containing a 1.5% COLA.	

Superintendent/Principal Salary Schedule

2025-2026

\$180,496

225 Days
Effective July 1, 2025
COLA of 1.5% board approved: TBD
CAP of \$14,870 effective 7/1/23
Master’s stipend \$1,200
Doctorate stipend \$2,000

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. j	Date: 5/28/25
Agenda Item Description: Approval of Superintendent Employment Contract: Dr. Jerimicha Powell (2025–2028)	
<p>Background:</p> <p>The Board of Trustees has concluded its annual performance review of Dr. Jerimicha Powell and has negotiated a new employment agreement extending his role as Superintendent of the Hamilton Unified School District through June 30, 2028.</p> <p>This contract supersedes all previous agreements and is aligned with state requirements under Education Code and Government Code sections 53243 et seq. and 53260 et seq. It reflects the district's continued confidence in Dr. Powell's leadership during a critical period of recovery, reform, and implementation of multi tiered support programs and district facility improvements.</p> <p>Key provisions include:</p> <ul style="list-style-type: none">• Term: July 1, 2025 – June 30, 2028, with automatic one-year extensions upon satisfactory annual evaluations (not to exceed four years).• Salary: \$180,496 annually, with eligibility for COLA-based increases upon Board approval.• Benefits: Health, dental, vision, and life insurance up to \$14,870; doctoral and master's stipends (\$2,000 and \$1,200 respectively); mileage reimbursement; ACSA membership; and funding for professional growth.• Evaluation: Annual performance evaluations linked to Board-established goals.• Work Year: 225 workdays annually, with accountability measures for work documentation.• Termination Provisions: Includes both for-cause and without-cause clauses, with severance defined under Government Code guidelines.• This agreement supports strategic continuity, promotes system-wide leadership stability, and ensures Dr. Powell is positioned to continue advancing district-wide goals across instruction, student support, and fiscal accountability.	
Status: Update Pending Board approval.	
Fiscal Impact: – General Fund Salary and benefits are included in the adopted multi-year projections.	
Educational Impact: The approval of the Superintendent's 2025–2028 contract ensures consistent leadership during a critical period of instructional recovery and multi tiered facility and building initiatives.	

HAMILTON UNIFIED SCHOOL DISTRICT

Recommendation:

Approve the 2025–2028 Employment Agreement for Superintendent Dr. Jerimicha Powell as presented.

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. k	Date: 5/19/2025
Agenda Item Description: Transition Hamilton Elementary to a School Wide 50-50 Dual Language Program.	
<p>Background:</p> <p>HES currently operates two parallel programs: a TK–8 Neighborhood (English) program and a K–7 Spanish Dual Language (DL) program. While enrollment in the Neighborhood program continues to decline, the DL program is growing and remains in high demand. At the same time, we are experiencing overall declining enrollment, which has led to staffing challenges and the need for combination classes.</p> <p>Our most recent TK and Kindergarten registration shows that all interested families prefer the DL program. However, due to current program structures and capacity, we are unable to accommodate all new students in DL. Turning families away from the DL program risks losing their enrollment at HES altogether, which could further accelerate our overall decline in student numbers.</p>	
<p>Status: Transitioning to a school-wide 50:50 Dual Language model would allow all students to participate in the DL program (the preferred choice among families). A unified DL program would support a more inclusive school culture, promote equity, and align staff and students under a shared educational vision.</p>	
<p>Fiscal Impact: With strategic staffing through upcoming retirements and careful hiring, HES can implement a TK–8 school-wide 50:50 Dual Language model. This transition would allow the school to retain students who might otherwise choose to enroll elsewhere, thereby supporting overall enrollment. The fiscal impact to the district is expected to be minimal to none.</p>	
<p>Educational Impact: A school-wide Dual Language program would equip students with bilingual and biliterate skills critical for future success. Dual language instruction has been shown to enhance critical thinking, increase student engagement, and deepen students’ understanding of English through cross-linguistic connections.</p>	
<p>Recommendation: It is recommended that the board approve the transition of Hamilton Elementary School to a school-wide 50:50 Dual Language program, beginning with TK and Kindergarten classes in Fall 2025.</p>	

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. I	Date: 5/19/25
Agenda Item Description: Approve CABE Professional Learning Services to facilitate the development of a DL Master Plan	
Background: HES is currently in year seven (7) of DL implementation. Although the DL program has been expanding successfully each year, we do not have a formal written DL Master Plan. CABE Professional Learning Services will facilitate the development of a DL Master Plan as they... Lead groups of district, site, and community stakeholders in examining: <ul style="list-style-type: none">• The current practices in the DL program• The site and district policies associated with the DL program Lead a group of district, site, and community stakeholders in evaluating the DL Master Plan samples provided by CABE PLS to identify: <ul style="list-style-type: none">• The format to use for the district's Dual Language Immersion Master Plan• The content to include in the district's DL Master Plan• Any practices or policies from the sample master plans that might enhance the DL program in the district's Master Plan.	
Status: Pending board approval	
Fiscal Impact: This will be funded with DLIG grant funds \$20,000.	
Educational Impact: The development of a DL Master Plan will support the vision and goals of bilingualism/biliteracy, high academic achievement and sociocultural competence. In addition, a DL Master Plan will ensure a strong, successful, and sustainable DL program at Hamilton Unified School District.	
Recommendation: Approve CABE Professional Learning Services expert consultant to present five (5) days of in person support in the development of a DL Master Plan for a total cost of \$20,000.	



MEMORANDUM of UNDERSTANDING (MOU)

Between **Hamilton Unified School District (HUSD)**
and **California Association for Bilingual Education (CABE)**
for 2025-2026
Contract # H2526009

This agreement is entered into by and between the California Association for Bilingual Education (CABE) and Hamilton Unified School District (HUSD) and serves to outline the details and responsibilities of CABE and HUSD, respectively, in regard to CABE providing an expert consultant to present **five (5) day**, not to exceed 6 hours each day, of customized professional learning (hereafter: PL) in support of the **dual language program** for a **total cost of \$20,000**, which are also outlined in the approved proposal, Appendix A.

Responsibilities of HUSD

- To schedule the PL in collaboration with CABE PLS within 3 weeks of the approval of the contract.
- To notify CABE PLS of date/time changes for the PL in a timely manner:
 - Once HUSD and CABE PLS have mutually agreed upon the date/time for the PL, CABE PLS must be notified of any change in date/time at least ten (10) business days prior to the originally scheduled day and time of the PL.
 - If notice is received less than ten (10) business days prior to the originally scheduled day and time of the PL, HUSD will be liable for any additional travel and consultant costs related to the date/time change(s), if applicable.
- To provide an appropriate location for the PL at no cost to CABE;
- To provide logistical information to CABE no later than two weeks prior to the scheduled session (location, agenda, audience, number of participants, etc.)
- To provide the audiovisual equipment for the presentations, requested by CABE in advance;
- To provide technical support during delivery of virtual PL, if using a district sponsored meeting platform.
- To meet and accommodate the needs of any of their participants as needed, including interpretation.
- To cover the cost of and prepare materials/handouts for the PL, including translation, if necessary;
- Provide administrative support (sign-in sheets, name badges, name tents, materials boxes for participants, chart paper, markers, etc.);
- Arrange for and cover cost of food participants for the PL (if any); and
- Limit the number of participants to a maximum of 40 for the C/PL.
 - Participants are defined as those who attend the C/PL, even for only a portion of the day, whether they are formally registered/paid or not (provided however, such term shall not include those staff individuals present who provide audiovisual equipment, materials/handouts or administrative support to the C/PL).

- If the number of participants exceeds 40, CAFE must be notified at least 2 weeks in advance, an additional consultant may be assigned to the presentation to support participant engagement and additional materials may need to be prepared.
- If CAFE receives notice at least two weeks in advance that the number of participants will exceed 40, then the cost per participant beyond 40 and up to 50 will be \$175 each and added to the total cost of the MOU; and
- If CAFE receives notice at least two weeks in advance that the number of participants will exceed 50, the cost of a second presenter will need to be invoiced at the daily rate.
- If CAFE does not receive notice at least two weeks in advance that the number of participants will exceed 40, then the cost per participant beyond 40 and up to 50 will be \$225 each and added to the total cost of the MOU.
- If CAFE does not receive notice at least two weeks in advance that the number of participants will exceed 50, the cost of a second presenter will be invoiced at the daily rate plus an additional \$1,000 late notice fee.

Responsibilities of CAFE

- To provide an expert consultant to present the PL; and
- Provide all travel costs for said consultant.
- When delivering virtual PL, CAFE may provide the virtual meeting platform or may request to use a platform provided by the District.

Virtual Delivery

- If in-person professional learning is not an option due to the Covid-19 pandemic or other reasons out of CAFE's control, CAFE will coordinate with the district to provide the professional learning through a virtual platform, with modifications as needed (time, materials, etc.).
- If professional learning is provided via a virtual platform, the professional learning session will be delivered in divided times over agreed upon days equivalent to in-person delivery or in an adjusted full day session appropriate for virtual facilitation.
- CAFE will provide the Zoom Virtual Platform and all necessary links and set up unless HUSD selects to use and set up a different platform. District is responsible for providing technical support to CAFE consultants for training, managing, setting up, and monitoring the session.
- Sessions will not be recorded unless explicit permission is provided by district and attendees to be used by CAFE for internal purposes.
- Digital handouts and materials for each professional learning session are to be used by participants only and not to be distributed unless permission is granted by CAFE.

Budgeting

At contract signing, a non-refundable deposit of 25% of the total costs will be due. This deposit will cover the initial costs incurred by CAFE and the consultant to begin preparing the PL. Should the need arise to reschedule or cancel the PL, the deposit will be applied toward the rescheduled date or any future PL provided by CAFE. CAFE PLS will invoice HUSD for the remaining amounts due after each day of PL is presented. HUSD will be invoiced for all scheduled services through June 30th by May 1st of the contract year. When PL is provided through a virtual platform, delivery of the services will be billed as follows:

- PL lasting 1-3 hours of online delivery in a single session will be billed for half the daily rate

- PL lasting more than 3 hours and up to 6 hours in a single session will be billed the full daily rate

Intellectual Property

CABE retains all intellectual property rights to the content of the PL presentations.

CABE retains the right to record virtual and in-person PL for internal quality control purposes. Only CABE may record its PL presentations and any recordings are the sole property of CABE.

CABE Media Release

CABE may take photos of trainers and collaborative work during trainings, for use on social media and in promotional materials. By signing this contract, HUSD agree as follows:

- All recordings and photographs of participants by CABE or its contractors may be used by CABE for promotional or other purposes at its discretion.
- I acknowledge and agree that any photographs, audio, or video recordings taken of participants by CABE, or its contractors are the sole property of CABE. I understand and agree that there will not be any compensation in connection with the use of these materials.
- I hereby release, waive, and discharge any claims of any kind or nature arising out of or relating to the use of the statements, photography, audio, or video recording by any person or firm authorized by CABE to publish said material ("Publishers"). This release, waiver, and discharge should also extend to all affiliated companies, directors, staff, and board members of said Publishers.
- This release shall be binding upon participants and respective successors, heirs, assigns, executors, administrators, spouses, and next of kin.

Insurance

CABE shall provide to HUSD a current certificate of policy evidencing its comprehensive and general liability insurance coverage in a sum not less than \$3,000,000 aggregate and \$1,000,000 per occurrence. CABE will provide evidence of Workers' Compensation insurance coverage for all CABE PLS consultants upon request.

Indemnification

- A. Insofar as permitted by law, HUSD shall assume the defense and hold harmless CABE and/or any of its officers, agents or employees from any liability, damages, costs, or expenses of any kind whatsoever, including attorneys' fees, which may arise by reason of the sole fault or negligence of HUSD, its officers, agents or employees.
- B. Insofar as permitted by law, CABE shall assume the defense and hold harmless HUSD and/or any of its officers, agents or employees from any liability, damages, costs, or expenses of any kind whatsoever, including attorneys' fees, which may arise by reason of any harm to person(s) or property received or suffered by reason of the sole fault or negligence of CABE its officers, agents or employees.
- C. It is the intent of HUSD and CABE that where negligence or responsibility for any harm to person(s) or property is determined to have been shared, the principles of comparative negligence shall be followed and each party shall bear the proportionate cost of any liability, damages, costs, or expenses attributable to that party.

- D. HUSD and CAFE agree to notify the other party of any claims, administrative actions, or civil actions determined to be within the scope of this Agreement within ten (10) calendar days of such determination. HUSD and CAFE further agree to cooperate in the defense of any such actions. Nothing in this Agreement shall establish a standard of care for or create any legal right for any person not a party to this Agreement.

Termination

Either party may terminate this MOU without cause upon (30) days prior written notice to the other party. If terminated by the District, the District will be responsible for costs incurred up to the date of termination. If in-person professional learning is not an option at any point during the school year due to the Covid-19 pandemic or other cause outside the control of the parties, CAFE will provide the PL through a virtual platform, with modifications as needed, or the parties will reschedule the PL to a mutually agreeable date.

Notices

Any notice required to be given by the terms of this MOU shall be deemed to have been given when the same is personally delivered or sent by first class mail, postage prepaid, addressed to the respective parties as follows:

To HUSD: Hamilton Unified School District
620 Canal Street
P.O. Box 488
Hamilton City CA95951

To CAFE: California Association for Bilingual Education
20888 Amar Road
Walnut, CA 91789

Integration

This MOU represents the entire and integrated agreement between HUSD and CAFE for the services described above, and supersedes all prior negotiations, representations, or agreements, either written or oral. This MOU may be amended only by a written instrument signed by the duly authorized representatives of HUSD and CAFE.

Representation of Authority

The undersigned hereby represent and warrant that they are authorized by the respective parties to execute this MOU.

IN WITNESS WHEREOF, HUSD and CABA have executed this MOU as of the date first above written.

Authorized Representative
Hamilton Unified School District
620 Canal Street
P.O. Box 488
Hamilton City CA95951
(562) 907-5900
Date:

Dr. Edgar Lampkin, CABA CEO
California Association for Bilingual Education
20888 Amar Road
Walnut, CA 91789
(626) 814-4441
Date:

***Proposal from CABE professional learning Services to
Hamilton Unified School District for
Support of the Dual Language Program***

To: Maggie Sawyer, ELD/Dual Immersion Coordinator, Hamilton Unified School District

From: Rubí Flores, Director of Professional Learning, CABE Professional Learning Services (PLS)

CC: Dr. Edgar Lampkin, CEO, California Association for Bilingual Education (CABE)

Date: 05.12.2025

Re: CABE Professional Learning Services (PLS) Proposal for consulting and professional learning in support of Dual Language programs

Introduction

CABE is the pioneering professional association with over 40 years of experience with educational programs for language learners and has developed tools and techniques for planning, implementing, and enhancing language programs, including English language Development and Dual language (EL/DL) programs. We bring this deep knowledge of and expertise with ELD and DL to our collaboration with districts in support of their planning, implementation, and enhancement of their programs.

The following professional development is proposed as a way to support the vision of the district under the knowledgeable leadership of the Agent of English Learners to guide the district in support of a strong, successful, and sustainable ELD and DL programs in Hamilton Unified School District .

Proposed Collaboration for July 1, 2025 through June 30, 2026

The process of enhancing a DL program takes careful analysis and strategic planning for implementation. This proposal spans the 2025-2026 academic year and provides consulting and professional learning support for enhancing the HUSD DL programs. CABE PLS will work with district representatives to identify and cluster the critical topics to explore, conversations that will need to be conducted, and decisions that need to be made in analyzing and planning for and the implementation of the enhanced DL programs. The recommended consulting and professional learning is listed below and is offered for your consideration. This proposal can be customized to your budget, specific goals, and level of support needed.

**Proposal from CABE professional learning Services to
Hamilton Unified School District for
Support of the Dual Language Program**

Proposed support for the 2025-2026 academic year

Goal 8. Facilitate The Development of A DL Master Plan	By Whom	# of Days
<p>Facilitate the development of a DL Master Plan</p> <ul style="list-style-type: none"> • Lead groups of district, site, and community stakeholders in examining <ul style="list-style-type: none"> o the current practices in the DL program o the site and district policies associated with the DL program • Lead a group of district, site, and community stakeholders in evaluating the DL Master Plan samples provided by CABE PLS to identify <ul style="list-style-type: none"> o The format to use for the district's Dual Language Immersion Master Plan o The content to include in the district's DL Master Plan o Any practices or policies from the sample master plans that might enhance the DL program in district's <p>Audience: <u>DL District Leadership Team</u>: district administrators (from Educational Services and English Learner Services, at minimum), site administrators from DL sites, 1-2 DL teachers from each DL site, 1 non-DL teacher from each DLI site, 1 Special Education representative from each DL site, 1 DL bilingual instructional aide representative from each DL site; 1 Instructional Coach/Teacher on Special Assignment (TOSA) representative from each DL site; <u>Other members to consider including on the District Leadership Team</u>: School board member; union representative; front office personnel representative from each DL site; parent liaison; librarian; parent representative; parents of English Learner students representative; parents of English-only students representative</p>	District staff and CABE PLS consultant	5 days

Summary of Professional learning Services	Cost:
Proposed for 2025-2026:	
Goal 1: Facilitate The Development of A DL Master Plan	\$20,000
Total Proposed Cost for 2025-2026:	\$20,000

Responsibilities of HUSD

- To schedule the PL in collaboration with CABE PLS within 3 weeks of the approval of the contract.
- To notify CABE PLS of date/time changes for the PL in a timely manner:
 - o Once HUSD and CABE PLS have mutually agreed upon the date/time for the PL, CABE PLS must be notified of any change in date/time at least ten (10) business days prior to the originally scheduled day and time of the PL.

**Proposal from CABE professional learning Services to
 Hamilton Unified School District for
 Support of the Dual Language Program**

- If notice is received less than ten (10) business days prior to the originally scheduled day and time of the PL, HUSD will be liable for any additional travel and consultant costs related to the date/time change(s), if applicable.
- To provide an appropriate location for the PL at no cost to CABE ;
- To provide logistical information to CABE no later than two weeks prior to the scheduled session (location, agenda, audience, number of participants, etc.)
- To provide the audiovisual equipment for the presentations, requested by CABE in advance;
- To provide technical support during delivery of virtual PL, if using a District sponsored meeting platform.
- To meet and accommodate the needs of any of their participants as needed, including interpretation.
- To cover the cost of and prepare materials/handouts for the PL, including translation, if necessary;
- Provide administrative support (sign-in sheets, name badges, name tents, materials boxes for participants, chart paper, markers, etc.);
- Arrange for and cover cost of food participants for the PL (if any); and
- Limit the number of participants to a maximum of 40 for the C/PL.
 - Participants are defined as those who attend the C/PL, even for only a portion of the day, whether they are formally registered/paid or not (provided however, such term shall not include those staff individuals present who provide audiovisual equipment, materials/handouts or administrative support to the C/PL).
- If the number of participants exceeds 40, CABE must be notified at least 2 weeks in advance, an additional consultant may be assigned to the presentation to support participant engagement and additional materials may need to be prepared.
- If CABE receives notice at least two weeks in advance that the number of participants will exceed 40, then the cost per participant beyond 40 and up to 50 will be \$175 each and added to the total cost of the MOU; and
- If CABE receives notice at least two weeks in advance that the number of participants will exceed 50, the cost of a second presenter will need to be invoiced at the \$4,7500 daily rate.
- If CABE does not receive notice at least two weeks in advance that the number of participants will exceed 40, then the cost per participant beyond 40 and up to 50 will be \$225 each and added to the total cost of the MOU.
- If CABE does not receive notice at least two weeks in advance that the number of participants will exceed 50, the cost of a second presenter will be invoiced at the rate of \$5,750.

Responsibilities of CABE

- To provide an expert consultant to present the PL; and
- Provide all travel costs for said consultant.
- When delivering virtual PL, CABE may provide the virtual meeting platform or may request to use a platform provided by the District.

***Proposal from CABE professional learning Services to
Hamilton Unified School District for
Support of the Dual Language Program***

Virtual Delivery

- If in-person professional learning is not an option due to the Covid-19 pandemic or other reasons out of CABE's control, CABE will coordinate with the district to provide the professional learning through a virtual platform, with modifications as needed (time, materials, etc.).
- If professional learning is provided via a virtual platform, the professional learning session will be delivered in divided times over agreed upon days equivalent to in-person delivery or in an adjusted full day session appropriate for virtual facilitation.
- CABE will provide the Zoom Virtual Platform and all necessary links and set up unless HUSD selects to use and set up a different platform. District is responsible for providing technical support to CABE consultants for training, managing, setting up, and monitoring the session.
- Sessions will not be recorded unless explicit permission is provided by district and attendees to be used by CABE for internal purposes.
- Digital handouts and materials for each professional learning session are to be used by participants only and not to be distributed unless permission is granted by CABE.

Budgeting

At contract signing, a non-refundable deposit of 25% of the total costs will be due. This deposit will cover the initial costs incurred by CABE and the consultant to begin preparing the PL. Should the need arise to reschedule or cancel the PL, the deposit will be applied toward the rescheduled date or any future PL provided by CABE. CABE PLS will invoice HUSD for the remaining amounts due after each day of PL is presented. HUSD will be invoiced for all scheduled services through June 30th by May 1st of the contract year. When PL is provided through a virtual platform, delivery of the services will be billed as follows:

- PL lasting 1-3 hours of online delivery in a single session will be billed for half the daily rate
- PL lasting more than 3 hours and up to 6 hours in a single session will be billed the full daily rate

Intellectual Property

CABE retains all intellectual property rights to the content of the PL presentations.

CABE retains the right to record virtual and in-person PL for internal quality control purposes. Only CABE may record its PL presentations and any recordings are the sole property of CABE.

CABE Media Release

CABE may take photos of trainers and collaborative work during trainings, for use on social media and in promotional materials. By signing this contract, HUSD agree as follows:

- All recordings and photographs of participants by CABE or its contractors may be used by CABE for promotional or other purposes at its discretion.
- I acknowledge and agree that any photographs, audio, or video recordings taken of participants by CABE, or its contractors are the sole property of CABE. I understand and agree that there will not be any compensation in connection with the use of these materials.

***Proposal from CABE professional learning Services to
Hamilton Unified School District for
Support of the Dual Language Program***

- I hereby release, waive, and discharge any claims of any kind or nature arising out of or relating to the use of the statements, photography, audio, or video recording by any person or firm authorized by CABE to publish said material (“Publishers”). This release, waiver, and discharge should also extend to all affiliated companies, directors, staff, and board members of said Publishers.
- This release shall be binding upon participants and respective successors, heirs, assigns, executors, administrators, spouses, and next of kin.

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. m	Date: 5/28/2025
Agenda Item Description: Adoption of Screener for Reading Difficulties- Multitudes	
<p>Background: As stated in the CDE Website: <i>The legislation requiring the screening of pupils for risk of reading difficulties includes findings and declarations that speak to the purpose of the screening for risk of reading difficulties. Specifically,</i></p> <ul style="list-style-type: none">• <i>Screening pupils for risk of reading difficulties, including dyslexia, is one of many tools that educators can use to gain information about how to support pupils' learning.</i>• <i>Early identification and intervention with evidence-based early literacy instructional strategies and materials improves literacy outcomes for pupils at risk of, and with, reading difficulties, including dyslexia.</i>• <i>By screening all pupils for risk of reading difficulties early, California can help families and teachers achieve the best learning and life outcomes for all pupils and close academic achievement gaps. Education Code Section (EC) 53008(a)(1)(2)</i>	
<p>Status: The TK–2 Team reviewed three of the State’s approved screeners: Amira, mClass, and Multitudes. After careful consideration, the top two choices were mClass and Multitudes. The team ultimately chose to adopt Multitudes, as it will fit best with both our current literacy programs and the new Dual Language Immersion Structured Literacy Project launching next year. Additionally, Multitudes requires minimal training, making it a more efficient option for implementation.</p>	
<p>Fiscal Impact: Multitudes is paid for by the State of California and available at no cost to the district for the platform. While it requires minimal training, optional additional training is available to LEAs at a minimal cost making it both effective and cost-efficient for implementation.</p>	
<p>Educational Impact: In alignment with California legislation, we are adopting a new reading screener as an additional tool to support early literacy. This screener will help identify reading challenges early, allowing educators to provide targeted support and interventions when they are most effective.</p>	
<p>Recommendation: The TK–2 Team and HES Administration recommend adopting the Multitudes Screener to support early literacy identification and intervention efforts.</p>	

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. n	Date: 05/28/25
Agenda Item Description: 2025-26 Boys & Girls Club 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 2025-26 MOU with the Boys and Girls Club continues a successful collaboration that supports Hamilton Unified’s 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. Cost: \$276,500.00</p>	
Status: 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: The program creates a supportive environment that reinforces positive habits for academic engagement and school readiness.	
Recommendation: Approve the 2025-26 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 offer PROGRAM services free of charge to the facility capacity of 150 students in alignment with ELOP program requirements. 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 upto \$276,500 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 for Fiscal Year 2025-26. 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
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 - 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)

4/15/25

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. o	Date: 05/28/25
Agenda Item Description: Annual Hamilton Football Senior Leadership Retreat	
<p>Background: This will be our 4th Annual Senior Leadership retreat for our Football program. This is an opportunity for team bonding in beautiful Lake Tahoe. Each year we discuss and plan for our goals for the upcoming season as well as discuss the growth necessary for individuals and the team. We leave the Friday afternoon and return in the early afternoon of Sunday. We stay at a cabin in Homewood, CA on the Westshore of Lake Tahoe. This has become a big event each year that kids look forward to and remember. We would require 2-3 vans from the high school for transportation. All costs will come from the Football ASB account.</p>	
Status: Pending Board Approval	
Fiscal Impact: Approx. \$1,500-\$2,000 from Football ASB account.	
Educational Impact: N/A	
Recommendation: Board approve the 4 th Annual Senior Leadership retreat for our Football program	

Hamilton Football Senior Retreat

Lake Tahoe – Homewood, CA

June 13–15, 2025

Itinerary

- Hiking
- Beach Day
- Team Activities

Location: 6110 McKinney Dr., Homewood, CA

Departure: Vans depart 2:00 PM on June 13

Return: Vans return 3:00 PM on June 15

Reminders

- Bring a sleeping bag
- Bring swimsuit, towel, sandals, and sunscreen
- Bring shoes for hiking
- Bring cash for souvenirs

Contact

Coach: Aaron Elliott

Phone: (530) 513-1781

Email: bravescoach.husd@gmail.com

I give permission for my child to attend the Senior Retreat.

Parent Signature: _____

Printed Name: _____

Contact Info: _____



HAMILTON FOOTBALL SENIOR TRIP

LAKE TAHOE — HOMEWOOD, CA | JUNE 13–15, 2025

TRIP DETAILS

- **Dates:** Friday, June 13th – Sunday, June 15th, 2025
- **Location:** 6110 McKinney Dr. Homewood, CA
- **Departure:** Friday, June 13. at 2:00 PM from Hamilton High School
- **Return:** Sunday, June 15 at approximately 3:00 PM

WHAT TO BRING



Sleeping bag and pillow



Swimsuit, towel, sandals, sunscreen



Hiking shoes



Spending cash for souvenirs

PURPOSE

- Team bonding experience
- Hiking, beach day, and outdoor dinners
- Learning what it means to be part of Brave Nation

Coach Aaron Elliott

✉ bravescoach.husd@gmail.com

☎ (530) 513-181

I give permission for my child to participate in the Hamilton Football Senior Trip

I give permission for my child to participate in the Hamilton Football Senior Trip.

Student Name _____

Parent/Guardian Name _____

Signature _____

Page 88 of 252
Date _____

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. p	Date: 05/28/25
Agenda Item Description: Preschool Program Self-Evaluation	
Background: The Program Self-Evaluation (PSE) is an annual tool required by the California Department of Education (CDE) for all state-funded preschool programs. It is designed to help programs reflect on how well they are meeting the state's expectations in areas like child learning and development, classroom quality, family engagement, and compliance with laws and regulations.	
Status: Pending Board Approval	
Fiscal Impact: N/A	
Educational Impact: N/A	
Recommendation: Approve the Program Self-Evaluation (PSE)	



California State Preschool Program Program Self Evaluation Fiscal Year 2024-25

Early Education Division

For Fiscal Year (FY) 2024–25, California State Preschool Program (CSPP) contractors will use the Early Education Division's (EED) Program Instrument to conduct the FY 2024-25 Program Self-Evaluation (PSE) and will complete a survey to satisfy the submission requirements for the PSE. The survey will identify how programs meet or did not meet the contract terms and conditions of the CSPP contract. The PSE includes multiple choice options for items 1-24, followed by three additional data questions. Contractors must also include a written list of tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement, and describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory to continue to meet standards, including how those will be addressed in a timely and effective manner.

All CSPP contractors are required to complete this survey. Please have one (1) staff submit this survey on behalf of your CSPP agency **no later than 5:00 pm on Monday, June 2, 2025**. To complete this survey, responses to all questions are required. For any questions regarding this survey, please contact the EED Program Quality Implementation Office at fy2425pse@cde.ca.gov.

If you want to save your progress and return later at any time while responding to the survey, you can do so by selecting the **Save For Later** button. To do this, select the choose the **Save For Later** button on any page you would like to pause in responding. You will be provided a unique URL (web address) for entrance back into the saved report. This URL is the only way back into the saved survey

Agency Role of Contact Person

Agency Role of Contact Person:

Program Director ▼

Contact Information for Executive or Program Director

Executive or Program Director Information

First Name of Program Director:	<input type="text" value="Mariesa"/>
Last Name of Program Director:	<input type="text" value="Fitzgerald-Adams"/>
Email Address of Program Director:	<input type="text" value="madams@husdschools.org"/>
Phone Number of Program Director: (999-999-9999)	<input type="text" value="530-826-0341"/>

Agency Information

For the following questions, you will be asked to select your lead county from a list. After you select your county from the drop-down field menu below, you will be prompted to choose your agency name and vendor number from a county-specific list.

Select your lead county:

 ▼

Select your Glenn County agency:

 ▼

Program Type

- ☒ *Part-Day*
- ☐ *Full-Day*
- ☐ *Part-Day/Full-Day*

Please review the **agency name and vendor number** selected above. If your agency name and vendor number are correct, please select the **Next** button below to continue the 2024-25 Program Self-Evaluation Survey on behalf of this agency.

Staff and Board Member Participation

In accordance with the *Child Care Regulations*, Title 5 (5 CCR), Section 17709(b)(3) provide an assessment, in a narrative format, summarizing the Staff and Board Member participation in the PSE process:

How have staff and board members been involved in the program self-evaluation process? (Select all that apply)

- ☐ Program staff and board members developed a written list of tasks needed to modify the program in order to address all areas that need improvement
- ☒ Meeting(s) were held with board and staff to review program self-evaluation process
- ☒ Staff completed and/or reviewed the Classroom Assessment Scoring System (CLASS) Second Edition and CLASS Environment findings, the Desired Results Developmental Profile – 2015 (DRDP-2015), Parent Surveys, and the Program Instrument and developed an action plan to address areas in need of improvement
- ☐ The contractor identified areas that required modification in response to guidance released from CDE, and developed an action plan to respond to any changes in guidance (examples include newly issued Management Bulletins, EED webinars, and email communications)
- ☒ A summary of the PSE process and findings was presented to the board and gathered input from board members
- ☐ Other staff and board member involvement in the PSE process not listed above

Provide an assessment, in a narrative format, summarizing the Staff and Board Member participation in the PSE process: (?/500 characters)

The program director and staff participated in the PSE process by attending staff meetings to review DRDP results, CLASS reports, Parent Surveys, and the Program Instrument. They created an action plan, developed a task list to address areas needing improvement, and reviewed updated guidance from CDE. The PSE was presented to the board for approval.

I. Family Files

The I. Family Files section will include the following parts: EED 01: Family Selection, EED 02: Family Eligibility Requirements, EED 03: Child Need Requirement Verification (Full-Day CSPP Only), EED 04: Correct Fee Assessed (Full-Day CSPP Only), EED 05: Compliance with Due Process, and EED 06: Recording and Reporting Attendance.

EED 01: Family Selection

Families with children enrolled in the California State Preschool Program (CSPP) are selected according to the priorities for that program, whether full-day or part-day: (May select both if applicable)

- ☒ Meets Requirements
- ☐ Needs Improvement to meet requirements

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

Families with children enrolled in the program are selected according to the CSPP enrollment priorities. First priority is given to children who are recipients of child protective services or who are at risk of abuse, neglect, or exploitation. Second priority is for eligible four-year-olds, then eligible three-year-olds, based on the lowest income ranking. A waiting list is maintained, documenting the child's rank, name, birthdate, and parent contact information. Applications, income documentation, and eligibility criteria are reviewed and verified prior to enrollment.

EED 02: Family Eligibility Requirements

Families with children enrolled in the program have met eligibility requirements, and the required documentation is complete. A family data file has been established for each family, including a completed application for services, supporting documentation, and a completed family language interest survey: (May select both if applicable)

- ☒ *Meets Requirements*
- ☐ *Needs Improvement to meet requirements*

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

Each enrolled family has a complete file that includes a completed application, Form 9600, income verification (earning statements, CPS, homeless, or aid recipient documentation), proof of residency, birth certificates for all children under 18, immunization records, TB test, and physical. Family size documentation and the family language interest survey, is also included. A cover sheet with a checklist ensures all required documents are collected and verified before enrollment. CAPSDAC monthly reporting was completed each month on time by the director.

EED 05: Compliance with Due Process

Note: EED 03 and EED 04 are only asked to agencies that selected Full-Day or Part-Day/Full-Day in the Agency Information section.

The contractor complies with the program's due process requirements, including: (1) providing parents with written information regarding their responsibility to comply with program rules; (2) issuing a Notice of Action (NOA) where appropriate; (3) establishing procedures for parental appeal of any contractor's decision contained in the Notice of Action; and (4) establishing procedures for suspension, expulsion, and unenrolling a child due to behavior: (May select both if applicable)

- ☒ *Meets Requirements*
- ☒ *Needs Improvement to meet requirements*

Technical Assistance/Modifications Needed to meet requirements: (Select all that apply)

- ☐ Providing parents with written information on complying with program policies
- ☐ Completing NOA correctly
- ☐ Conducting family appeals correctly
- ☒ Establishing procedures for suspension, expulsion, and unenrolling a child due to behavior
- ☐ Other technical assistance/modifications needed

Describe the tasks needed to modify the program to address all areas identified through the PSE process as needing improvement in EED 05: Compliance with Due Process section, including how those will be addressed in a timely and effective manner: (?/500 characters)

Updated procedures for suspension, expulsion, and unenrollment due to behavior need to be clearly outlined and shared with families in the parent handbook.

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

Parents are required to attend an orientation where teachers review the handbook and explain all compliance policies, program expectations, and due process rights. Parents receive a Notice of Action upon enrollment and any time policies are not followed. Appeal procedures are reviewed during enrollment and are also included in the parent handbook and brochure.

EED 06: Recording and Reporting Attendance

The program has adopted policies and procedures that are consistent with statutes and regulations on excused absences including best interest days and abandonment of care. Documentation of recording and reporting attendance records are consistent with certified hours of enrollment that are established for the child/parent/guardian: (May select both if applicable)

- ☒ Meets Requirements
- ☐ Needs Improvement to meet requirements

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

Teachers take attendance every day using an attendance tracking sheet. Parents must sign their child in and out using their full name. The sign-in and sign-out sheets are checked daily to ensure parents are signing in and out. At the end of the month, the director reviews and calculates attendance, then fills out the monthly report. The director also records reasons for any absences in a master binder to keep track. If a child has too many absences or is close to termination, the director gives the parent a notice and has them sign an attendance contract to address the issue. The absence policy is included in the parent handbook. It explains what counts as excused and unexcused absences, how best interest days work, and what abandonment of care means. The director ensures all attendance records match the family's certified hours.

II. Family Engagement and Strengthening

The II. Family Engagement and Strengthening section will include the following parts: EED 07: Parent Engagement and Strengthening, EED 08: Health and Social Services, and EED 09: Community Involvement.

EED 07: Parent Engagement and Strengthening

There is a parent engagement and strengthening component that the programs ensure that there is effective, two-way, comprehensive communication between staff and parents is conducted on a regular basis throughout the program year including the sharing of information of the child's progress: (May select both if applicable)

- ☐ *Meets Requirements*
- ☒ *Needs Improvement to meet requirements*

Technical Assistance/Modifications Needed to meet requirements: (Select all that apply)

- ☐ *Creating parent orientation materials*
- ☐ *Conducting parent/teacher conferences*
- ☐ *Conducting parent meetings*
- ☐ *Creating Open Door Policy Statement*
- ☒ *Creating Parent Advisory Committee Other*
- ☐ *Other technical assistance/modifications needed for child need requirement verification for Full-Day CSPP not listed above*

Describe the tasks needed to modify the program to address all areas identified through the PSE process as needing improvement in the EED 07: Parent Engagement and Strengthening section, including how those will be addressed in a timely and effective manner: (?/500 characters)

The Director found that Parent Advisory meeting minutes were not consistently taken or shared. The goal for the 2025-2026 school year is to provide training to Parent Advisory leaders on how to document meetings, ensure that minutes are submitted to the Director after each meeting, and post the minutes for parents to review.

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

At the start of the school year, the Director held a parent orientation to go over the parent handbook, how to use the ParentSquare app, family projects, volunteer opportunities, safety procedures, curriculum, and to give families a tour of the preschool. Parents received a copy of the handbook and a take-home family project. During orientation, parents had a chance to sign up for the Parent Advisory Committee, and volunteer for cultural events, donate ingredients for cooking activities, or collect items like recycled materials for art projects using a sign up sheet with listed items. Parent-teacher conferences were held in October and May. Teachers shared DRDP results, set learning goals with families, and gave out take-home activities. Families also received helpful resources on child development, writing and cutting skills, parenting styles, using open-ended questions, and how to build positive relationships with children. We held two Parent-Child Engagement Nights—in November and March—focused on literacy and science. Families participated in hands-on learning during the events, and each family received materials and handouts to continue the activities at home. Parent and community resources were shared throughout the year through the ParentSquare app, flyers in the sign-in/out folders, and the parent board. Resources included information on housing, food, parenting classes, and health services. We also follow an Open Door Policy, which is explained during enrollment and again at orientation. This policy is listed in the handbook and posted on the parent board, inviting families to visit, observe, and take part in their child's learning anytime.

EED 08: Health and Social Services

The program includes identification of the child or family health, and social service needs and makes referrals to appropriate agencies for services. The program does follow-up to ensure that identified needs have been met: (May select both if applicable)

- ☒ **Meets Requirements**
☐ **Needs Improvement to meet requirements**

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

Health and safety needs are identified through the enrollment packet, which includes the LIC 702 form, family and social history form, resource and referral for services form, physician's report, immunization records, and a signed permission slip for hearing, vision, and speech referrals. Community resources are shared with families through the ParentSquare app, posted on the parent board, and sent home in the parent sign-in/out folders. These resources include local support for health, dental, mental health, housing, food, parenting classes, and more. The director and designated staff follow up with families after referrals are made to check if services were received and to offer further support if needed. Follow-up conversations are documented in the child's file to ensure needs are being met. Upon arrival children are screened for health concerns and temperature is taken. A health and wellness form are located under the attendance sheet clip board. Children are documented when concerns arise. Parents are informed at the end of the day or if illness is present the parents are contacted immediately.

EED 09: Community Involvement

The program includes a community involvement component that promotes the solicitation, collaboration and facilitation of services and goods to the families being served while providing information about the services offered to the community:
(May select both if applicable)

- ☒ *Meets Requirements*
- ☐ *Needs Improvement to meet requirements*

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

We partner with local organizations like the library, post office, Hamilton High Farm, firehouse, and Glenn County Office of Education, and Glenn County Behavioral health, to support our families. These partners provide resources, lead field trips, and visit our program to talk about their jobs, careers, and services. We also encourage families to get involved by volunteering in the classroom, donating items, talk about thier jobs/careers, and helping with cultural events or projects. Community resources are shared through the ParentSquare app, flyers in the parent sign-in/out folders, and on the parent board. These include local services for housing, food, health, and parenting support. All resources and referrals are documented and kept in a Parent Resource Binder for references and documenting.

III. Program Quality

The III. Program Quality section will include the following parts: EED 10: Site Licensure, EED 11: Local Educational Agencies (LEA) Operating CSPPs Exempt from Licensing Regulations , EED 12: Staff-Child Ratios, EED 13: Classroom Assessment Scoring System (CLASS) Second Edition and CLASS Environment. EED 13a: Requirements Specific to LEAs with License-Exempt Classrooms (LEAs identified as having license-exempt classrooms only), and Additional Requirements for CSPP, EED 14: Nutrition, EED 15: Developmental Profile, EED 16: Parent Survey, EED 17: Staff Qualifications, EED 18: Staff Professional Development Program, and EED 19: Prohibition Against Religious Instruction or Worship.

EED 10: Site Licensure

Each site has a current license issued by the authorized licensing agency: *(May select both if applicable)*

- ☒ *Meets Requirements*
- ☐ *Needs Improvement to meet requirements*

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: *(?/500 characters)*

The preschool site has a current license issued by the authorized Community Care Licensing agency. The license is posted on the parent board, stored in the licensing binder in the main office, and a copy is also kept at the district office. To ensure we continue to meet standards, we regularly review licensing requirements, update records, and complete routine safety and health checks. Licensing visits are conducted to monitor compliance, and reports are posted on the parent board and filed in the licensing binder. During our most recent licensing visit in August 2024, we were found to be in compliance. It was noted that we needed to install a carbon monoxide detector. This was completed the following day to ensure immediate compliance.

EED 11: Local Educational Agencies (LEA) Operating CSPPs Exempt from Licensing Regulations

Is your agency a Local Educational Agency (LEA)?

- ☒ *Yes*
- ☐ *No*

LEAs operating part-day or full-day CSPP classrooms that are exempt shall continue to meet all legal and contractual requirements of the CSPP, which includes adequate standards of Program Quality: *(May select both if applicable)*

- ☒ *Meets Requirements*
- ☐ *Needs Improvement to meet requirements*

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

We are licensed by Community Care Licensing and are a half-day CSPP program. Our center follows all regulations outlined in Title 22. We also comply with all legal and contractual requirements of the California State Preschool Program, ensuring that our program meets and maintains high standards of health, safety, and educational quality.

EED 12: Staff-Child Ratios

The applicable staff-child ratios are met for each age group: (May select both if applicable)

- ☒ *Meets Requirements*
- ☒ *Needs Improvement to meet requirements*

Technical Assistance/Modifications Needed to meet requirements: (Select all that apply)

- ☒ *Adhering to teacher-child and adult-child ratios*
- ☐ *Other technical assistance/modifications needed*

Describe the tasks needed to modify the program to address all areas identified through the PSE process needing improvement in the EED 12: Staff-Child Ratios section, including how those will be addressed in a timely and effective manner: (?/500 characters)

The Director is working with the district to hire qualified substitutes. A staff member quit and another is on medical leave. The Director steps in to meet ratio when possible and or the district will send substitutes from the high school to help stay in ratio. We are actively recruiting to fill gaps.

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

The Director works with Human Resources to adjust or find staff coverage as needed and ensures compliance through daily attendance and supervision checks.

EED 13: Classroom Assessment Scoring System (CLASS) Second Edition and CLASS Environment

Contractors are required to use the CLASS Second Edition Pre-K–3rd and CLASS Environment tools to observe CSPP classrooms. CLASS shall be implemented with a graduated phase-in approach beginning in 2024–25. CSPP contractors must provide data and information requested by the Regional and Statewide CLASS Leads funded through the Achieving Success in Positive Interactions, Relationships, and Environments (ASPIRE) Grant. Is your program achieving the goal of observing 15 percent of CSPP classrooms using the CLASS and CLASS Environment Tool as outlined in your agency’s contract? *(May select both if applicable)*

- ☒ *Meets Requirements*
- ☐ *Needs Improvement to meet requirements*

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

The director became a certified CLASS observer. The director collaborated with our regional lead to get trained and familiar with the CLASS tool. We have 100% of the observation requirement completed. The Director used a feedback form to deliver CLASS scores to the teachers and then got teacher feedback to create a plan to improve in domains that have a lower score. This information is stored in a master binder for CLASS.

Contractors are required to complete the additional requirements listed in MB 23-10 preserved from the Environmental Rating Scale (ERS) tool, which are not included in CLASS, CLASS Environment, or current license or license-exempt regulations, but are essential for quality improvement in CSPP.

Does your agency have any license-exempt classrooms?

- ☐ Yes
- ☒ No

Additional Requirements for CSPP

Ensure schedules provide a balance of structure and flexibility. The schedule must include the following each day:

A variety of play activities:

- ☒ *Meets Requirements*
- ☐ *Technical Assistance/Modifications Needed to meet requirements*

Both gross motor and less active play:

- ☒ *Meets Requirements*
- ☐ *Technical Assistance/Modifications Needed to meet requirements*

At least one indoor and one outdoor play period (weather permitting):

- ☒ *Meets Requirements*
- ☐ *Technical Assistance/Modifications Needed to meet requirements*

Post written handwashing procedures in a place that is visible to children and adults. Handwashing procedures must be followed by children and adults:

- ☒ *Meets Requirements*
- ☐ *Technical Assistance/Modifications Needed to meet requirements*

Provide storage spaces with security provisions where staff can store their personal belongings:

- ☒ *Meets Requirements*
- ☐ *Technical Assistance/Modifications Needed to meet requirements*

Have space and/or policies in place to support staff for work-related tasks such as conferences and meetings and to support staff for personal breaks:

- ☒ *Meets Requirements*
- ☐ *Technical Assistance/Modifications Needed to meet requirements*

EED 14: Nutrition

The program provides meals that are nutritious and are culturally and developmentally appropriate for the children in attendance and shall meet the nutritional requirements specified by the federal Child and Adult Care Food Program or the USDA Child Nutrition Programs: (May select both if applicable)

- ☒ *Meets Requirements*
- ☐ *Needs Improvement to meet requirements*

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

Hamilton Unified School District purchases and serves our food. The program offers breakfast and lunch that meet USDA nutrition standards, including grains, vegetables, fruits, protein, and dairy. The monthly menu is posted on the parent board, shared with families, and written daily by children on the classroom menu board. Allergies are listed in the food supply cabinet, child files, and enrollment checklist. Nutrition and free lunch policies are in the parent handbook.

EED 15: Developmental Profile

The program maintains age-appropriate Desired Results Developmental Profiles 2015 (DRDP 2015) to monitor the progress of the child's learning. The program uses DRDP data to plan and conduct age and developmentally appropriate activities: (May select both if applicable)

- ☒ *Meets Requirements*
- ☐ *Needs Improvement to meet requirements*

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

The program completes DRDPs in October and May. All observations and ratings are entered into the DRDP Online Portfolio. Group reports are printed for both Fall and Spring, and the Fall report is used to guide lesson planning and set goals for children and the program. The director completes the DRDP Summary of Findings, which includes action steps and expected completion dates. Lesson plans reflect the goals identified in the DRDP. Each child's portfolio includes assessment records, work samples, and photos showing progress toward DRDP goals.

EED 16: Parent Survey

The program annually distributes a parent survey to parents and analyzes the results to plan and conduct activities to help parents support their child's learning and development and to meet the family's needs. The survey is utilized as part of the annual self-evaluation process: (May select both if applicable)

- ☒ *Meets Requirements*
- ☒ *Needs Improvement to meet requirements*

Technical Assistance/Modifications Needed to meet requirements: (Select all that apply)

- ☒ *Supporting families to complete the survey*
- ☐ *Providing parent surveys in parent home language*
- ☐ *Using parent survey results to improve the program*
- ☐ *Other technical assistance/modifications needed*

Describe the tasks needed to modify the program to address all areas identified through the PSE process as needing improvement in the EED 16: Parent Survey section, including how those will be addressed in a timely and effective manner: (?/500 characters)

Only 15 out of 23 surveys were returned. Our goal for the 2025-26 school year is to have parents complete the parent survey during their scheduled parent-teacher conferences, rather than sending the surveys home to be returned.

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

At orientation, the director provided an interest survey in each family's home language to identify topics they wanted more information about (e.g., stages of development, building self-esteem, learning activities, books, health, parenting skills, language development, etc.). The DRDP parent survey was distributed in March, and the results were tallied and reviewed. Feedback was used to plan parent engagement activities, support family needs, and improve the program. Survey responses indicated that most parents were very satisfied with the program. They reported feeling their child was safe and happy, received helpful information on all listed topics, and felt the program supported their ability to find or maintain employment. Two parents expressed a need for extended hours until 2:00 PM, and one parent was not satisfied with the program location.

EED 17: Staff Qualifications

Program staff are qualified for the position held. Each program operating two or more sites or a Family Childcare Home Education Network (FCCHEN) has a qualified program director. Each program with more than one site has a qualified site supervisor at each site. Each site has qualified teachers: (May select both if applicable)

- ☒ *Meets Requirements*
☐ *Needs Improvement to meet requirements*

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

All program staff are qualified for their positions. Our program has a director, a teacher, and two teacher assistance. All proof of qualifications are kept in their employee file on site as well as at the Hamilton Unified School District.

EED 18: Staff Professional Development Program

The program has developed and implemented a staff development component: (May select both if applicable)

- ☒ *Meets Requirements*
☐ *Needs Improvement to meet requirements*

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

There are two district-wide in-service professional development days each year. The director shares additional professional development opportunities with staff by posting them on the staff board. Staff are encouraged to participate in local workshops, trainings offered by the Glenn County Office of Education, and online learning platforms. Monthly team meetings are used to reflect on recent training, set individual goals, and identify future areas for growth. Staff files are reviewed regularly to ensure training documentation is up to date. All professional development hours are documented and stored in staff folders both on-site and at the district office. The director ensures training opportunities align with program goals and staff development plans.

EED 19: Prohibition Against Religious Instruction or Worship

The program refrains from religious instruction and worship: (May select both if applicable)

- ☒ **Meets Requirements**
☐ **Needs Improvement to meet requirements**

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

Information is given to parents in the parent handbook and also posted on the parent board. The handbook states that we refrain from religious instruction and worship.

IV. Administrative

The IV. Administrative section will include the following parts: EED 20: Inventory Records, EED 21: Program Self-Evaluation Process, and EED 22: Written Information.

EED 20: Inventory Records

Inventory records are maintained by the contractor for all equipment and all non-disposable items with an estimated useful life of more than one year, such as computing devices and electronics, purchased in whole or in part with contract funds: (May select both if applicable)

- ☒ **Meets Requirements**
☐ **Needs Improvement to meet requirements**

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

The year-end closing checklist includes reviewing and verifying inventory records. The finance manager and the district office maintain a detailed spreadsheet that includes each item's description, serial/model number, acquisition date, cost, location, current condition, funding source, and equipment disposition. The director physically inventories all items and confirms accuracy by signing off on the checklist after verification.

EED 21: Program Self-Evaluation Process

The program has developed and implemented an annual evaluation plan that addresses any areas identified during the self-evaluation as needing improvement: (May select both if applicable)

- ☒ **Meets Requirements**
☐ **Needs Improvement to meet requirements**

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

The program self-review binder includes DRDP results and group reports, parent surveys, the CLASS observation summary, Summary of Findings, and the Program Self-Evaluation Instrument. This information is used to create yearly program goals. These goals are added to the staff meeting binder and reviewed during monthly team meetings to ensure ongoing progress and accountability. The director facilitates regular discussions with staff to reflect on successes, address challenges, and make adjustments as needed. This process helps ensure that areas of strength are maintained and areas for growth are addressed in a timely and effective manner.

EED 22: Written Information

The Program has developed written policies and procedures. Written information shall be provided to families and providers. The written policies and procedures may not conflict with the law, regulations, and terms of the contract: (May select both if applicable)

- ☒ **Meets Requirements**
☐ **Needs Improvement to meet requirements**

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

Written policies and procedures are reviewed annually by the director to ensure they align with current laws, regulations, and contract terms. The director uses mangament bulletins to stay current and uptodate with any changes that are made. Updates are made as needed and shared with families during orientation and enrollment or as needed. The parent handbook is reviewed with parents and posted on the parent board. Staff are informed of any updates during monthly team meetings and or as needed. The director monitors implementation by observing daily practices and checking for consistency with written procedures.

V. Fiscal/Audits

The V. Fiscal/Audits section will include the following parts: EED 23: Fiscal Reporting and EED 24: Annual Fiscal Audit.

EED 23: Fiscal Reporting

The program has submitted fiscal attendance and accounting reports to the CDE consistent with the laws for state or federal fiscal reporting and accounting, including the set-aside for enrollment of children with disabilities: (May select both if applicable)

- ☒ *Meets Requirements*
☐ *Needs Improvement to meet requirements*

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

The director completes attendance reports monthly, and the finance office manager submits fiscal attendance and accounting reports quarterly to the CDE. Children with exceptional needs are identified on the enrollment grid to monitor compliance with the required 5% set-aside. A calendar is maintained with fiscal reporting and audit due dates to ensure timely submission. All reports are submitted before the reporting deadlines.

Percentage of Contractor's Funded Enrollment

In accordance with *California Education Code (EC)* Sections 8208(c)(1) and (d)(2)(A), a percentage of the contractor's funded enrollment will be set aside specifically to allow children with exceptional needs, including children with severe disabilities, to be enrolled until the set aside is filled.

Indicate the total percentage of children with exceptional needs (including severe disabilities) that are currently being served under your CSPP enrollment:

21

Indicate whether the total percentage of children with exceptional needs (including severe disabilities) provided above is meeting the requirement of 5 percent of funded enrollment set aside to serve children with disabilities:

- ☒ *Meets Requirements*
- ☐ *Needs Improvement to meet requirements*

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

The director monitors enrollment monthly to ensure the exceptional needs set-aside is met and that space remains available for children with exceptional needs. Staff maintain ongoing communication with families and local agencies to identify eligible children. Enrollment records and IFSP/IEP documentation are reviewed regularly to ensure continued compliance with state requirements.

EED 24: Annual Fiscal Audit

The program has submitted to CDE's Office of External Audits an acceptable financial and compliance audit: (May select both if applicable)

- ☒ *Meets Requirements*
- ☐ *Needs Improvement to meet requirements*

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards: (?/500 characters)

The finance office manager submits the annual financial and compliance audits to the CDE's Office of External Audits in a timely manner. The district maintains a calendar with due dates to ensure all audits are completed and submitted on schedule. Ongoing monitoring includes review of audit results and follow-up on any recommendations to maintain compliance and fiscal standards.

Additional Questions for Data Collection Only

Additional Nutrition Question: Does your program provide healthy fruits and vegetables, including organic and/or locally sourced foods for meals and snacks?

- ☒ *Yes*
- ☐ *No*

Additional Curriculum Question: Please select the curriculum you use in your CSPP program. (Select all that apply)

NOTE: The CDE does not endorse any one curriculum.

- ☐ *Al's Pals: Kids Making Healthy Choices*
- ☐ *Amplify CKLA PreK*
- ☐ *Benchmark Ready to Advance*
- ☐ *Building Blocks Pre-K Math*
- ☐ *Connect4Learning Preschool*
- ☐ *Core Knowledge Preschool*
- ☐ *Curiosity Corner*
- ☐ *DLM Early Childhood Express*
- ☒ *Doors to Discovery*
- ☐ *Eureka Math PreK*
- ☐ *Everyday Mathematics PreK Care*
- ☐ *Focus on PreK*
- ☐ *Frog Street Pre-K*
- ☐ *Get Set for School (Learning Without Tears)*
- ☐ *Heggerty Phonemic Awareness PreK*
- ☐ *High-Scope Preschool*
- ☐ *Kimochis*
- ☐ *Math Shelf*
- ☐ *MyMath PreK*
- ☐ *Numbers Plus Preschool Curriculum*
- ☐ *Opening the World of Learning*
- ☐ *PreK On My Way*
- ☒ *Second Step Early Learning Program*
- ☐ *The Creative Curriculum for Preschool*
- ☐ *The Creative Curriculum for Family Child*
- ☐ *Three Cheers for PreK*
- ☐ *World of Wonders*
- ☒ *Zoo-phonics*
- ☐ *Teacher or program created curriculum*
- ☐ *Other published curriculum or resource not listed above*

Additional CLASS Question: Please review the following questions regarding your program's ability to meet the required goals for observing CSPP classrooms using the CLASS and CLASS Environment Tools in the upcoming program year

Will your program be able to meet the goal of observing 30 percent of CSPP classrooms using the CLASS Tool as outlined in your agency's contract next program year:

- ☒ Yes
☐ No

Will your program be able to meet the goal of observing 30% of CSPP classrooms using the CLASS Environment Tool as outlined in your agency's contract for next program year:

- ☒ Yes
☐ No

Statement of Completion

By providing an electronic signature, I certify that an annual plan has been developed and implemented for the Program Self-Evaluation (PSE) that includes the use of the Program Instrument (PI), the Desired Results Parent Survey, the Desired Results Development Profile and CLASS and CLASS Environment, and the Health and Safety Checklist (LEA license-exempt only) for all applicable contract types, per *California Code of Regulations*, Title 5 (5 CCR), Section 17709.

I also certify that all documents required as part of the PSE and the three additional data questions have been completed and are available for review and/or for submittal upon request, and:

The Program Instrument Fiscal Year 2024-25 EED Program Instrument - Contractor Information (CA Dept of Education) including Items 1 through 24 and additional data questions, as applicable, was used to complete the PSE; and

Staff and board members were involved in the PSE process.

REMINDER: All supporting documents required as part of the PSE (see Statement of Completion) are to be kept on site and **shall not be included** with the submission of the PSE.

**Respondent Electronic
Signature:**

Mariesa Fitzgerald-Adams

Submission Date:
(MM/DD/YYYY)

05/16/2025

Print and Submit

This is the end of the 2024–2025 CSPP Program Self-Evaluation.

If you have finished entering all the information for the survey, you can print or download a copy of your responses by selecting the **Print Responses** button below. A separate window will open, allowing you to print or download your responses. If you choose to print or download your responses, you must do so before selecting **Submit**. You must navigate back to your original window and select the **Submit** button to successfully submit your survey responses.

Important: Once you select the **Submit** button, you will not be able to make any further edits or revisions. Your responses will be sent immediately to the Early Education Division, and you'll be redirected to the Inclusive Early Education Resource Page. An automatically generated email will be sent to the email address provided in your survey to confirm your submission and provide a summary of all survey responses for your reference. Please check your email account's spam folder if you do not receive a confirmation email to your inbox.

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. q	Date: 05/28/25
Agenda Item Description: A Resolution of the Governing Board of the Hamilton Unified School District Urging the California Department of Education to Fulfill Its Obligations Under Senate Bill 1315 and to Prioritize the Needs of Small School Districts	
Background: This resolution urges the California Department of Education (CDE) to fulfill its legal obligations under Senate Bill 1315 and reduce the overwhelming and duplicative reporting requirements that disproportionately affect small school districts. Despite a March 1, 2025 deadline, CDE's report left out key reports like LCAPs, SPSAs, and multiple state and federal compliance plans. This failure leaves small districts like yours buried in paperwork—often at the expense of time spent serving students.	
Status: Pending Board Approval	
Fiscal Impact: N/A	
Educational Impact: N/A	
Recommendation: Adopt Resolution 24-25-110 to Fulfill Its Obligations Under Senate Bill 1315 and to Prioritize the Needs of Small School Districts	

RESOLUTION NO. 24-25-110

A Resolution of the Governing Board of the Hamilton Unified School District Urging the California Department of Education to Fulfill Its Obligations Under Senate Bill 1315 and to Prioritize the Needs of Small School Districts

WHEREAS, in Fall 2024, the Governor signed Senate Bill 1315 (Archuleta), amending Section 33318.2 of the Education Code and Section 9795 of the Government Code, requiring the California Department of Education (CDE) to submit a report by March 1, 2025, identifying all Local Education Agency (LEA) reporting requirements, specifying the purpose of each, and making recommendations for the consolidation, elimination, or shortening of those requirements; and

WHEREAS, CDE's submitted report, completed on March 1, 2025, failed to fully comply with the clear statutory mandates, omitting mandated plans and reports, omitting recommendations for consolidation and elimination of reports and plans, postponing such proposals until an unspecified future date beyond the March 1 deadline; and

WHEREAS, the report conspicuously failed to capture numerous mandatory LEA reporting requirements, including but not limited to: the Local Control and Accountability Plan (LCAP), School Plan for Student Achievement (SPSA), and extensive federal and state compliance plans tied to categorical funding, among others (See Attachment); and

WHEREAS, the report inadequately distinguishes between the burdens faced by different LEA types, including the substantial and disproportionate impact reporting has on small school districts, which often have extremely limited administrative staff; and

WHEREAS, small school districts frequently must divert valuable educator time away from direct student services to prepare duplicative, complex, and often unnecessary reports—many of which lack evidence of being meaningfully reviewed or utilized to improve educational outcomes; and

WHEREAS, the irony cannot be overlooked that while CDE demands an extraordinary volume of reporting from school districts under tight timelines, it failed to meet the legislature's straightforward request for a complete and compliant report on time; and

WHEREAS, the sheer number of mandatory and voluntary reporting requirements, as documented by the California School Boards Association (CSBA) in *Drowning in Documentation* and confirmed through stakeholder feedback, continues to erode the ability of educators—

particularly in small, rural communities—to focus on instructional improvement and student well-being; and

WHEREAS, it is imperative for the health of California’s educational system that the burden of reporting be immediately reduced, especially for school districts serving fewer than 2,500 students, with flexibility, exemptions, or abbreviated reporting formats provided to small LEAs;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Hamilton Unified School District hereby:

- A.** Finds that the CDE’s March 1, 2025 report fails to meet the clear statutory requirements of Senate Bill 1315, and therefore calls on the legislature and the Governor to reject the report as noncompliant;
- B.** Demands that CDE immediately amend and resubmit a report that:
- Identifies *all* LEA reporting and planning requirements, including LCAPs and SPSAs;
 - Includes a complete set of recommendations for consolidation, elimination, or streamlining of reporting mandates; and
 - Categorizes the burdens based on LEA size, with specific relief proposals for small school districts;
- C.** Urges the CDE to:
- Reduce LEA reporting obligations by a minimum of 25%, as outlined in CSBA’s *Drowning in Documentation* report;
 - Waive duplicative or non-essential reports for districts with enrollments under 1,000 students;
 - Develop abbreviated reporting formats for small districts to ensure equity in administrative workload;
- D.** Requests that a final list of reports and plans to be consolidated, eliminated, or truncated be delivered no later than July 1, 2025, in order to allow for implementation in the 2025–26 school year;
- E.** Encourages other small school districts across California to adopt similar resolutions, join in coordinated advocacy, and demand that California’s educational bureaucracies prioritize classroom instruction and student outcomes over redundant paperwork;

PASSED AND ADOPTED by the Board of Trustees of the Hamilton Unified School District
at a duly noticed public meeting held on May 28, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Governing Board
Hamilton Unified School District

DATED: _____

Clerk, Governing Board
Hamilton Unified School District

DATED: _____

CERTIFICATION

I, Jeremy Powell, Superintendent and Secretary to the Governing Board of the Hamilton Unified School District of Glenn County, California, do hereby certify that the foregoing is a true and correct copy of a resolution and reflection of its vote as duly adopted by said Board at a meeting thereof, which Resolution is on file and of record in the office of the Superintendent.

Date: May 28, 2025

Jeremy Powell, Ed.D.
Superintendent and Secretary to the Governing Board
Hamilton Unified School District

Missing Reports and Plans Not Addressed by CDE

Senate Bill 1315 Compliance - Small School District Perspective

Key Reports and Plans Missing in CDE's March 1, 2025 Report:

- Local Control and Accountability Plan (LCAP)
- School Plan for Student Achievement (SPSA)
- Expanded Learning Opportunities Program (ELOP) Plan
- Universal PreKindergarten (UPK) Reports
- Learning Recovery Emergency Block Grant (LREBG) Reports
- Arts and Music in Schools (Prop 28) Reports
- Career Technical Education Incentive Grant (CTEIG) Reports
- Federal Title I, II, III, IV Program Reports
- Dashboard Alternative School Status (DASS) Reporting
- Consolidated Application Reporting System (CARS) Forms

Why This Matters for Small School Districts:

- Disproportionate Burden: Small districts with limited staff manage the same overwhelming reporting load as large districts.
- Diversion from Students: Reporting obligations pull teachers and administrators away from classrooms and direct student services.
- Low Utility: Many reports are duplicative and are rarely used to improve student outcomes.

Our Call to Action:

- Immediate compliance with Senate Bill 1315.
- Concrete action to reduce reporting by at least 25%.
- Exemptions or streamlining for small districts under 1,000 students.

Let's refocus education back where it belongs: on students, not paperwork!

Prepared by the Small School Districts' Association (SSDA)
April/May 2025 | Contact: yuri@ssda.org



www.ssda.org/page/advocacy



HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. r	Date: 5/28/25
Agenda Item Description: Approve Declaration of Need for Fully Qualified Educators 2025-26 school year.	
Background: Each year, school districts must file a Declaration of Need with the California Commission on Teacher Credentialing (CCTC). The document gives an estimate of the number of Emergency Permits, Limited Assignment, and Internship Credentials that may be needed in the upcoming school year and must be filed with the CCTC before any application for these types of permits/credentials can be processed. While approval of the Declaration is legally required, the District is not obligated to fill vacancies in exact accordance with the subjects or numbers identified.	
Status: Pending board approval.	
Fiscal Impact: None.	
Educational Impact: None.	
Recommendation: Recommend the board approve Declaration of Need for Fully Qualified Educators 2025-26 school year.	



State of California
Commission on Teacher Credentialing
Certification Division
651 Bannon Street, Suite 601
Sacramento, CA 95811

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: _____

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: _____ District CDS Code: _____

Name of County: _____ County CDS Code: _____

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on ____/____/____ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, _____.

Submitted by (Superintendent, Board Secretary, or Designee):

Name *Signature* *Title*

Fax Number *Telephone Number* *Date*

Mailing Address

E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**
Submitted by Superintendent, Director, or Designee:

_____	_____	_____
Name	Signature	Title
_____	_____	_____
Fax Number	Telephone Number	Date

Mailing Address		

E-Mail Address		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization:	

Resource Specialist	_____
Teacher Librarian Services	_____
emergency transitional kindergarten ()	

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-level Math		Science: Geoscience	
Foundational-level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial Technology Education		World Languages (specify)	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

If no, explain why you do not participate in an internship program.

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. t	Date: May 28, 2025
Agenda Item Description: Architect for District Projects	
Background: On May 15, 2025, The District received a statement of qualifications from Motive Studios to provide Architectural Services to the District for upcoming District projects. The qualification statement is attached to this agenda item for review.	
Fiscal Impact: No current impact. Individual proposals for projects will be received as they are developed	
Educational Impact:	
Recommendation: Approve Architect Selected - Motive Studios for Architectural Services to the District.	

Statement of Qualifications for

Hamilton Unified School District

For Architectural Services RFQ



motive
STUDIO

Motive Studio
1100 Lincoln Ave., Suite 106
Napa, CA 94558
P: (530) 781-3112

Prepared by:
Trent Sommes &
Eliana Montoya

2.1. Cover Letter

Statement of Qualifications Architectural Services for RFQ Hamilton Unified School District

May 15th, 2025

Dear Selection Committee,

Motive Studio is pleased to submit our qualifications to provide Architectural Services for the Hamilton Unified School District. Our team brings to this proposal the best and most experienced talent from within our organization with a heavy emphasis on principal involvement. The key members we have assigned to your project have extensive experience in the planning, design, and construction of educational facilities.

Because of our past experience with school projects, both modernization and new construction, our firm is aware of the importance of meeting the ever-changing needs of school districts. We pride ourselves in the relationships we build with our clients. Through these partnerships we are able to design buildings suited to meet the unique challenges of your district. Our primary goal is to provide our clients the quality facilities they need, on time, and within their budget.

We are confident that our team will bring to the Hamilton Unified School District the knowledge and resources necessary for the successful completion of your architectural projects. In addition, and more importantly, we are truly excited by this opportunity.

On behalf of Motive Studio,



Trent Sommers
Principal Architect
(530) 781-3112

Motive Studio, Inc
1100 Lincoln Avenue, Suite 106
Napa, CA 94558

2.2. Table of Contents

- 2.1. Cover Letter / Letter of Interest
- 2.2. Table of Contents
- 2.3. History / Structure
- 2.4. Financial Resources
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- 2.6. Education
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- 2.10. Delivery Methods
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- 2.12. AHJs
- 2.13. Schedule
- 2.14. RFIs/PCOs
- 2.15. Claims
- 2.16. References
- 2.17. Conflicts of Interest
- 2.18. Firm's Current Work Commitments
- 2.19. Past Projects
- 2.20. Additional Data
- 2.21. Compensation
- 2.22. Agreement Form

2.3. History / Structure

Provide a brief history of Firm, and, if a joint venture, of each participating entity. Identify legal form, ownership, and senior officials of company(ies). Describe number of years in business and types of business conducted.

The company started as Sommers Architecture (founded 04.2014) and for a brief period of time operated as CA+SA Studio (January 2018 to February of 2025). In February of 2025 the company was rebranded as Motive Studio, Inc in which Trent Sommers and Eliana Montoya are the senior officials of the company. Motive Studio, Inc. operates as a corporation in the state of California providing professional architectural services on all phases of projects from master planning and program development to project completion and certification.

Motive Studio will be the sole firm involved and contracted directly with your district. There will be no joint ventures or associations with other entities.



2.4. Financial Resources

Provide a statement of Firm's financial resources, certifying the correctness of that information.

At this time we serve approximately twenty school districts through multiple types of projects. Our work ranges from the design and construction of new campuses to ongoing deferred maintenance projects. At any given time we are in the process of the design, or construction, of fifty to one hundred million dollars of construction.

Motive studio typically carries a revolving balance of three hundred to five hundred thousand dollars of cash on hand to cover daily operations, salaries, and unexpected expenses. This amount represents approximately two times our monthly operating budget. This cash is replenished by ongoing revenue from projects. Our firm generates income through architectural services provided to clients. This includes fees collected based on project milestones or percentage completion of projects. Our monthly net income is two hundred and forty thousand dollars averaged over the last twelve months.

Currently we carry approximately one hundred thousand dollars in retained earnings. Unlike some of our peers we don't distribute all our earned cash knowing that a strong cash reserve is essential to the operation of any healthy company. At this time it is our goal to build this retained amount to five hundred thousand dollars which we believe we can do over the next eighteen months as we've just completed a substantial cycle of investment in growth.

The majority of our profit over the last year has been reinvested back into the business rather than distributed as dividends. This reinvestment has been focused on three main efforts: rebranding, infrastructure investments, and company growth. This investment has allowed us to find our new identity, assure all our technology is comparable or exceeds the most sophisticated architecture firms in the market and expand our staffing through the hiring of talented architectural staff.

In regard to financial stability we set aside contingency everywhere we can. Every project carries a project specific contingency, our monthly budgets carry a company wide contingency, and we see our retained earnings as reserve contingency. While building this cushion into everything we do, at multiple levels, drives our profit margins down it puts us in a far more conservative economic position which assures the continued success of the company.

I, Trent Sommers, principal architect of Motive studio certify to the correctness of this information and will gladly share any additional information with you regarding our firms financial position upon request.

2.5. Insurance

Please provide a statement demonstrating that Firm can meet the insurance requirements as set forth in Exhibit E of the Agreement

CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/09/2025																				
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																						
PRODUCER Cornerstone Specialty Insurance Services, Inc. 14252 Culver Drive, A299 Irvine CA 92604 INSURED MOTIVE STUDIO, INC. 1100 Lincoln Avenue, Suite 106 Napa CA 94558	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME: Tina Cowie</td> </tr> <tr> <td>PHONE (A/C, No. Ext): (714) 731-7700</td> <td>FAX (A/C, No): (714) 731-7750</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS: tina@cornerstonespecialty.com</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td>INSURER A: Continental Casualty Company</td> <td>NAIC #: 20443</td> </tr> <tr> <td>INSURER B: Natl Fire Ins. Co. of Hartford</td> <td>20478</td> </tr> <tr> <td>INSURER C: Aspen American Insurance Company</td> <td>43460</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		CONTACT NAME: Tina Cowie		PHONE (A/C, No. Ext): (714) 731-7700	FAX (A/C, No): (714) 731-7750	E-MAIL ADDRESS: tina@cornerstonespecialty.com		INSURER(S) AFFORDING COVERAGE		INSURER A: Continental Casualty Company	NAIC #: 20443	INSURER B: Natl Fire Ins. Co. of Hartford	20478	INSURER C: Aspen American Insurance Company	43460	INSURER D:		INSURER E:		INSURER F:	
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INSURER D:																						
INSURER E:																						
INSURER F:																						
COVERAGES CERTIFICATE NUMBER: 24/25 COVERAGES REVISION NUMBER:																						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.																						
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS															
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> ADDTL INSRD/P & NC <input checked="" type="checkbox"/> BLNKT WAIVER OF SUBRO GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	7013359206	09/01/2024	09/01/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/OP AGG \$ 4,000,000 \$															
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	7038707946	09/01/2024	09/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$															
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			7035075616	09/01/2024	09/01/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$															
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	7013359237	09/01/2024	09/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000															
C	Professional Liability Claims Made			AAAE300586-02	09/01/2024	09/01/2025	Each Claim \$2,000,000 Annual Aggregate \$4,000,000															
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Evidence of coverage in force. Contractual insurance requirements will be addressed at the time the contract is awarded.																						
CERTIFICATE HOLDER FOR PROPOSAL PURPOSES ONLY PLEASE CONTACT CORNERSTONE SPECIALTY TO VERIFY COVERAGE IN FORCE					CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <div style="text-align: right; margin-top: 10px;"> </div>																	

2.6. Education

Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist District in understanding Firm's qualifications and expertise.

We are committed to the development and growth of our team. We support their path towards licensure by mentoring during their AXP hours and reimbursing successful testing completion. We encourage seminars and lunch and learns from vendors that would be willing to invest their time and resources towards our staff. We also have a standing Monday meeting where we discuss topics of learning, we engage in active problem-solving, and promote collaboration within our team.

Our staff consists of the following:

- 2 Licensed Architects
- 1 Director of Strategic & Land Planning
- 1 Project Development & Operations
- 3 Project Manager
- 3 Job Captains
- 1 Designers

2.7. QA / QC

Describe Firm's approach to quality control / assurance procedures, including coordination of design disciplines.

Quality control starts with each individual member of our team and their understanding of their specific tasks and responsibilities. Our team meets regularly to discuss the design challenges and opportunities specific to each project as well as to perform in-house peer reviews.

We work with highly qualified team of consulting engineering and design firms with extensive experience with the wide variety of K-12 project types that we are assigned, with attention to the governing codes and practical solutions to meet your needs. We include our consultants early in the project at the pre-design phase so that the scope of each project is properly defined, understood and agreed upon with concurrence by the client, before the design process begins. Conducting periodic "page turns" with the entire team (client and designers) maintains the consistency of the project from start to finish.

2.8. Proposed Personnel / Firm Team

The goal of Motive Studio is not to build our solution, it's to find the best solution. That goal is only accomplished by working side-by-side with a team of talented construction managers, engineers, funding consultants and District stakeholders. We take great pride in the trust you place in us to lead this effort and leave our egos out of the process.

We understand and agree to the expectation of keeping our Design Team intact throughout each project. We believe that a dedicated team is fundamental to a project's success. We will work with the District and the construction management team to develop the best team for each project and will commit that team for the duration of the project.

The key personnel identified have extensive experience in the master planning, design, and construction of school facilities with a heavy emphasis on principal

2.8.1. Key Personnel



Trent Sommers Principal Architect

C-35589 Registered Architect
24 Years of Experience
24 Years of K-12 Experience

Trent has 24 years of experience in the field of architecture focused on K-12 education, ecclesiastical and community facilities. His work includes new construction, modernization, and program & facility planning. Trent has specialized expertise in working with Districts, community stakeholders, staff, and students in the preparation of master plans, deferred maintenance plans, bridging documents, and programing to meet specific educational goals. He is thoroughly familiar with applications, processes, and procedures regarding California K-12 public schools with all State agencies; DSA, OPSC, and CDE.

Education & Development

University of Colorado,
Denver, CO
Master of Architecture, 2008

California State
University, Chico, CA
Bachelor of Science,
Professional Chemistry

Recent Project Experience

- Cali-Calmeac Language Academy Transitional Kindergarten
- Wheatland Union High School Ag. Science Laboratory
- Wheatland Union High School Classroom Modernization
- Arbuckle Elementary School Classroom Building
- Pierce High School Multi-Purpose Room
- St. Helena High School Science Building Modernization
- Capuchino High School Science Building Modernization
- Capuchino High School Modular Science Classroom Building
- Burlingame High School Modular Classroom Building
- Flora Vista Elementary School Classroom Building
- Novato Unified School District Data Upgrade, District-Wide
- San Jose Middle School HVAC Upgrade
- Loma Verde Elementary School HVAC Upgrade
- Lynwood Elementary School HVAC Upgrade
- Lemon Grove School District Facility Master Plan
- Lemon Grove SD Early Education Center Bridging
- Napa Valley USD Modernization Program Plan
- St. Helena USD Facility Master Plan
- Winters JUSD Facility Master Plan



2.8.1. Key Personnel



Eliana Montoya

Director of Strategic Land Planning

16 Years of Experience
9 Years at CA+SA studio

Eliana has 16 years of experience in Interior Design, Architecture, and Planning focusing on residential, commercial, and K-12 education projects. For the past four years, Eliana has been the backbone to the Master Planning and Bridging portfolio at CA+SA studio. She works hand in hand with Principal Architect for 9 years managing projects from planning and schematic design through construction and DSA certification.

Education & Development

Art Institute of CA
Bachelor of Science in Interior Design, 2009

NewSchool of Architecture & Design
Masters in Architecture Program

Recent Project Experience

- Cali-Calmecac Language Academy Transitional Kindergarten
- Wheatland Union High School Classroom Modernization
- Arbuckle Elementary School Classroom Building
- Pierce High School Multi-Purpose Room
- St. Helena Elementary School Kitchen Modernization
- Capuchino High School Science Building Modernization
- Capuchino High School Modular Science Classroom Building
- Burlingame High School Modular Classroom Building
- Napa Valley TK Classrooms Upgrades
- Napa Valley USD Modernization Program Plan
- St. Helena USD Facility Master Plan
- Winters JUSD Facility Master Plan
- Windsor USD Facility Master Plan
- Lemon Grove SD Facility Master Plan
- American Canyon MS Bridging Documents
- Donaldson Way ES Bridging Document
- Amador Valley HS Bridging Document
- Foothill High School Bridging Document
- Village Educational Options Center Bridging Document

2.8.2. Subconsultants

Tim Mathewson
Principal Strutural Engineer,
Mathewson & Associates, Inc.

Professional Registration:
Structural Engineer SE5770
Total Years of Experience: **20**

As the president of Mathewson & Associates, Mr. Mathewson is responsible for client communication, supervision of engineering and drafting personnel, overall project coordination and construction administration. Over his career Mr. Mathewson has successfully collaborated with high performing teams to deliver education projects utilizing a variety of construction materials which include wood, concrete, masonry, and steel. In addition to his experience with new construction, he also has experience with the analysis and retrofit of existing structures.

Scott Turnbull
Principal Mechanical Engineer,
ME Systems Engineering, Inc.

Professional Registration:
Mechanical Engineer M33987
Total Years of Experience: **18**

Scott is responsible for the project management and design of new and renovated HVAC and plumbing systems. Scott's goal is to meet building owners' requirements with mechanical designs that are both energy efficient and practical to operate and maintain. He is acquainted with the specialized requirements of the Division of the State Architect (DSA) and other State agencies. His projects have included commercial/retail, educational (K-12 and higher education), multifamily residential, municipal, and medical facilities.

Jesse Bastian
Senior Electrical Engineer,
M. Neils Engineering, Inc.

Professional Registration:
Electrical Engineer E20229
Total Years of Experience: **15**

Jesse Bastian has over 15 years of experience in electrical and lighting design for a variety of projects, including K-12 schools, higher education, healthcare and civic projects. He has been responsible for client consultation, lighting studies, scoping studies, design of electrical systems, project management, submittal review, site visits and development of punch lists for project closeout. His technical experience includes design of interior and exterior lighting, electrical power, uninterruptable power systems, telecommunications, fire alarm and security systems.

Tam Duong
Civil Engineer,
Chaudhary & Associates, Inc

Professional Registration:
Civil Engineer 54927
Total Years of Experience: **33**

Mr. Duong has over 30 years of civil engineering design and inspection experience in private and public works projects. He has extensive experience in preparing construction contract documents for over 20 schools in Napa Valley Unified School District, and over 10 schools in Vallejo City Unified School and St. Helena Unified School Districts, municipal utilities, SWPPP, grading plans, improvement plans, design studies and engineering cost analysis. His background includes surveying, engineering studies, civil design and construction management.

2.9. Services Offered

We have over fifteen years of experience in K-12 school design and construction in California. Over this time, we have provided the following architectural services:

- Schematic Design
- Design Development
- Construction Documents
- Construction Administration
- Specifications
- Bid Administration
- DSA Submission, Review, & Approval
- DSA Certification
- Cost Estimating at each phase
- Deferred Maintenance Plans & Assessment
- Master Planning
- Bridging Documents

We have completed the following types of projects based on the services provided by Motive Studio:

- New Construction
- Facility Needs Assessments
- Roofing Replacements
- Bridging Documents
- Off-Site Improvements
- Data & Technology Upgrades
- DSA Legacy Certification & Closeouts
- Modernization Projects
- Facility Master Planning
- HVAC Replacements
- Site Improvements
- Food Service Renovations
- Outdoor Learning Areas
- DSA Liaison

2.10. Delivery Methods

Describe Firm's experience with DBB, DB and lease-leaseback projects and coordinating with District and District's consultants and contractors during preconstruction services.

With most of our current work and collective previous project history focused on K-12 educational projects, we are extremely experienced interfacing and teaming with various district construction managers to successfully carry out projects on time, on budget, and with expectations exceeded.

Motive Studio team members have experience working in Design-Bid-Build, Design-Build, and Lease-Leaseback project delivery systems. Our backgrounds include multiple projects designed in conjunction with a general contractor as part of the early formation of a project. We have found that working with contractors and their subcontractors is a great way to find the best approach to each and every part of complex projects.



2.11. Constructability Review

Describe Firm's experience with incorporating constructability review comments from others; construction cost reduction measures including how Firm intends to assist District in meeting established Project budgets and in prioritizing Project construction to meet the budget.

Realistic cost estimates and constructability reviews are the cornerstones to our cost control and design approach. We regularly review with our clients, consultants, and construction managers the major cost determinants (space, materials, building systems, and project schedule) throughout the decision making process. Our cost assessment philosophy is based on the following strategies.

Value Engineering:

We work with a simple and flexible approach to value engineering that can be tailored to each project's requirements. Our system is based on a thorough understanding of our client's design concepts and needs, accurate cost estimates, and elimination of high cost/low worth areas. This approach allows us to present our districts with customized cost saving recommendations that do not compromise the integrity of their projects.

Value Analysis:

Throughout the project we organize meetings with all members of the project team to assess the challenges and opportunities of the specific project. These meetings allow us to develop strategies for balancing the three principal budget components of cost, time, and quality.

Cost Planning:

We evaluate the price of each program element against its performance requirements and aesthetic considerations in order to maximize the quality of the building without increasing costs unduly. This allows us to maximize the building's efficiency while minimizing the costs.

2.12. AHJs

Describe Firm's experience with various state agencies including DSA, local fire authorities, local public works departments, California Geological Survey, California Department of Education, Office of Public School Construction and the State Allocation Board.

We work closely with all the agencies responsible for regulating public school construction. By engaging agencies early in the project and working with them as the project evolves, we are able to minimize the problems districts may face when working with the California Department of Education, Division of the State Architect and the Office of Public School Construction.

We are experienced with and enjoy a good working relationship with state agencies. We avoid delays in process applications by convening a pre submittal meeting to discuss scope and their review process for any unusual scope or code issues. We have found that early contact, transparency throughout the project, and a bit of persistence is the best way to make sure our projects meet critical deadlines for maintaining project timeline. We begin with the end in mind; Certification.

2.13. Schedule

Discuss Firm's ability to meet construction schedules for projects with very tight timetables, Firm's schedule management procedures, and how Firm has successfully handled potential and actual delays both for the contract documents and for field changes. Identify established methods and approaches utilized by Firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.

We embrace and foster three fundamental pillars of design: Scope, Schedule and Budget. To achieve success these three must always be in balance. Of these three, Schedule, is the aspect of project delivery that requires early and continuous monitoring. Once again, the sheer number of projects completed by this team are testament to the abilities to obtain timely project approvals however, we treat each project as a unique challenge with its own special handling and attention to detail required.

If we are not confident we can successfully complete a project in the timeline originally proposed, we will immediately bring this concern to your attention. It is essential to us that we have full agreement from our districts regarding a projects schedule before starting any work. This allows us to begin with the end in mind and gives everyone a clear path to successful project completion.

This approach does not mean that we shy away from aggressive timelines. In the summer of 2019, we modernized forty classrooms (over 40,000 sf) at Wheatland High School in just over sixty-five days. This included replacing long lead items like doors, storefronts and science casework.

2.14. RFIs / PCOs

Discuss Firm's ability and process for timely reviewing and responding to requests for information and proposed change orders.

We are a collaborative partner during the construction phase. When unforeseen conditions arise in the field, we work diligently to return RFI's and process CCD's quickly in order to minimize the impact on the construction schedule.

Contingent on the complexity of a Change Order, we coordinate a defined schedule with the District and general contractor on the most cost effective way to implement a change in a given project. Once we have direction and cost, a formal Change Order or Directive document is distributed to the general contractor for formal implementation. We pride ourselves in having small percentages of changes executed.

2.15. Claims

Provide a statement of ALL claim(s) filed against Firm in the past five (5) years. Briefly indicate the nature of the claim and the resolution, if any, of the claim(s). For the claim(s) identified herein, identify which claims proceeded to mediation, settlement meetings or similar dispute resolution proceedings, and describe the outcome of the mediation or other proceeding.

Motive Studio, formerly known as CA+SA studio, does not have any litigation, complaints, arbitration nor any claims history.



2.16. References

"Throughout my working relationship with CA+SA studio they have demonstrated expertise in all stages of the architectural process. They are talented designers who deliver accurate and detailed contract documents and provide a strong presence during the construction phase. They work collaboratively with the governing board and district administration, as well as teachers and community members. I highly recommend them for your architectural needs."

Nicole Newman
Wheatland Union High School District
Superintendent

"The team at CA+SA studio (now Motive Studio) is friendly, open, and transparent. I find them thorough, thoughtful, communicative, and responsive to our needs."

Michael Pearson
Former Assistant Superintendent & Operational Services
Napa Valley Unified School District

CA+SA (now Motive Studio) has found that delicate balance of providing true customer support while at the same time designing an aesthetically-pleasing facility that meets customer needs - not something a lot of architect firms have quite figured out yet.

Michael Woolard
Senior Director of Facilities Planning
Tamalpais Union High School District

2.16. References

PROJECT
WHEATLAND UNION HIGH SCHOOL DISTRICT Ag. Science Building & Classroom Modernization
Nicole Newman Superintendent 1010 Wheatland Road Wheatland, CA 95692 (530)633-3100 8 Years of Service with District
ST. HELENA UNIFIED SCHOOL DISTRICT Facility Master Plan, Roof Replacement, Emergency Modernization
Kay Vang Chief Business Official 465 Main Street St. Helena, CA 94574 (707) 967-2704 10 Years of Service with District
SAN MATEO UNION HIGH SCHOOL DISTRICT Modernizations & Modular Classrooms
Yancy Hawkins Associate Superintendent 650 N. Delaware St. San Mateo, CA 94401 (650) 558-2204 8 Years of Service with District
TAMALPAIS UNION HIGH SCHOOL DISTRICT
Mike Woolard Senior Director of Facilities Planning 395 Doherty Drive Larkspur, CA 94939 (415) 945-1056 10 Years of Service with former District

2.17. Conflicts of Interest

Provide a statement of any recent, current, or anticipated contractual obligations that relate in any way to similar work for District construction or bond projects, or any other work with District that may have a potential to conflict with Firm's ability to provide the Services described herein. Except for the Services specifically contracted for under its Agreement(s) with District (if any), a Firm cannot submit, propose, bid, contract, subcontract, consult, or have any other economic interests in the project to which Firm may provide those Services.

There are no conflicts of interests relating to any work with your District.

2.18. Firm's Current Work Commitments

Specify the projected workload of Firm and describe if any future commitment may impact Firm's ability to complete the Services as required herein.

At Motive Studio we work diligently to assure we under promise and over deliver when it comes to meeting the expectations of our clients and their specific project schedules. Given our current workload, we could accommodate an additional ten to fifteen million dollars of construction per year from your district.



2.19. Past Projects



Wheatland High School

Ag. Science Building
Wheatland Union High
School District

1010 Wheatland Road
Wheatland, CA 95692

New construction of Ag. Science Building consists of over 5,500SF of classroom, laboratory, and prep rooms. The scope of this project also included incorporation outdoor learning area and providing a flexible learning experience between the outdoor and interior spaces of this new building.

This project was a unique challenge that we are particularly proud of. Working with a rural district which had limited funds required we held the original budget through the escalation of an 18-month design and construction process. As this was funded exclusively through the state's CTE pathway, and an accompanying loan from the state to offset the District's match, going over budget was not an option. This challenge was complicated by COVID and the unprecedented supply chain issues and escalation faced during that time. In the end, we were able to deliver a building we are proud of, within the initial budget given, through an environment of constant change.

District Contact:

Nicole Newman,
Superintendent
nnewman@wheatlandhigh.org
(530) 633-3100



Wheatland High School

Campus Modernization
Wheatland Union High
School District

1010 Wheatland Road
Wheatland, CA 95692

District Contact:

Nicole Newman,
Superintendent
nnewman@wheatlandhigh.org
(530) 633-3100

Project Data:

Construction – June 12, 2019 to August 20, 2019
DSA Certification – August 5, 2020

Project Budget:

\$3,361,173 Original Budget
\$2,904,262 Bid Amount
\$2,759,791 Final Amount



Wheatland High School

New Football Stadium
Wheatland Union High School District

1010 Wheatland Road
Wheatland, CA 95692

Replacement of the grandstand bleachers and one press box at Wheatland High School through a pre-checked process in partnership with SturdiSteel. Scope also included an upgraded to the ADA path of travel and amenities.

District Contact:

Nicole Newman,
Superintendent
nnewman@wheatlandhigh.org
(530) 633-3100

Project Data:

Construction – July 15, 2019 to October 20, 2019
DSA Certification – July 3, 2020

Project Budget:

\$1,000,000 Original Budget
\$938,117.75 Bid Amount
\$959,120. Final Amount

Capuchino High School

Science Building
Modernization
San Mateo Union High
School District

Comprehensive modernization of the existing 15,600 sf science building at the CHS campus. Through adaptive reuse of the existing spaces and preservation of the buildings existing structure we were able to deliver the programmatic elements desired with an overall cost savings to the districts bond program.

District Contact:

Yancy Hawkins
Associate Superintendent and Chief Business Officer
San Mateo Union High School District
yhawkins@smuhdsd.org
(650) 558 – 2204

Project Data:

Construction – June 4, 2018 to August 14, 2018
DSA Certification – January 30, 2019

Project Budget:

\$4,010,000 – Original Budget
\$2,390,000 – Bid Amount
\$2,601,127 – Final Amount

Flora Vista Elementary School

Modular Classrooms
Encinitas Union School
District

8,160 SF construction of two modular buildings consisting of eight classrooms and three restrooms. This project was executed through Design-Bid-Build delivery method

District Contact:

Eric Smith
Director of Facilities
eric.smith@eusd.net
(760) 944-4300

Project Budget:

\$3,224,543 – Original Budget
\$2,818,436 – Bid Amount
\$2,902,392 Final



TK Classrooms at Cali-Calmeccac Language Academy

New Construction
Windsor Unified School District

9491 Starr Road
Windsor, CA 95492

District Contact:

New construction of 6 pre-checked modular classrooms at Cali-Calmeccac Language Academy. This project helped create a welcoming environment for Transitional Kindergarten students. The dedicated space included an age-appropriate playground, shade structure, and fencing to differentiate the TK area from the rest of the TK-8 grade campus.

Austin Matzaganian
Chief Business Officer
amatzaganian@wusd.org
(707) 837-7708

Project Data:

Construction – June 15, 2023 to July 1, 2024

Project Budget:

\$8,335,994 Contract Amount
\$8,515,727 Final Amount

2.21. Compensation

2.21.1. 2024 / 2025 Schedule of Hourly Billing Rates (Updated 7/1 Annually)

Principal Architect	\$265 / Hr
Project Architect / Manager	\$240 / Hr
Job Captain	\$205 / Hr
Designer	\$180 / Hr
Administrative Support	\$170 / Hr

2.21.2. Our fees are based upon the scope of work to be performed, generally proportional to the agreed upon construction budget with consideration being needed for the amount of management and oversight required. Once a fee is established, it remains in effect for the life of the project, unless scope or schedule change significantly. If this were to happen an amendment would be brought to the client immediately detailing cause.

For projects with a construction cost estimated **over** \$2,000,000 we use the traditional OPSC/CDE published percentages to determine our fees. Those percentages are as follows:

2.21.2.1. Lump Sum Sliding Scale

First \$500,000	9% New or 12% Mod. of Construction Budget*
Next \$500,000	8.5% New or 11.5% Mod. of Construction Budget*
Next \$1,000,000	8% New or 11% Mod. of Construction Budget*
Next \$4,000,000	7% New or 10% Mod. of Construction Budget*
Next \$4,000,000	6% New or 9% Mod. of Construction Budget*
Excess of \$10,000,000	5% New or 8% Mod. of Construction Budget *

* The percentage fees indicated above include; Structural, Mechanical, Electrical & Civil.

2.21.2.2. For projects with a construction cost estimated **under** \$2,000,000 we generate detailed work plans that outline every task and assign hours by team member role to determine the project's total fee. We then review these work plans with our clients and their construction managers to assure we have agreement that the proposed fee is fair and understood by all. We have worked with your construction manager in the past and we believe they can speak to our willingness to negotiate fair fees in alignment with the work to be performed.

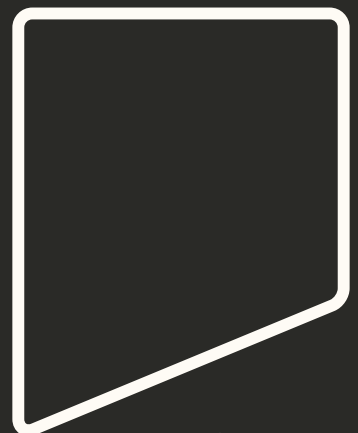
2.22. Agreement Form

Motive Studio does not have any comments or objections to the Agreement.



**Thank you for
your time and
consideration.**

**We are grateful
and excited for
this opportunity.**



motive
STUDIO

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. s	Date: May 28, 2025
Agenda Item Description: Hamilton Elementary Track & Field Project Contractor Award	
Background: On March 26, 2025, The Board granted Pre-Approval for the Hamilton Elementary School Track & Field Two-Phase Project for a total project amount not to exceed \$1,311,858. On May 15, 2025 sealed bids for the Elementary Track & Field project were publicly opened at the Hamilton Unified School District Office. Three competitive proposals were received. The base bids were as follows: Schreder & Brand Chico, CA bid \$694,753.44, United Building Contractors (UBC) of Chico, CA bid \$614,689.00, and JCO Engineering Chico, CA bid \$594,640.00. The contract is to be awarded based on the lowest responsive bid. The District will accept the two additive alternates for Basalt Chip \$31,274.00, and Natural Logs \$17,500. Base Bid: \$594,640 Added Alternate Bid Items: Basalt Chip: \$31,274 and Natural Logs: \$17,500 <u>Total Project Cost: \$643,414</u>	
Fiscal Impact: This project is funded with ELOP funding primarily and Fund 40 will be used as a secondary funding source to cover any remaining costs.	
Educational Impact: The playfield at the Elementary School needs improvement. The grass surface is uneven which creates a safety issue and ongoing maintenance issue in inclement weather.	
Recommendation: Approve Hamilton Elementary Track & Field Project Contract Award to the lowest responsive bidder, JCO Engineering in the amount of \$594,640 with the bid additions of Logs and Basalt Chip for a total of \$643,414 for the project.	

AGREEMENT

THIS AGREEMENT IS MADE AND ENTERED INTO THIS _____ DAY OF May, 2025, by and between the Hamilton Unified School District ("District") and JCO Engineering ("Contractor") ("Agreement").

WITNESSETH: That the parties hereto have mutually covenanted and agreed, and by these presents do covenant and agree with each other, as follows:

- 1. The Work:** Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor, and material necessary to perform and complete in a good and workmanlike manner, the work of the following project:

Hamilton Elementary School Soccer and Track Field Additions

("Project" or "Contract" or "Work")

It is understood and agreed that the Work shall be performed and completed as required in the Contract Documents including, without limitation, the Drawings and Specifications and submission of all documents required to secure funding or by the Division of the State Architect for close-out of the Project, under the direction and supervision of, and subject to the approval of, the District or its authorized representative.

- 2. The Contract Documents:** The complete Contract consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.
- 3. Interpretation of Contract Documents:** Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, valid, written modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 49 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In the case of a discrepancy or ambiguity solely between and among the Drawings and Specifications, the discrepancy or ambiguity shall be resolved in favor of the interpretation that will provide District with the functionally complete and operable Project described in the Drawings and Specifications. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.

4. **Time for Completion:** It is hereby understood and agreed that the Work under this Contract shall be completed within Eighty-One (81) consecutive calendar days ("Contract Time") from the date specified in the District's Notice to Proceed or, only in the event no Notice to Proceed is issued, from the date Contractor first furnishes work on the Project, unless terminated by the District earlier for cause or for convenience.
5. **Completion - Extension of Time:** Should the Contractor fail to complete this Contract, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the Work of all other contractors. The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the Work of other contractors.
6. **Liquidated Damages:** Time is of the essence for all work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **One Thousand Dollars (\$1,000)** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in completion of the Work.
- **Phase 1 (May 19, 2025- June 30, 2025):** \$ **One Thousand Dollars (\$1,000)** per day as Liquidated Damages for each and every day's delay beyond the time herein prescribed in finishing the Work of Phase 1. Phase 1 work must be completed and invoiced on or before June 30, 2025.
 - **Phase 2: (May 19, 2025 – August 8, 2025)** \$ **One Thousand Dollars (\$1,000)** per day as Liquidated Damages for each and every day's delay beyond the time herein prescribed in finishing the Work of Phase 2.
 - **Project Completion (August 8, 2025)**

It is hereby understood and agreed that this amount is not a penalty.

In the event that any portion of the liquidated damages is not paid to the District, the District may deduct that amount from any money due or that may become due the Contractor under this Agreement, and such deduction does not constitute a withholding or penalty. The District's right to assess liquidated damages is as indicated herein and in the General Conditions.

The time during which the Contract is delayed for cause, as hereinafter specified, may extend the time of completion for a reasonable time as the District may grant, provided that Contractor has complied with the claims procedure of the Contract Documents. This provision does not exclude the recovery of damages by either party under other provisions in the Contract Documents.

- 7. Loss Or Damage:** The District and its agents and authorized representatives shall not in any way or manner be answerable or suffer loss, damage, expense, or liability for any loss or damage that may happen to the Work, or any part thereof, or in or about the same during its construction and before acceptance, and the Contractor shall assume all liabilities of every kind or nature arising from the Work, either by accident, negligence, theft, vandalism, or any cause whatsoever; and shall hold the District and its agents and authorized representatives harmless from all liability of every kind and nature arising from accident, negligence, or any cause whatsoever.
- 8. Limitation Of District Liability:** District's financial obligations under this Contract shall be limited to the payment of the compensation provided in this Contract. Notwithstanding any other provision of this Contract, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, lost bonding capacity, arising out of or in connection with this Contract for the services performed in connection with this Contract.
- 9. Insurance and Bonds:** Prior to issuance of the Notice to Proceed by the District, or, only in the event no Notice to Proceed is issued, prior to the date Contractor first furnishes work on the Project, Contractor shall provide all required certificates of insurance, insurance endorsements, and payment and performance bonds as evidence thereof.
- 10. Prosecution of Work:** If the Contractor should neglect to prosecute the Work properly or fail to perform any provisions of this Contract, the District, may, pursuant to the General Conditions and without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.
- 11. Authority of Architect, Project Inspector, and DSA:** Contractor hereby acknowledges that the Architect(s), the Project Inspector(s), and the Division of the State Architect ("DSA") have authority to approve and/or suspend Work if the Contractor's Work does not comply with the requirements of the Contract Documents, Title 24 of the California Code of Regulations, and all applicable laws and regulations. The Contractor shall be liable for any delay caused by its non-compliant Work.
- 12. Assignment of Contract:** Neither the Contract, nor any part thereof, nor any moneys due or to become due thereunder, may be assigned by the Contractor without the prior written approval of the District, nor without the written consent of the Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.
- 13. Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type B Contractor's license(s) issued by the State of California, Contractors' State License Board, in accordance with division 3, chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents.
- 14. Registration as Public Works Contractor:** The Contractor and all Subcontractors currently are registered as public works contractors with the Department of

Industrial Relations, State of California, in accordance with Labor Code section 1771.1.

- 15. Payment of Prevailing Wages:** The Contractor and all Subcontractors shall pay all workers on all Work performed pursuant to this Contract not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.
- 16. Labor Compliance Monitoring and Enforcement:** This Project is subject to labor compliance monitoring and enforcement by the Department of Industrial Relations pursuant to Labor Code section 1771.4 and Title 8 of the California Code of Regulations. Contractor specifically acknowledges and understands that it shall perform the Work of this Agreement while complying with all the applicable provisions of Division 2, Part 7, Chapter 1, of the Labor Code, including, without limitation, the requirement that the Contractor and all of its Subcontractors shall timely submit complete and accurate electronic certified payroll records as required by the Contract Documents, or the District may not issue payment.
- 17. Contract Price:** In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

Six Hundred Forty-Three Thousand, Four Hundred and Fourteen Dollars.

(\$643,414.00), WHICH INCLUDES ADDITIVE BID ALTERNATES #1 AND #2

in lawful money of the United States, which sum is to be paid according to the schedule provided by the Contractor and accepted by the District and subject to additions and deductions as provided in the Contract. This amount supersedes any previously stated and/or agreed to amount(s). Contract Price includes Allowance(s), if any.

- 18. No Representations:** No representations have been made other than as set forth in writing in the Contract Documents, including this Agreement. Each of the Parties to this Agreement warrants that it has carefully read and understood the terms and conditions of this Agreement and all Contract Documents, and that it has not relied upon the representations or advice of any other Party or any attorney not its own.
- 19. Entire Agreement:** The Contract Documents, including this Agreement, set forth the entire agreement between the parties hereto and fully supersede any and all prior agreements, understandings, written or oral, between the parties hereto pertaining to the subject matter thereof.

- 20. Severability:** If any term, covenant, condition, or provision in any of the Contract Documents is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions in the Contract Documents shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.
- 21. Authority of Signatories:** Each party has the full power and authority to enter into and perform this Contract, and the person signing this Contract on behalf of each party has been properly authorized and empowered to enter into this Contract. This Contract may be executed in one or more counterparts, each of which shall be deemed an original. For this Agreement, and for all Contract Documents requiring a signature, a facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Contract binding all the Parties hereto.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, accepted and agreed on the date indicated above:

JCO Engineering

HAMILTON UNIFIED SCHOOL DISTRICT

By: Jaime Cochran

By: Dr. Jeremy Powell

Title: Owner

Title: Superintendent

NOTE: If the Contractor executing this Contract is a corporation, the Contractor shall furnish to District satisfactory evidence of the authority of the officer signing on behalf of the corporation.

END OF DOCUMENT

Hamilton Elementary School Track & Field

Contractor	Addenda	Signed	Bid Bond	Sublist	Noncollusion	Bid
Schreder & Brandt	✓	✓	✓	✓	✓	694,753.44
JCO Engineering	✓	✓	✓	✓	✓	594,640.00
United Building Contractors	✓	✓	✓	✓	✓	614,689.00

BID FORM AND PROPOSAL

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

From: SCHREDER & BRAND MFG. INC.
(Proper Name of Bidder)

The undersigned declares that Bidder has read and understands the Contract Documents, including, without limitation, the Notice to Bidders and the Instructions to Bidders, 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 of the following project known as:

Hamilton Elementary School Soccer and Track Field Additions

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

Six hundred Ninety Four thousand Seven hundred Fifty three ⁴⁴/₁₀₀
dollars \$ 694,753.44
BASE BID Phase 1 and Phase 2 combined

Bidder acknowledges and agrees that the Base Bid accounts for any and all Total Cost for Unit Prices.

CONTRACTOR'S PROPOSAL FORM
FOR
HAMILTON ELEMNTY SCHOOL

Pursuant to INVITATION TO BID, and INFORMATION TO BIDDERS, the undersigned hereby proposes and agrees that on award by the District in accordance with the provisions of the Contract Documents, to execute the Agreement, with necessary bonds, to furnish and install any and all transportation, materials, equipment, tools, excavation, utilities, sheeting, shoring, bracing and supports, plant and other facilities, and all management, superintendence, permits, labor and services for the HAMILTON ELEMENTARY SCHOOL EXPANSION AND RENOVATION in accordance with the Contract Documents therefor adopted and on file with HAMILTON UNIFIED SCHOOL DISTRICT, within the time hereinafter set forth and at the price or prices set forth in this Bid as follows:

Schedule A -Bidder's Breakdown of Lump Sum Bid

The following breakdown of the Total Lump Sum Bid shall be given with the Bid solely for the purpose of reviewing the Bid balance. The price breakdown shall be fairly apportioned to the various parts of the Work and shall meet with the DISTRICTS' approval. If so requested by the DISTRICTS', the Bidder shall substantiate any price or prices with additional detail breakdown. (Schedule A)

Schedule B -Bidder's Unit Prices for Additions, Changes, or Deletions

The Bidder further proposes that, in the event that additions changes, or deletions are made to or from the Drawings and Specifications for the proposed Work, the total adjustments to the lump sum price shall be computed based on the following unit prices for the following types of construction. Unit prices provided shall be fully loaded and include all costs. The DISTRICT reserves the right to request a breakdown from the Contractor on the unit price and, if necessary, to delete these unit prices from the Contract Document if, from the DISTRICTS' sole judgement, are unbalanced or not reasonable prices for the work. (Schedule B)

SCHEDULE A - BASE BID ITEMS - Phase 1

(Any quantities shown are estimated and for reference only. Bidder is responsible for verifying all quantities.)

NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1	Mobilization	1	LS	\$ 6,000 -	\$ 6,000 -
2	Erosion Control	1	LS	\$ 5,750 -	\$ 5,750 -
3	Site Drainage Per Plan	1	LS	\$ 34,500 -	\$ 34,500 -
4	Traffic Control	1	LS	\$ 3,000 -	\$ 3,000 -
5	Demolition Per Plan	1	LS	\$ 23,000 -	\$ 23,000 -
6	Grading & Staking	1	LS	\$ 232,947.49	\$ 232,947.49
7	Soils Testing	1	LS	\$ 2,400 -	\$ 2,400 -

SCHEDULE A - BASE BID ITEMS -Phase 2

(Any quantities shown are estimated and for reference only. Bidder is responsible for verifying all quantities.)

1	Concrete Hardscape	5,000	SF	\$ 17.40	\$ 87,000 -
2	Steel Edging	1,465	LF	\$ 10.68	\$ 15,646.20
3	Decomposed Granite	7,675	SF	\$ 8.14	\$ 62,466.50
5	Bark Mulch	15,637	SF	\$ 1.16	\$ 18,201.47
6	Turf- Seed	42,300	SF	\$.80	\$ 34,009.20
7	Turf - Irrigation	1	LS	\$ 62,732.40	\$ 62,732.40
8	Site Furnishings	1	LS	\$ 8,922 -	\$ 8,922 -
	Fence Slats	200	LF	\$ 0	\$ 0
10	Soil Amendments	1	LS	\$ 46,968 -	\$ 46,968 -

11	Shrubs	1	LS	\$ 4,506 -	\$ 4,506 -
2	Shade Trees	1	LS	\$ 7,826.40	\$ 7,826.40
13	Drip Irrigation	1	LS	\$ 19,125.12	\$ 19,125.12
14	Concrete Stairs	140	SF	\$ 30.48	\$ 4,267.20
15	Concrete Seatwall	25	LF	\$ 268.80	\$ 6,720 -
16	60-Day Plant Maintenance Period	1	LS	\$ 4,920 -	\$ 4,920 -
		BASE BID TOTAL	\$	\$ 694,753.44	\$ 694,753.44

SCHEDULE A - BASE BID ITEMS

Notes:

- Contractors must use this form to provide bids (no exceptions or alterations are permitted).
- Bid item totals must roll up to the base bid total and include all materials and labor required for a complete installation.

Total Lump Sum Base Bid \$ 694,753.44

Total Add Alternate Bid \$ 67,163.88

Total Base Bid and Add Alternate \$ 761,917.32

(In Figures)

\$ Seven hundred Sixty One thousand Nine hundred Seventeen ³²/₁₀₀ dollars

(In Words)

BID AMOUNT OF EACH OF THE ABOVE BID ITEMS MUST BE FILLED IN AND COMPLETED IN INK.

*Signature of Bidder: [Signature] PRESIDENT

Company Name (printed): SCHROEDER & BRANDT MFG. Inc.

*If Corporation, two officer signatures are required.

ADD ALTERNATE BID ITEMS - (NIC IN BASE BID)

NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1	Natural Logs	5	EA	\$ 3,300 -	\$ 16,500 -
2	Basalt Chip	15,637	SF	\$ 3.24	\$ 50,663.88
TOTAL ADD ALTERNATE BID			\$	\$ 67,163.88 55.	\$ 67,163.88

SCHEDULE B - UNIT PRICES BID FORM (NIC IN BASE BID)

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE	AMOUNT (IN FIGURES)
1	Construction Fencing 6' Chainlink	1	LF	\$ 4.50 -
2	Rough Grading	1	SF	\$ 3.45 -
3	Cut and Fill existing soil	1	CY	\$ 11.50 -
4	Concrete Sidewalk Pad, Broom Finish	1	SF	\$ 17.40 -
5	Concrete Stairs	1	SF	\$ 30.48 -

6	Drain Inlet	1	EA	\$ 690.00
7	Imported Topsoil Placed	1	CY	\$ 180.00
8	Decomposed Granite	1	SF	\$ 8.64
9	Landscape Fabric	1	SF	\$ 4.08
10	Soil amendments (Organic)	1	CY	\$ 118.80
11	Turf Seed	1	SF	\$.80
12	Irrigation Mainline 2"	1	LF	\$ 14.40
13	Irrigation Lateral 2"	1	LF	\$ 12.30
14	Irrigation Lateral 1-1/2"	1	LF	\$ 8.82
15	Irrigation Lateral 1"	1	LF	\$ 7.98
16	2" PVC Schedule 40 Conduit	1	LF	\$ 15.60
17	Water Audit J	1	EA	\$ 4,200.-
18	2" PVC Schedule 40 Conduit	1	LF	\$ 16.168
19	Concrete Electrical Pull box	1	EA	\$ 660.-
20	2" Main Line Isolation Valve	1	EA	\$ 840.-
21	1" Rain Bird 44LRC Quick Coupler Valve	1	EA	\$ 480.-
22	1" Hunter ICV-G Remote Control Valve	1	EA	\$ 612.-
23	1-1/2" Hunter ICV-G Remote Control Valve	1	EA	\$ 678.-
24	1" Hunter ICZ Remote Control Valve Kit	1	EA	\$ 630.-
25	Hunter drip tubing - 12" oc	1	EA	\$ 396
26	Hunter Rotator - 6" po-up	1	EA	\$ 45.48
27	Hunter 1-20-06 MPR Rotor Plastic Riser	1	EA	\$ 78.-
28	4" Storm Drain Line	1	LF	\$ 40.25
29	15 gallon Tree	1	EA	\$ 396.00
30	5 gallon Shrub	1	EA	\$ 54.-
31	1 gallon Shrub	1	EA	\$ 31.20
32	Bark Mulch	1	SF	\$ 1.16
33	Concrete Seat Wall	1	LF	\$ 268.80

SCHEDULE B - UNIT PRICES BID FORM

Notes:

1. Individual unit prices must include all materials and labor required for a complete installation. Unit prices will be utilized for authorized additions or deletions to the scope of work.
2. Contractors must use this form to provide bids (no exceptions or alterations are permitted).

BID AMOUNT OF EACH OF THE ABOVE BID ITEMS MUST BE FILLED IN AND COMPLETED IN INK.

*Signature of Bidder:  PRESIDENT

Company Name (printed): SCHLEDER & BRANDT MFG. INC.

*If Corporation, two officer signatures are required.

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) is 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 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 General Conditions and 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 hereto:
 - Bid Bond on the District's form or other security
 - Designated Subcontractors List
 - Site Visit Certification
 - Non-Collusion Declaration
 - Iran Contracting Act Certification
8. Receipt and acceptance of the following Addenda is hereby acknowledged:

No. <u>1</u> , Dated <u>May 12, 2025</u>	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____

9. Bidder acknowledges that the license required for performance of the Work is a B.
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.

[SIGNATURE ON FOLLOWING PAGE]

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.

Dated this 9 day of MAY 2025
Name of Bidder: SCHNEIDER & BEARD MFG. INC.
Type of Organization: Corporation
Signature: [Signature]
Print Name: SEWARD L. SCHNEIDER
Title: PRESIDENT
Address of Bidder: 1800 E. 4th St. Suite 100 Chico, CA
Taxpayer Identification No. of Bidder: 68-0403587 95928
Telephone Number: 530-899-1104
Fax Number: 530-899-2683
E-mail: CAROLYN@SCHNEIDERANDBEARD.COM Web Page: _____
Contractor's License No(s): No.: 748129 Class: A/B Expiration Date: 10/31/2026
No.: _____ Class: _____ Expiration Date: _____
No.: _____ Class: _____ Expiration Date: _____
Public Works Contractor Registration No.: 1000054582

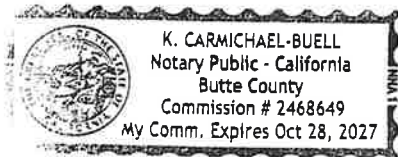
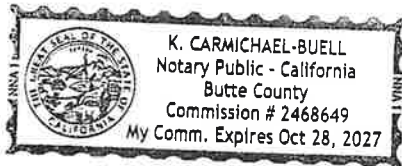
END OF DOCUMENT

CALIFORNIA JURAT

GOVERNMENT CODE § 8202

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 Butte

Subscribed and sworn to (or affirmed) before me on

this 9th day of May, 2025, by
Date Month Year(1) Severid C. Schrader(and (2) _____),
Name(s) of Signer(s)proved to me on the basis of satisfactory evidence to
be the person(s) who appeared before me.Signature [Signature]
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or
fraudulent reattachment of this form to an unintended document.

Description of Attached DocumentTitle or Type of Document: Bid Form

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

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, Schreder & Brandt Mfg. Inc., as Principal ("Principal"), and Endurance Assurance Corporation, as Surety ("Surety"), a corporation organized and existing under and by virtue of the laws of the State of ~~California~~ ^{Delaware} 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 Oblige, 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 Elementary School Soccer and Track Field Additions** ("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 Oblige becoming effective, or if the Principal shall fully reimburse and save harmless the Oblige from any damage sustained by the Oblige 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 Oblige 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 Oblige and judgment is recovered, the Surety shall pay all costs incurred by the Oblige in such suit, including a reasonable attorneys' fee to be fixed by the Court.

**HAMILTON UNIFIED SCHOOL DISTRICT
Soccer and Track Field Additions at HES**

**BID BOND
DOCUMENT 00 43 13-1**


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 9th day of May, 2025.

Schreder & Brandt Mfg. Inc.

Principal

By

 SEWARD L. SCHREDER - PRESIDENT

Endurance Assurance Corporation

Surety

By Erin Brown, Attorney-In-Fact

Lockton Companies, LLC

Name of California Agent of Surety

777 S. Figueroa Street, 52nd Fl.
Los Angeles, CA 90017

Address of California Agent of Surety

213-689-0065

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

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

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

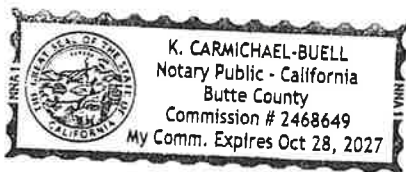
County of Butte

On May 9th, 2025
Date

before me, K. Carmichael-Buell, Notary Public,
Here Insert Name and Title of the Officer

personally appeared Severid L. Schrader
Name(s) of Signer(s)

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.

Place Notary Seal and/or Stamp Above

Signature [Signature]
Signature of Notary Public

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Bill Bond

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

- ☐ Corporate Officer – Title(s): _____
☐ Partner – ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____

Signer is Representing: _____

Signer's Name: _____

- ☐ Corporate Officer – Title(s): _____
☐ Partner – ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____

Signer is Representing: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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.

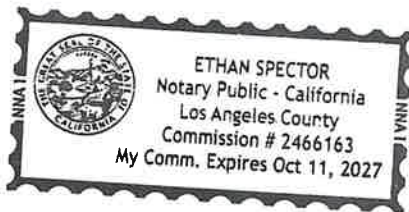
State of California)

County of Los Angeles)

On MAY 09 2025 before me, Ethan Spector, Notary Public
Date Here Insert Name and Title of the Officer

Personally appeared Erin Brown
Name(s) of Signer(s)

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 [Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document _____ Document Date _____

Number of Pages _____ Signer(s) Other Than Named Above _____

Capacity(ies) Claimed by Signer(s)

Signer's Name _____
☐ Corporate Officer—Title(s) _____
☐ Partner ☐ Limited ☐ General
☐ Individual ☒ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other _____

Signer's Name _____
☐ Corporate Officer—Title(s) _____
☐ Partner ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other _____

Signer Is Representing _____ Signer Is Representing _____



KNOW ALL BY THESE PRESENTS, that **Endurance Assurance Corporation**, a Delaware corporation, **Endurance American Insurance Company**, a Delaware corporation, **Lexon Insurance Company**, a Texas corporation, and/or **Bond Safeguard Insurance Company**, a South Dakota corporation, each, a "Company" and collectively, "**Sompo International**," do hereby constitute and appoint: **Janina Monroe, Timothy Noonan, Jennifer G. Ochs, Charles R. Teter III, Erin Brown, D. Garcia,, B. Aleman, KD Wapato, Marina Tapia, Edward C. Spector, Ethan Spector, Aidan Smock, Lisa Crail, Simone Gerhard, Rachel A. Mullen, Sarah Campbell, Jaren A. Marx, Sandra Corona, Nathan Varnold** as true and lawful Attorney(s)-In-Fact to make, execute, seal, and deliver for, and on its behalf as surety or co-surety; bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking so made, executed and delivered shall obligate the Company for any portion of the penal sum thereof in excess of the sum of **One Hundred Million Dollars (\$100,000,000.00)**.

Such bonds and undertakings for said purposes, when duly executed by said attorney(s)-in-fact, shall be binding upon the Company as fully and to the same extent as if signed by the President of the Company under its corporate seal attested by its Corporate Secretary.

This appointment is made under and by authority of certain resolutions adopted by the sole shareholder of each Company by unanimous written consent effective the 15th day of June, 2019, a copy of which appears below under the heading entitled "Certificate".

This Power of Attorney is signed and sealed by facsimile under and by authority of the following resolution adopted by the sole shareholder of each Company by unanimous written consent effective the 15th day of June, 2019 and said resolution has not since been revoked, amended or repealed:

RESOLVED, that the signature of an individual named above and the seal of the Company may be affixed to any such power of attorney or any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signature or seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, each Company has caused this instrument to be signed by the following officers, and its corporate seal to be affixed this 15th day of June, 2019.

Endurance Assurance Corporation
By: *Richard M Appel*
Richard Appel; SVP & Senior Counsel



Endurance American Insurance Company
By: *Richard M Appel*
Richard Appel; SVP & Senior Counsel



Lexon Insurance Company
By: *Richard M Appel*
Richard Appel; SVP & Senior Counsel



Bond Safeguard Insurance Company
By: *Richard M Appel*
Richard Appel; SVP & Senior Counsel

**ACKNOWLEDGEMENT**

On this 15th day of June, 2019, before me, personally came the above signatories known to me, who being duly sworn, did depose and say that he/she is an officer of each of the Companies; and that he executed said instrument on behalf of each Company by authority of his office under the by-laws of each Company.

By: *Amy Taylor*
Amy Taylor, Notary Public - My Commission Expires 3/9/27

**CERTIFICATE**

I, the undersigned Officer of each Company, DO HEREBY CERTIFY that:

1. That the original power of attorney of which the foregoing is a copy was duly executed on behalf of each Company and has not since been revoked, amended or modified; that the undersigned has compared the foregoing copy thereof with the original power of attorney, and that the same is a true and correct copy of the original power of attorney and of the whole thereof;
2. The following are resolutions which were adopted by the sole shareholder of each Company by unanimous written consent effective June 15, 2019 and said resolutions have not since been revoked, amended or modified:

"RESOLVED, that each of the individuals named below is authorized to make, execute, seal and deliver for and on behalf of the Company any and all bonds, undertakings or obligations in surety or co-surety with others: **RICHARD M. APPEL, BRIAN J. BEGGS, CHRISTOPHER DONELAN, SHARON L. SIMS, CHRISTOPHER L. SPARRO, MARIANNE L. WILBERT**

; and be it further

RESOLVED, that each of the individuals named above is authorized to appoint attorneys-in-fact for the purpose of making, executing, sealing and delivering bonds, undertakings or obligations in surety or co-surety for and on behalf of the Company."

3. The undersigned further certifies that the above resolutions are true and correct copies of the resolutions as so recorded and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal this day of **MAY 09 2025**

By: *Daniel S. Lurie*
Daniel S. Lurie, Secretary

NOTICE: U. S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC)

No coverage is provided by this Notice nor can it be construed to replace any provisions of any surety bond or other surety coverage provided. This Notice provides information concerning possible impact on your surety coverage due to directives issued by OFAC. **Please read this Notice carefully.**

The Office of Foreign Assets Control (OFAC) administers and enforces sanctions policy, based on Presidential declarations of "national emergency". OFAC has identified and listed numerous foreign agents, front organizations, terrorists, terrorist organizations, and narcotics traffickers as "Specially Designated Nationals and Blocked Persons". This list can be located on the United States Treasury's website - <https://www.treasury.gov/resource-center/sanctions/SDN-List>.

In accordance with OFAC regulations, if it is determined that you or any other person or entity claiming the benefits of any coverage has violated U.S. sanctions law or is a Specially Designated National and Blocked Person, as identified by OFAC, any coverage will be considered a blocked or frozen contract and all provisions of any coverage provided are immediately subject to OFAC. When a surety bond or other form of surety coverage is considered to be such a blocked or frozen contract, no payments nor premium refunds may be made without authorization from OFAC. Other limitations on the premiums and payments may also apply.

Any reproductions are void.

Surety Claims Submission: LexonClaimAdministration@sompo-intl.com

Telephone: 615-553-9500 Mailing Address: Sompo International; 12890 Lebanon Road; Mount Juliet, TN 37122-2870

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

PROJECT: **Hamilton Elementary School Soccer and Track Field Additions**

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: SCC Concrete

CA Cont. Lic. #: 866022 Location: Chico, CA

DIR Registration #: 1000949932

Portion of Work: Concrete

Subcontractor Name: Safe Roads DVBE

CA Cont. Lic. #: 1096205 Location: Palo Cedro, CA

DIR Registration #: 1000982660

Portion of Work: Traffic Control

Subcontractor Name: California Turf & Landscaping

CA Cont. Lic. #: 1018512 Location: Fresno, CA

DIR Registration #: 100045626

Portion of Work: Landscaping

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:

Proper Name of Bidder:

Signature:

Print Name:

Title:

May 13, 2025
SCHREEDER & BRANDT MFG. INC.
[Signature]
SEWARD L. SCHREEDER
PRESIDENT

END OF DOCUMENT

SITE VISIT CERTIFICATION

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

PROJECT: **Hamilton Elementary School Soccer and Track Field Additions**

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 JACKIE PRAYONG (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: May 9, 2025

Proper Name of Bidder: SCHREEDER & BRANDT MFG. INC.

Signature: [Signature]

Print Name: SEWARD L. SCHREEDER

Title: PRESIDENT

END OF DOCUMENT



PRE-BID MEETING AGENDA ** DUBE Required **

Hamilton Elementary School Soccer and Track Field Improvement Project

Mandatory Job Walk

Meeting Date: May 6, 2025

Meeting Location: Hamilton Elementary School

1) INTRODUCTIONS *A-line (Maria Campos)*

- a) Owner Representatives *Mike Watson, Allen (facilities)*
- b) Design Team - Sarah Crossley, Melton Design Group
Jared (MDG)

2) PROJECT REVIEW

a) Project Description:

- i) Scope of Work: All materials, equipment, and labor are required to complete the scope according to the plans and specifications for the soccer and track field improvements.

b) Project Estimate:

- i) The construction estimate for the project is \$1,100,000.00.

c) Schedule: The following schedule summarizes the major activity dates (Dates are approximate, and actual start dates are subject to change):

i) Bid

Dates

- | | |
|----------------------------------|------------------------|
| (1) Pre-Bid Conference/Site walk | May 6, 2025 @ 3:00 pm |
| (2) RFI Due Date | May 9, 2025 @ 5:00 pm |
| (3) Addendum (last) | May 12, 2025 @ 2:00 pm |

→ June 6 last day school
→ 3:15 school out
→ Friday short days
(4) Bids Due

May 15, 2025 @ 2:00 pm

d) Contracts

- i) Bond Preparation May 15-19, 2025
- ii) Contract Execution May 16, 2025

e) Pre-Construction Activities

- i) Start Date (mobilize) after 2 PM on May 16, 2025
- ii) Preconstruction Meeting on May 19, 2025

f) Construction

- i) Start Date May 19, 2025
(Existing)
 - (1) Milestone #1 Phase 1 consists of all grading and irrigation controller work and must be completed and invoiced before June 30, 2025.
 - (2) Milestone #2 Phase 2 consists of all remaining work described in the plans and specifications and must be complete by August 1, 2025.

g) Occupancy: To accommodate a phased occupancy by the Owner, the Contractor will turn the buildings over for occupancy as follows:

- i) Completion date August 1, 2025

h) Completion/Close-out

- i) Close-out/Completion May 1, 2023
- ii) Bid Alternates: None
- iii) Addendum:
 - (1) An addendum will be distributed. Contractors with questions that may need to be answered by addenda are encouraged to contact the architect via RFI as soon as possible. Deadline for questions is 5/9/25.
 - (2) Only written addenda changes to documents shall be incorporated into the bid.

i) Contract Requirements:

i) Pre-Bid Meeting: Mandatory

ii) Bid Package: Complete, sign and notarize as required.

 **iii) DVBE: Required**

iv) Fingerprinting

v) Irregularities: Prepare and submit documents carefully to avoid irregularities.

j) Compliance Monitoring

i) This Project is subject to prevailing wages and certified payroll in accordance with Chapter 1, Part 7, Division 2 of the Labor Code, and will be strictly enforced. In addition, this project is subject to the requirements of Subchapter 4.5, of Chapter 8, of Title 8, of the California Code of Regulations. The contractor and all subcontractors must furnish certified payroll records to the Department of Industrial Relations (DIR) Compliance Monitoring Unit (CMU) in the manner required by the CMU. The contractor shall contact the CMU for requirements.

k) Quality/Expectations

i) Quality requirements of project documents will be enforced.

ii) Substitutions will be considered and approved only if equal; see the Submittal Procedures section in the General Conditions.

iii) Close-out procedures to be followed on schedule as required.

l) OPEN DISCUSSION

Distribution: All Present

Owner

Architect

Page 3

CALIFORNIA JURAT

GOVERNMENT CODE § 8202

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 Butte

Subscribed and sworn to (or affirmed) before me on

this 9th day of May, 2025, by
Date Month Year(1) Seward C. Schrader(and (2) _____),
Name(s) of Signer(s)proved to me on the basis of satisfactory evidence to
be the person(s) who appeared before me.

Place Notary Seal and/or Stamp Above

Signature [Signature]
Signature of Notary Public**OPTIONAL**

Completing this information can deter alteration of the document or
fraudulent reattachment of this form to an unintended document.

Description of Attached DocumentTitle or Type of Document: Site Visit Certification

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

NON-COLLUSION DECLARATION
(Public Contract Code Section 7106)

The undersigned declares:

I am the President of Schlesinger & Brandt MFG. Inc., the party making the foregoing bid.
 [Title] [Name of Firm]

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 May 9, 2025,
 [Date]

at Chico, CA.
 [City] [State]

Date:

Proper Name of Bidder:

Signature:

Print Name:

Title:

END OF DOCUMENT

CALIFORNIA JURAT

GOVERNMENT CODE § 8202

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State of California

County of Butte

Subscribed and sworn to (or affirmed) before me on

this 9th day of May, 2025, by
Date Month Year

(1) Seward L. Schroder

(and (2) _____),
Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.



Place Notary Seal and/or Stamp Above

Signature [Signature]
Signature of Notary Public

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Non-Collusion Declaration

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

IRAN CONTRACTING ACT CERTIFICATION
(Public Contract Code Sections 2202-2208)

PROJECT/CONTRACT: **Soccer and Track Field Additions at HES** between the Hamilton Unified School District ("District") and SCARLETT & BRANDT MFG. INC. ("Contractor" or "Bidder") ("Contract" or "Project").

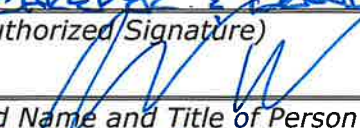
Prior to bidding on or submitting a proposal for a contract for goods or services of \$1,000,000 or more, the bidder/proposer must submit this certification pursuant to Public Contract Code section 2204.

The bidder/proposer must complete **ONLY ONE** of the following two options. To complete OPTION 1, check the corresponding box **and** complete the certification below. To complete OPTION 2, check the corresponding box, complete the certification below, and attach documentation demonstrating the exemption approval.

- ☒ **OPTION 1.** Bidder/Proposer is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.
- ☐ **OPTION 2.** Bidder/Proposer has received a written exemption from the certification requirement pursuant to Public Contract Code sections 2203(c) and (d). *A copy of the written documentation demonstrating the exemption approval is included with our bid/proposal.*

CERTIFICATION:

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY, that I am duly authorized to legally bind the bidder/proposer to the OPTION selected above. This certification is made under the laws of the State of California.

Vendor Name/Financial Institution (Printed): <u>ENDURANCE ASSURANCE CORP</u> <u>SCARLETT & BRANDT MFG. INC.</u>	Federal ID Number (or n/a) <u>68-0403587</u>
By (Authorized Signature) 	
Printed Name and Title of Person Signing <u>SEWARD L. SCARLETT - PRESIDENT</u>	Date Executed <u>MAY 9, 2025</u>

END OF DOCUMENT

CALIFORNIA JURAT

GOVERNMENT CODE § 8202

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State of California

County of Butte

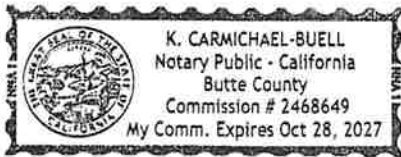
Subscribed and sworn to (or affirmed) before me on

this 9th day of May, 2025, by
Date Month Year

(1) Seamus L. Schneider

(and (2) _____),
Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.



Place Notary Seal and/or Stamp Above

Signature [Signature]
Signature of Notary Public

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Loan Contracting Act

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

BID FORM AND PROPOSAL

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

From: JCO Engineering
(Proper Name of Bidder)

The undersigned declares that Bidder has read and understands the Contract Documents, including, without limitation, the Notice to Bidders and the Instructions to Bidders, 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 of the following project known as:

Hamilton Elementary School Soccer and Track Field Additions

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

Five hundred ninety four thousand six hundred forty _____ dollars \$ 594,640.00

BASE BID Phase 1 and Phase 2 combined

Bidder acknowledges and agrees that the Base Bid accounts for any and all Total Cost for Unit Prices.

CONTRACTOR'S PROPOSAL FORM
FOR
HAMILTON ELEMNTY SCHOOL

Pursuant to INVITATION TO BID, and INFORMATION TO BIDDERS, the undersigned hereby proposes and agrees that on award by the District in accordance with the provisions of the Contract Documents, to execute the Agreement, with necessary bonds, to furnish and install any and all transportation, materials, equipment, tools, excavation, utilities, sheeting, shoring, bracing and supports, plant and other facilities, and all management, superintendence, permits, labor and services for the HAMILTON ELEMENTARY SCHOOL EXPANSION AND RENOVATION in accordance with the Contract Documents therefor adopted and on file with HAMILTON UNIFIED SCHOOL DISTRICT, within the time hereinafter set forth and at the price or prices set forth in this Bid as follows:

Schedule A -Bidder's Breakdown of Lump Sum Bid

The following breakdown of the Total Lump Sum Bid shall be given with the Bid solely for the purpose of reviewing the Bid balance. The price breakdown shall be fairly apportioned to the various parts of the Work and shall meet with the DISTRICTS' approval. If so requested by the DISTRICTS', the Bidder shall substantiate any price or prices with additional detail breakdown. (Schedule A)

Schedule B -Bidder's Unit Prices for Additions, Changes, or Deletions

The Bidder further proposes that, in the event that additions changes, or deletions are made to or from the Drawings and Specifications for the proposed Work, the total adjustments to the lump sum price shall be computed based on the following unit prices for the following types of construction. Unit prices provided shall be fully loaded and include all costs. The DISTRICT reserves the right to request a breakdown from the Contractor on the unit price and, if necessary, to delete these unit prices from the Contract Document if, from the DISTRICTS' sole judgement, are unbalanced or not reasonable prices for the work. (Schedule B)

SCHEDULE A - BASE BID ITEMS - Phase 1

(Any quantities shown are estimated and for reference only. Bidder is responsible for verifying all quantities.)

NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1	Mobilization	1	LS	\$ 32,277.75	\$ 32,277.75
2	Erosion Control	1	LS	\$ 10,000.00	\$ 10,000.00
3	Site Drainage Per Plan	1	LS	\$ 118,741.00	\$ 118,741.00
4	Traffic Control	1	LS	\$ 2,000.00	\$ 2,000.00
5	Demolition Per Plan	1	LS	\$ 20,000.00	\$ 20,000.00
6	Grading & Staking	1	LS	\$ 78,000.00	\$ 78,000.00
7	Soils Testing	1	LS	\$ 1,000.00	\$ 1,000.00

SCHEDULE A - BASE BID ITEMS -Phase 2

(Any quantities shown are estimated and for reference only. Bidder is responsible for verifying all quantities.)

1	Concrete Hardscape	5,000	SF	\$ 17.50	\$ 87,500.00
2	Steel Edging	1,465	LF	\$ 15.00	\$ 21,975.00
3	Decomposed Granite	7,675	SF	\$ 5.00	\$ 38,375.00
5	Bark Mulch	15,637	SF	\$ 1.25	\$ 19,546.25
6	Turf- Seed	42,300	SF	\$ 0.50	\$ 21,150.00
7	Turf - Irrigation	1	LS	\$ 63,000.00	\$ 63,000.00
8	Site Furnishings	1	LS	\$ 11,000.00	\$ 11,000.00
9	Fence Slats-	200	LF	\$ 0.00	\$ 0.00
10	Soil Amendments	1	LS	\$ 12,500.00	\$ 12,500.00

11	Shrubs	1	LS	\$ 2,300.00	\$ 2,300.00
12	Shade Trees	1	LS	\$ 8,500.00	\$ 8,500.00
13	Drip Irrigation	1	LS	\$ 30,000.00	\$ 30,000.00
14	Concrete Stairs	140	SF	\$ 35.00	\$ 4,900.00
15	Concrete Seatwall	25	LF	\$ 275.00	\$ 6,875.00
16	60-Day Plant Maintenance Period	1	LS	\$ 5,000.00	\$ 5,000.00
		BASE BID TOTAL	\$	\$ -----	\$ 594,640.00

SCHEDULE A – BASE BID ITEMS

Notes:

- Contractors must use this form to provide bids (no exceptions or alterations are permitted).
- Bid item totals must roll up to the base bid total and include all materials and labor required for a complete installation.

Total Lump Sum Base Bid \$ 594,640.00

Total Add Alternate Bid \$ 48,774.00

Total Base Bid and Add Alternate \$ 643,414.00 (In Figures)

\$ Six hundred forty three thousand four hundred fourteen dollars and no cents (In Words)

BID AMOUNT OF EACH OF THE ABOVE BID ITEMS MUST BE FILLED IN AND COMPLETED IN INK.

*Signature of Bidder: 

Company Name (printed): JCO Engineering

*If Corporation, two officer signatures are required.

ADD ALTERNATE BID ITEMS – (NIC IN BASE BID)

NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1	Natural Logs	5	EA	\$ 3,500.00	\$ 17,500.00
2	Basalt Chip	15,637	SF	\$ 2.00	\$ 31,274.00
TOTAL ADD ALTERNATE BID			\$	\$ -----	\$ 48,774.00

SCHEDULE B - UNIT PRICES BID FORM (NIC IN BASE BID)

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE	AMOUNT (IN FIGURES)
1	Construction Fencing 6'Chainlink	1	LF	\$ 11.00
2	Rough Grading	1	SF	\$ 0.80
3	Cut and Fill existing soil	1	CY	\$ 40.00
4	Concrete Sidewalk Pad, Broom Finish	1	SF	\$ 17.50
5	Concrete Stairs	1	SF	\$ 35.00

6	Drain Inlet	1	EA	\$ 3,500.00
7	Imported Topsoil Placed	1	CY	\$ 85.00
8	Decomposed Granite	1	SF	\$ 5.00
9	Landscape Fabric	1	SF	\$ 2.00
10	Soil amendments (Organic)	1	CY	\$ 75.00
11	Turf Seed	1	SF	\$ 0.50
12	Irrigation Mainline 2"	1	LF	\$ 4.00
13	Irrigation Lateral 2"	1	LF	\$ 4.00
14	Irrigation Lateral 1-1/2"	1	LF	\$ 3.75
15	Irrigation Lateral 1"	1	LF	\$ 3.75
16	2" PVC Schedule 40 Conduit	1	LF	\$ 4.00
17	Water Audit J	1	EA	\$ 1,500.00
18	2" PVC Schedule 40 Conduit	1	LF	\$ 4.00
19	Concrete Electrical Pull box	1	EA	\$ 1,500.00
20	2" Main Line Isolation Valve	1	EA	\$ 600.00
21	1" Rain Bird 44LRC Quick Coupler Valve	1	EA	\$ 900.00
22	1" Hunter ICV-G Remote Control Valve	1	EA	\$ 1,100.00
23	1-1/2" Hunter ICV-G Remote Control Valve	1	EA	\$ 1,100.00
24	1" Hunter ICZ Remote Control Valve Kit	1	EA	\$ 1,100.00
25	Hunter drip tubing – 12" oc	1	EA	\$ 125.00
26	Hunter Rotator – 6" po-up	1	EA	\$ 50.00
27	Hunter 1-20-06 MPR Rotor Plastic Riser	1	EA	\$ 100.00
28	4" Storm Drain Line	1	LF	\$ 35.00
29	15 gallon Tree	1	EA	\$ 300.00
30	5 gallon Shrub	1	EA	\$ 80.00
31	1 gallon Shrub	1	EA	\$ 30.00
32	Bark Mulch	1	SF	\$ 1.25
33	Concrete Seat Wall	1	LF	\$ 300.00

SCHEDULE B - UNIT PRICES BID FORM

Notes:

1. Individual unit prices must include all materials and labor required for a complete installation. Unit prices will be utilized for authorized additions or deletions to the scope of work.
2. Contractors must use this form to provide bids (no exceptions or alterations are permitted).

BID AMOUNT OF EACH OF THE ABOVE BID ITEMS MUST BE FILLED IN AND COMPLETED IN INK.

*Signature of Bidder: _____

Company Name (printed): JCO Engineering _____

*If Corporation, two officer signatures are required.

Replaced Add #1

BASE BID ITEMS - Phase 1

(Any quantities shown are estimated and for reference only. Bidder is responsible for verifying all quantities.)

NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1	Mobilization	1	LS	\$	\$
2	Erosion Control	1	LS	\$	\$
3	Site Drainage Per Plan	1	LS	\$	\$
4	Traffic Control	1	LS	\$	\$
5	Demolition Per Plan	1	LS	\$	\$
6	Grading & Staking	1	LS	\$	\$

BASE BID ITEMS -Phase 2

(Any quantities shown are estimated and for reference only. Bidder is responsible for verifying all quantities.)

1	Concrete Hardscape	5,000	SF	\$	\$
2	Steel Edging	1,465	LF	\$	\$
3	Decomposed Granite	7,675	SF	\$	\$
5	Bark Mulch	15,637	SF	\$	\$
6	Turf- Seed	42,300	SF	\$	\$
7	Turf - Irrigation	1	LS	\$	\$
8	Site Furnishings	1	LS	\$	\$
9	Fence Slats	200	LF	\$	\$
10	Soil Amendments	1	LS	\$	\$
11	Shrubs	1	LS	\$	\$
12	Shade Trees	1	LS	\$	\$
13	Drip Irrigation	1	LS	\$	\$
14	Concrete Stairs	140	SF	\$	\$
15	Concrete Seatwall	25	LF	\$	\$
16	60-Day Plant Maintenance Period	1	LS	\$	\$

Additive/Deductive Alternates

ADD ALTERNATE BID ITEMS – PER HIGHEST CLIENT PRIORITY

NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1	Natural Logs	8	EA	\$	\$
2	Basalt Chip	15,637	SF		
	TOTAL ADD ALTERNATE BID		\$	\$	\$

DEDUCT ALTERNATE BID ITEMS

NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1				\$	\$
	TOTAL DEDUCT ALTERNATE BID				\$

Descriptions of alternates are primarily scope definitions and do not necessarily detail the full range of materials and processes needed to complete the construction.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Additional Detail Regarding Calculation of Base Bid

Replaced Add #01

1. **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 B - UNIT PRICES BID FORM

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE	AMOUNT (IN FIGURES)
1	Construction Fencing 6' Chainlink	1	LF	\$
2	Rough Grading	1	SF	\$
3	Cut and Fill existing soil	1	CY	\$
4	Concrete Sidewalk Pad, Broom Finish	1	SF	\$
5	Concrete Stairs	1	SF	\$
6	Drain Inlet	1	EA	\$
7	Imported Topsoil Placed	1	CY	\$
8	Decomposed Granite	1	SF	\$
9	Landscape Fabric	1	SF	\$
10	Soil amendments (Organic)	1	CY	\$
11	Turf Seed	1	SF	\$
12	Irrigation Mainline 2"	1	LF	\$
13	Irrigation Lateral 2"	1	LF	\$
14	Irrigation Lateral 1-1/2"	1	LF	\$
15	Irrigation Lateral 1"	1	LF	\$
16	2" PVC Schedule 40 Conduit	1	LF	\$
17	Water Audit J	1	EA	\$
18	2" PVC Schedule 40 Conduit	1	LF	\$
19	Concrete Electrical Pull box	1	EA	\$
20	2" Main Line Isolation Valve	1	EA	\$
21	1" Rain Bird 44LRC Quick Coupler Valve	1	EA	\$
22	1" Hunter ICV-G Remote Control Valve	1	EA	\$
23	1-1/2" Hunter ICV-G Remote Control Valve	1	EA	\$
24	1" Hunter ICZ Remote Control Valve Kit	1	EA	\$
25	Hunter drip tubing – 1/2" oc	1	EA	\$
26	Hunter Rotator – 6" po-up	1	EA	\$
27	Hunter 1-20-06 MPR Rotor Plastic Riser	1	EA	\$
28	4" Storm Drain Line	1	LF	\$
29	15 gallon Tree	1	EA	\$
30	5 gallon Shrub	1	EA	\$
31	1 gallon Shrub	1	EA	\$
32	Bark Mulch	1	SF	\$
33	Concrete Seat Wall	1	LF	\$

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) is 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 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 General Conditions and 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 hereto:
 - Bid Bond on the District's form or other security
 - Designated Subcontractors List
 - Site Visit Certification
 - Non-Collusion Declaration
 - Iran Contracting Act Certification
8. Receipt and acceptance of the following Addenda is hereby acknowledged:

No. <u>01</u> , Dated <u>05/12/2025</u>	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____

9. Bidder acknowledges that the license required for performance of the Work is a B.
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.

[SIGNATURE ON FOLLOWING PAGE]

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.

Dated this 15 day of MAY 20 25

Name of Bidder: JCO Engineering

Type of Organization: Sole Proprietor

Signature: [Signature]

Print Name: JAIME COLHRAN

Title: OWNER

Address of Bidder: 1754 Thea Ave Chico CA 95928

Taxpayer Identification No. of Bidder: 84-3910594

Telephone Number: 916 878 6462

Fax Number:

E-mail: jaimc@jcoengineering.com Web Page: www.jcoengineering.com

Contractor's License No(s): No.: 1046070 Class: A & B Expiration Date: 10/31/2026

No.: Class: Expiration Date:

No.: Class: Expiration Date:

Public Works Contractor Registration No.: 1000581215

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, JCO Engineering, as Principal ("Principal"), and The Ohio Casualty 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 Elementary School Soccer and Track Field Additions** ("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 14th day of May, 2025.

Principal

Jaime Cochran

By

Surety

The Ohio Casualty Insurance Company

By

Courtney Nelson - Attorney in Fact

Name of California Agent of Surety

6030 W. Oaks Blvd., Rocklin CA 95765

Address of California Agent of Surety

530 804 2330

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

PLEASE SEE ATTACHED
FOR OFFICIAL NOTARY
DOCUMENT



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: 8209551-993813

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 Courtney Nelson, all of the city of Chico, 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 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 day of

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



By

David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 9th day of March 2023, 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 Plymouth Meeting, 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
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, of Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company do hereby certify that this 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 14 day of May 2023



By:

Renee C. Llewellyn, Assistant Secretary

CALIFORNIA ALL-PURPOSE CERTIFICATE OF 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 BUTTE

On 05/14/2025 before me, JULIE PHILLIPS, Notary Public,
(Here insert name and title of the officer)

personally appeared Courtney Nelson,

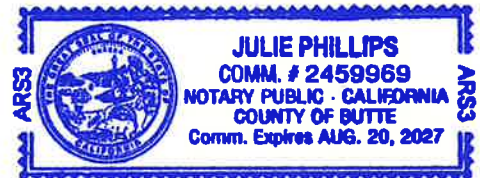
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s),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

Julie Phillips
Signature of Notary Public

(Notary Seal)



ADDITIONAL OPTIONAL INFORMATION

INSTRUCTIONS FOR COMPLETING THIS FORM

Any acknowledgment completed in California must contain verbiage exactly as appears above in the notary section or a separate acknowledgment form must be properly completed and attached to that document. The only exception is if a document is to be recorded outside of California. In such instances, any alternative acknowledgment verbiage as may be printed on such a document so long as the verbiage does not require the notary to do something that is illegal for a notary in California (i.e. certifying the authorized capacity of the signer). Please check the document carefully for proper notarial wording and attach this form if required.

DESCRIPTION OF THE ATTACHED DOCUMENT

Bid Bond

(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages 2 Document Date 05/14/2025

(Additional information)

CAPACITY CLAIMED BY THE SIGNER

- ☒ Individual(s)
☐ Corporate Officer

(Title)

- ☐ Partner(s)
☐ Attorney-in-Fact
☐ Trustee(s)
☐ Other _____

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. ~~he~~/she/~~they~~, is /~~are~~) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
 - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
 - ❖ Indicate title or type of attached document, number of pages and date.
 - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document

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

PROJECT: **Hamilton Elementary School Soccer and Track Field Additions**

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: Dawson Landscape
 CA Cont. Lic. #: ~~1000054365~~ 947019 Location: Chico, CA

DIR Registration #: 1000054365

Portion of Work: Landscaping - Partial & Related

Subcontractor Name: SCC Concrete

CA Cont. Lic. #: 866022 Location: Chico, CA

DIR Registration #: 100949932

Portion of Work: Concrete - Partial & Related

Subcontractor Name: Brown General Engineering

CA Cont. Lic. #: 1056505 Location: Durham, CA

DIR Registration #: 1000447725

Portion of Work: Sitework - Partial & Related

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: _____ 5/15/2025

Proper Name of Bidder: _____ JCO Engineering

Signature: _____ [Signature]

Print Name: _____ Jaime Cochran

Title: _____ Owner

END OF DOCUMENT

SITE VISIT CERTIFICATION

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

PROJECT: **Hamilton Elementary School Soccer and Track Field Additions**

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.

X I certify that Nancy Brown (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:

5/15/2025

Proper Name of Bidder:

JCO Engineering

Signature:

[Signature]

Print Name:

Jaime Cochran

Title:

Owner

END OF DOCUMENT



PRE-BID MEETING AGENDA

Hamilton Elementary School Soccer and Track Field Improvement Project

Mandatory Job Walk

Meeting Date: May 6, 2025

Meeting Location: Hamilton Elementary School

1) INTRODUCTIONS

- a) Owner Representatives
- b) Design Team - Sarah Crossley, Melton Design Group

2) PROJECT REVIEW

a) Project Description:

- i) **Scope of Work:** All materials, equipment, and labor are required to complete the scope according to the plans and specifications for the soccer and track field improvements.

b) Project Estimate:

- i) The construction estimate for the project is \$1,100,000.00.

c) Schedule: The following schedule summarizes the major activity dates (Dates are approximate, and actual start dates are subject to change):

i) Bid	Dates
(1) Pre-Bid Conference/Site walk	May 6, 2025 @ 3:00 pm
(2) RFI Due Date	May 9, 2025 @ 5:00 pm
(3) Addendum (last)	May 12, 2025 @ 2:00 pm

(4) Bids Due

May 15, 2025 @ 2:00 pm

d) Contracts

- i) Bond Preparation** **May 15-19, 2025**
- ii) Contract Execution** **May 16, 2025**

e) Pre-Construction Activities

- i) Start Date (mobilize) after 2 PM on** **May 16, 2025**
- ii) Preconstruction Meeting on** **May 19, 2025**

f) Construction

- i) Start Date** **May 19, 2025**

(1) Milestone #1 Phase 1 consists of all grading and irrigation controller work and must be completed and invoiced before June 30, 2025.

(2) Milestone #2 Phase 2 consists of all remaining work described in the plans and specifications and must be complete by August 1, 2025.

g) Occupancy: To accommodate a phased occupancy by the Owner, the Contractor will turn the buildings over for occupancy as follows:

- i) Completion date** **August 1, 2025**

h) Completion/Close-out

- i) Close-out/Completion** **May 1, 2023**

ii) Bid Alternates: None

iii) Addendum:

(1) An addendum will be distributed. Contractors with questions that may need to be answered by addenda are encouraged to contact the architect via RFI as soon as possible. Deadline for questions is 5/9/25.

(2) Only written addenda changes to documents shall be incorporated into the bid.

i) Contract Requirements:

- i) Pre-Bid Meeting: Mandatory**
- ii) Bid Package: Complete, sign and notarize as required.**
- iii) DVBE: Required**
- iv) Fingerprinting**
- v) Irregularities: Prepare and submit documents carefully to avoid irregularities.**

j) Compliance Monitoring

- i) This Project is subject to prevailing wages and certified payroll in accordance with Chapter 1, Part 7, Division 2 of the Labor Code, and will be strictly enforced. In addition, this project is subject to the requirements of Subchapter 4.5, of Chapter 8, of Title 8, of the California Code of Regulations. The contractor and all subcontractors must furnish certified payroll records to the Department of Industrial Relations (DIR) Compliance Monitoring Unit (CMU) in the manner required by the CMU. The contractor shall contact the CMU for requirements.**

k) Quality/Expectations

- i) Quality requirements of project documents will be enforced.**
- ii) Substitutions will be considered and approved only if equal; see the Submittal Procedures section in the General Conditions.**
- iii) Close-out procedures to be followed on schedule as required.**

l) OPEN DISCUSSION

Distribution: All Present

Owner

Architect

Page 3

I am the Owner of JCO Engineering the party making the foregoing bid.
[Title] [Name of Firm]

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 5/15/2025 [Date]

at Chico, CA
[City] [State]

Proper Name of Bidder:

Signature:

Print Name:

Title:

END OF DOCUMENT

IRAN CONTRACTING ACT CERTIFICATION
(Public Contract Code Sections 2202-2208)

PROJECT/CONTRACT: **Soccer and Track Field Additions at HES** between the Hamilton Unified School District ("District") and JCO Engineering ("Contractor" or "Bidder") ("Contract" or "Project").

Prior to bidding on or submitting a proposal for a contract for goods or services of \$1,000,000 or more, the bidder/proposer must submit this certification pursuant to Public Contract Code section 2204.

The bidder/proposer must complete **ONLY ONE** of the following two options. To complete **OPTION 1**, check the corresponding box **and** complete the certification below. To complete **OPTION 2**, check the corresponding box, complete the certification below, and attach documentation demonstrating the exemption approval.




OPTION 1. Bidder/Proposer is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.



OPTION 2. Bidder/Proposer has received a written exemption from the certification requirement pursuant to Public Contract Code sections 2203(c) and (d). *A copy of the written documentation demonstrating the exemption approval is included with our bid/proposal.*

CERTIFICATION:

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY, that I am duly authorized to legally bind the bidder/proposer to the OPTION selected above. This certification is made under the laws of the State of California.

Vendor Name/Financial Institution (Printed) <u>JCO Engineering</u>	Federal ID Number (or n/a) <u>84-3910594</u>
By (Authorized Signature) 	
Printed Name and Title of Person Signing <u>Jaime Coltrane - owner</u>	Date Executed <u>5/15/2025</u>

END OF DOCUMENT

11	Shrubs	1	LS	\$ 1,988.00	\$ 1,988.00
12	Shade Trees	1	LS	\$ 5,875.00	\$ 5,875.00
13	Drip Irrigation	1	LS	\$ 1,900.00	\$ 1,900.00
14	Concrete Stairs	140	SF	\$ 24.35	\$ 3,409.00
15	Concrete Seatwall	25	LF	\$ 439.00	\$ 10,975.00
16	60-Day Plant Maintenance Period	1	LS	\$ 4,860.00	\$ 4,860.00
		BASE BID TOTAL	\$	\$	\$ 614,689.00

SCHEDULE A - BASE BID ITEMS

Notes:

- Contractors must use this form to provide bids (no exceptions or alterations are permitted).
- Bid item totals must roll up to the base bid total and include all materials and labor required for a complete installation.

Total Lump Sum Base Bid \$ 614,689.00

Total Add Alternate Bid \$ 80,368.00

Total Base Bid and Add Alternate \$ 695,057.00 (In Figures)

\$ Six hundred Ninety Five Thousand Fifty Seven Dollars (In Words)

BID AMOUNT OF EACH OF THE ABOVE BID ITEMS MUST BE FILLED IN AND COMPLETED IN INK.

*Signature of Bidder: 

Company Name (printed): United Building Contractors, Inc

*If Corporation, two officer signatures are required.

ADD ALTERNATE BID ITEMS - (NIC IN BASE BID)

NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1	Natural Logs	5	EA	\$ 3,564.00	\$ 17,820.00
2	Basalt Chip	15,637	SF	\$ 4.00	\$ 62,548.00
TOTAL ADD ALTERNATE BID			\$	\$	\$ 80,368.00

SCHEDULE B - UNIT PRICES BID FORM (NIC IN BASE BID)

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE	AMOUNT (IN FIGURES)
1	Construction Fencing 6' Chainlink	1	LF	\$ 225.00
2	Rough Grading	1	SF	\$ 26.00
3	Cut and Fill existing soil	1	CY	\$ 68.00
4	Concrete Sidewalk Pad, Broom Finish	1	SF	\$ 15.31
5	Concrete Stairs	1	SF	\$ 24.34

6	Drain Inlet	1	EA	\$ 2500.00
7	Imported Topsoil Placed	1	CY	\$ 150.00
8	Decomposed Granite	1	SF	\$ 3.00
9	Landscape Fabric	1	SF	\$ 0.65
10	Soil amendments (Organic)	1	CY	\$ 150.00
11	Turf Seed	1	SF	\$ 0.50
12	Irrigation Mainline 2"	1	LF	\$ 8.00
13	Irrigation Lateral 2"	1	LF	\$ 8.00
14	Irrigation Lateral 1-1/2"	1	LF	\$ 6.00
15	Irrigation Lateral 1"	1	LF	\$ 5.00
16	2" PVC Schedule 40 Conduit	1	LF	\$ 7.00
17	Water Audit J	1	EA	\$ 3,200.00
18	2" PVC Schedule 40 Conduit	1	LF	\$ 7.00
19	Concrete Electrical Pull box	1	EA	\$ 200.00
20	2" Main Line Isolation Valve	1	EA	\$ 450.00
21	1" Rain Bird 44LRC Quick Coupler Valve	1	EA	\$ 300.00
22	1" Hunter ICV-G Remote Control Valve	1	EA	\$ 300.00
23	1-1/2" Hunter ICV-G Remote Control Valve	1	EA	\$ 500.00
24	1" Hunter ICZ Remote Control Valve Kit	1	EA	\$ 300.00
25	Hunter drip tubing – 12" oc	1	EA	\$ 275.00
26	Hunter Rotator – 6" po-up	1	EA	\$ 35.00
27	Hunter 1-20-06 MPR Rotor Plastic Riser	1	EA	\$ 70.00
28	4" Storm Drain Line	1	LF	\$ 22.00
29	15 gallon Tree	1	EA	\$ 200.00
30	5 gallon Shrub	1	EA	\$ 65.00
31	1 gallon Shrub	1	EA	\$ 35.00
32	Bark Mulch	1	SF	\$ 1.00
33	Concrete Seat Wall	1	LF	\$ 439.00

SCHEDULE B - UNIT PRICES BID FORM

Notes:

1. Individual unit prices must include all materials and labor required for a complete installation. Unit prices will be utilized for authorized additions or deletions to the scope of work.
2. Contractors must use this form to provide bids (no exceptions or alterations are permitted).

BID AMOUNT OF EACH OF THE ABOVE BID ITEMS MUST BE FILLED IN AND COMPLETED IN INK.

*Signature of Bidder: [Signature]

Company Name (printed): United Building Contractors, Inc

*If Corporation, two officer signatures are required.

CONTRACTOR'S PROPOSAL FORM
FOR
HAMILTON ELEMNTRY SCHOOL

Pursuant to INVITATION TO BID, and INFORMATION TO BIDDERS, the undersigned hereby proposes and agrees that on award by the District in accordance with the provisions of the Contract Documents, to execute the Agreement, with necessary bonds, to furnish and install any and all transportation, materials, equipment, tools, excavation, utilities, sheeting, shoring, bracing and supports, plant and other facilities, and all management, superintendence, permits, labor and services for the HAMILTON ELEMENTARY SCHOOL EXPANSION AND RENOVATION in accordance with the Contract Documents therefor adopted and on file with HAMILTON UNIFIED SCHOOL DISTRICT, within the time hereinafter set forth and at the price or prices set forth in this Bid as follows:

Schedule A -Bidder's Breakdown of Lump Sum Bid

The following breakdown of the Total Lump Sum Bid shall be given with the Bid solely for the purpose of reviewing the Bid balance. The price breakdown shall be fairly apportioned to the various parts of the Work and shall meet with the DISTRICTS' approval. If so requested by the DISTRICTS', the Bidder shall substantiate any price or prices with additional detail breakdown. (Schedule A)

Schedule B -Bidder's Unit Prices for Additions, Changes, or Deletions

The Bidder further proposes that, in the event that additions changes, or deletions are made to or from the Drawings and Specifications for the proposed Work, the total adjustments to the lump sum price shall be computed based on the following unit prices for the following types of construction. Unit prices provided shall be fully loaded and include all costs. The DISTRICT reserves the right to request a breakdown from the Contractor on the unit price and, if necessary, to delete these unit prices from the Contract Document if, from the DISTRICTS' sole judgement, are unbalanced or not reasonable prices for the work. (Schedule B)

SCHEDULE A - BASE BID ITEMS - Phase 1

(Any quantities shown are estimated and for reference only. Bidder is responsible for verifying all quantities.)

NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1	Mobilization	1	LS	\$ 16,740.00	\$ 16,740.00
2	Erosion Control	1	LS	\$ 2,700.00	\$ 2,700.00
3	Site Drainage Per Plan	1	LS	\$168,480.00	\$ 168,480.00
4	Traffic Control	1	LS	\$ 500.00	\$ 500.00
5	Demolition Per Plan	1	LS	\$ 24,516.00	\$ 24,516.00
6	Grading & Staking	1	LS	\$ 113,184.00	\$ 113,184.00
7	Soils Testing	1	LS	\$ 5,000.00	\$ 5,000.00

SCHEDULE A - BASE BID ITEMS -Phase 2

(Any quantities shown are estimated and for reference only. Bidder is responsible for verifying all quantities.)

1	Concrete Hardscape	5,000	SF	\$ 16.75	\$ 83,750.00
2	Steel Edging	1,465	LF	\$ 14.00	\$ 20,510.00
3	Decomposed Granite	7,675	SF	\$ 6.40	\$ 49,120.00
5	Bark Mulch	15,637	SF	\$ 1.00	\$ 15,637.00
6	Turf- Seed	42,300	SF	\$ 0.35	\$ 14,805.00
7	Turf - Irrigation	1	LS	\$ 48,600.00	\$ 48,600.00
8	Site Furnishings	1	LS	\$ 6,480.00	\$ 6,480.00
9	Fence Slats	200	LF	\$	\$
10	Soil Amendments	1	LS	\$ 15,660.00	\$ 15,660.00

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) is 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 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 General Conditions and 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 hereto:
 - Bid Bond on the District's form or other security
 - Designated Subcontractors List
 - Site Visit Certification
 - Non-Collusion Declaration
 - Iran Contracting Act Certification
8. Receipt and acceptance of the following Addenda is hereby acknowledged:

No. <u>01</u> , Dated <u>5/12/25</u>	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____

9. Bidder acknowledges that the license required for performance of the Work is a B.
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.

[SIGNATURE ON FOLLOWING PAGE]

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.

Dated this 15th day of May 20 25

Name of Bidder: United Building Contractors, Inc

Type of Organization: Corporation

Signature: 

Print Name: Jim Gilmore

Title: President

Address of Bidder: P.O. Box 6039 Chico Ca

Taxpayer Identification No. of Bidder: 20-0494371

Telephone Number: 530-345-8455

Fax Number: 530-345-8885

E-mail: edgari@unitedbuildingcontractors.com Web Page www.unitedbuildingcontractors.co

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

No.: _____ Class: _____ Expiration Date: _____

No.: _____ Class: _____ Expiration Date: _____

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 Elementary School Soccer and Track Field Additions** ("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.

**HAMILTON UNIFIED SCHOOL DISTRICT
Soccer and Track Field Additions at HES**

**BID BOND
DOCUMENT 00 43 13-1**

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 8th day of May, 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 May 8, 2025 before me, Victoria Catherine Madore, 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)





POWER OF ATTORNEY

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

Certificate No: **8213827 - 969366**

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, 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 16th day of April, 2025.



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

By: Nathan J. Zangerle
Nathan J. Zangerle, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 16th day of April, 2025 before me personally appeared Nathan J. Zangerle, 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 Plymouth Meeting, 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, 2029
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
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 Nathan J. Zangerle, 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 8th day of May, 2025.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

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

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

Nº 2131

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)

PROJECT: **Hamilton Elementary School Soccer and Track Field Additions**

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: All American
 CA Cont. Lic. #: 948762 Location: Sutter, CA
 DIR Registration #: 1000004065
 Portion of Work: SITE WORK

Subcontractor Name: Sierra Landscape
 CA Cont. Lic. #: 960867 Location: Chico, CA
 DIR Registration #: 1000002473
 Portion of Work: LANDSCAPE

Subcontractor Name: Rock Creek Construction
 CA Cont. Lic. #: 883815 Location: Chico, CA
 DIR Registration #: 1000038332
 Portion of Work: Concrete

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 #: _____

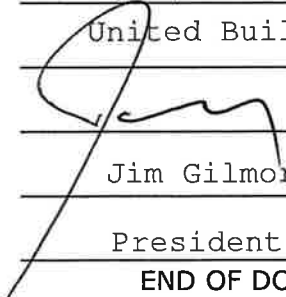
Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

DIR Registration #: _____

Portion of Work: _____

Date: _____ 5/15/25
Proper Name of Bidder: _____ United Building Contractors, Inc
Signature: _____ 
Print Name: _____ Jim 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 Elementary School Soccer and Track Field Additions**

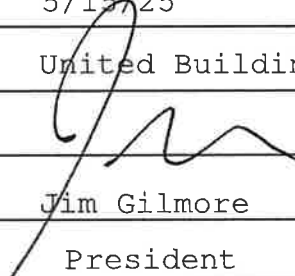
Check option that applies:

_____ 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.

X I certify that Edgar Ibarra (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: 5/15/25
Proper Name of Bidder: United Building Contractors, Inc
Signature: 
Print Name: Jim Gilmore
Title: President

END OF DOCUMENT

Page 219 of 252

IRAN CONTRACTING ACT CERTIFICATION
(Public Contract Code Sections 2202-2208)

PROJECT/CONTRACT: **Soccer and Track Field Additions at HES** between the Hamilton Unified School District ("District") and United Building Contractors, Inc ("Contractor" or "Bidder") ("Contract" or "Project").

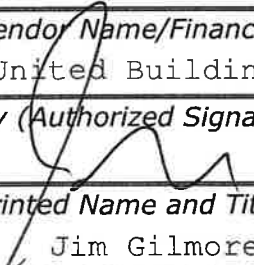
Prior to bidding on or submitting a proposal for a contract for goods or services of \$1,000,000 or more, the bidder/proposer must submit this certification pursuant to Public Contract Code section 2204.

The bidder/proposer must complete **ONLY ONE** of the following two options. To complete OPTION 1, check the corresponding box **and** complete the certification below. To complete OPTION 2, check the corresponding box, complete the certification below, and attach documentation demonstrating the exemption approval.

- ☒ **OPTION 1.** Bidder/Proposer is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.
- ☐ **OPTION 2.** Bidder/Proposer has received a written exemption from the certification requirement pursuant to Public Contract Code sections 2203(c) and (d). *A copy of the written documentation demonstrating the exemption approval is included with our bid/proposal.*

CERTIFICATION:

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY, that I am duly authorized to legally bind the bidder/proposer to the OPTION selected above. This certification is made under the laws of the State of California.

<i>Vendor Name/Financial Institution (Printed)</i> United Building Contractors, Inc	<i>Federal ID Number (or n/a)</i> N/A
<i>By (Authorized Signature)</i> 	
<i>Printed Name and Title of Person Signing</i> Jim Gilmore President	<i>Date Executed</i> 5/15/25

END OF DOCUMENT

Agenda Item Number: 13. v	Date: May 28, 2025																																				
Agenda Item Description: Hamilton Elementary Track & Field Project Change order #1: Replace bid for Seed and replace with SOD																																					
Background: On March 26, 2025, The Board granted Pre-Approval for the Hamilton Elementary School Track & Field Two-Phase Project for a total project amount not to exceed \$1,311,858. HUSD awarded the lowest bidder JCO Engineering the contract in the amount of \$594,640. This amount is well below the expected price and HUSD would like to replace the seed that was quoted with SOD. The District has negotiated an added cost of substituting sod grass in lieu of seeded grass. The cost for this change is an addition of \$58,374.00. This cost is included in the contract cost below.																																					
<table><tr><td>Description</td><td>UP</td><td>Qty</td><td>Extended</td></tr><tr><td>Dawson - Sod</td><td>\$ 1.75</td><td></td><td></td></tr><tr><td>JCOE Markup - 5%</td><td>\$ 0.09</td><td></td><td></td></tr><tr><td>JCOE Bonds and Ins - 2.5%</td><td>\$ 0.04</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Total Cost for Sod</td><td>\$ 1.88</td><td>42,300</td><td>\$ 79,524.00</td></tr><tr><td>Credit for Seed</td><td>\$ (0.50)</td><td>42,300</td><td>\$ (21,150.00)</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Cost increase for Sod vs Turf</td><td></td><td></td><td>\$ 58,374.00</td></tr></table>		Description	UP	Qty	Extended	Dawson - Sod	\$ 1.75			JCOE Markup - 5%	\$ 0.09			JCOE Bonds and Ins - 2.5%	\$ 0.04							Total Cost for Sod	\$ 1.88	42,300	\$ 79,524.00	Credit for Seed	\$ (0.50)	42,300	\$ (21,150.00)					Cost increase for Sod vs Turf			\$ 58,374.00
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Fiscal Impact: This project is funded with ELOP funding primarily and Fund 40 will be used as a secondary funding source to cover any remaining costs.																																					
Educational Impact: The playfield at the Elementary School needs improvement. The grass surface is uneven which creates a safety issue and ongoing maintenance issue in inclement weather.																																					
Recommendation: Approve Hamilton Elementary Track & Field Project Change order #1: Replace the bid for Seed Field with the bid for SOD for the amount of \$58,374.00																																					

Agenda Item Number: 13. w	Date: May 28, 2025
Agenda Item Description: Replace Shredded Rubber with Pour in Place Fall Protection under HES Exercise Equipment	
<p>Background:</p> <p>During the 2023-2024 school year, HUSD installed exercise equipment under the solar array at HES. To provide fall protection, shredded rubber was installed.</p> <p>With the current work being done with the HES Track and Field Project (concrete being poured) and the HES Play Jungle Gym Refresh and Safety Update, HUSD would like to replace the shredded rubber with the same pour in place fall protection that will be utilized under the two play structures at HES.</p> <p><u>Project Cost: \$41,248.00</u></p>	
<p>Fiscal Impact:</p> <p>This project is funded with ELOP funding primarily and Fund 40 will be used as a secondary funding source to cover any remaining costs.</p>	
<p>Educational Impact:</p> <p>This upgrade will enhance playground safety by providing a more stable and impact-absorbing surface, reducing the risk of injuries. It will also significantly cut down on ongoing maintenance and cleanup compared to shredded rubber, which tends to scatter and degrade over time.</p>	
<p>Recommendation:</p> <p>Approve the Replacement of Shredded Rubber with Pour in Place Fall Protection under HES Exercise Equipment in the amount of \$41,248.00</p>	

**Gourley Construction LIC #384458**

462 Appian Way

El Sobrante, CA 94803

5102437445

pacificplayground@gmail.com

Pacificplayground.com

ADDRESS

Hamilton Unified School District

P.O. Box 488

Hamilton City, CA. 95951

SHIP TO

Hamilton Unified School District

Attn: Mike Watson

277 Capay Ave,

Hamilton City, CA 95951

Estimate 2168**DATE** 05/15/2025**PROJECT NAME**

Pip in fitness area

PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Project Description	To replace the existing shredded rubber with poured-in-place rubber in the fitness area at 277 Capay Ave. in Hamilton, CA	1	0.00	0.00
	PREVAILING WAGE			
	Demo / Prep			
Remove and Dispose:Remove and Dispose	Remove and Dispose of existing shredded rubber 6" Depth 1632 sq ft	31	250.00	7,750.00
Base rock	Provide and compact base rock 4" Depth 1632 sq ft	20	286.00	5,720.00
	Surfacing			
2" Poured in Place Rubber	2" Total Thickness Poured in Place rubber surfacing - For a 4-foot fall height - 1.5" of base coat and 0.5" of top coat - 50% black and 50% standard color of clients choice 1632 sq ft	1,632	18.00	29,376.00
	Credit			
Credit	Credit for two bags of shredded rubber from previous job.	2	-799.00	-1,598.00

*An advance deposit is required before any order can be placed. If you have not received an invoice for your advance deposit please contact the office immediately.

SUBTOTAL

41,248.00

TAX

0.00

This does not reflect the cost or acquisition of any permits unless specifically itemized.

TOTAL

\$41,248.00

Accepted By

Accepted Date

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13 x	Date: 5/28/25
Agenda Item Description: Approve job description for Director of Community Schools & Family Engagement.	
Background: Hamilton Unified School District was awarded Community Schools Implementation Grant funding through the California Department of Education. As part of the district's Community Schools plan, we are creating a new position, Director of Community Schools & Family Engagement. This role will provide strategic leadership in aligning academic, health, social-emotional, and family support services to promote student success. The position is fully funded through the Community Schools grant and directly supports our district's goal of strengthening partnerships with families and the community.	
Status: Pending board approval.	
Fiscal Impact: Funded 100% through the Community Schools Implementation Grant. No impact to the General Fund.	
Educational Impact: The Director of Community Schools & Family Engagement will coordinate integrated student supports, expand learning time and opportunities, promote family and community engagement, and strengthen collaborative leadership. This will positively impact student well-being, school connectedness, and academic achievement by addressing barriers to learning and strengthening wraparound supports.	
Recommendation: Approve job description for Director of Community Schools & Family Engagement.	

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13. x	Date: 5/28/25
Agenda Item Description: Approve job description for School Wellness Counselor.	
Background: Hamilton Unified School District was awarded Community Schools Implementation Grant funding through the California Department of Education. To support student mental health, emotional well-being, and access to early intervention services, the district is proposing the addition of a School Wellness Counselor position. This role will provide site-based counseling, crisis intervention, and student wellness programming aligned with a whole-child approach to education.	
Status: Pending board approval.	
Fiscal Impact: Funded 100% through the Community Schools Implementation Grant. No impact to the General Fund.	
Educational Impact: The School Wellness Counselor will support students' social-emotional development, improve access to mental health resources, and reduce non-academic barriers to learning. This position will enhance students' sense of belonging, increase school connectedness, and help improve attendance, behavior, and academic engagement.	
Recommendation: Approve job description for School Wellness Counselor.	

HAMILTON UNIFIED SCHOOL DISTRICT

Job Description

JOB TITLE: DIRECTOR OF COMMUNITY SCHOOLS & FAMILY ENGAGEMENT

SALARY LEVEL: Range 2 Class. Mgmt. Sal. Sch. DIVISION: Classified/Confidential Mgmt.

DEPARTMENT: District and Site Administration LOCATION: Various District Sites

REPORTS TO Superintendent Work Year: 11 Months

APPROVED BY: Board of Trustees DATE: July 2025

SUMMARY: The Director of Community Schools & Family Engagement provides leadership and oversight in the development and implementation of community schools strategies across the district. This position cultivates strong partnerships with families, community-based organizations, and governmental agencies to ensure equitable access to services, improve student outcomes, and increase family engagement. The Director also coordinates integrated student supports, expanded learning opportunities, family and community engagement strategies, and collaborative leadership practices at school sites and district level. This position will lead the implementation of the California Community Schools Partnership Program (CCSPP) and align the work with the Four Pillars of Community Schools: (1) Integrated Student Supports, (2) Expanded and Enriched Learning Time, (3) Family and Community Engagement, and (4) Collaborative Leadership and Practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

Community Schools Development & Coordination:

1. Provide leadership in planning, implementing, and sustaining the district's Community Schools initiatives aligned to LCAP and CCSPP goals.
2. Support school sites in developing and implementing Community School Implementation Plans that reflect site-specific needs and priorities.
3. Coordinate integrated student supports, including mental health, academic interventions, health care access, and social-emotional development.
4. Oversee before-school, after-school, and summer enrichment programs to ensure alignment with academic and developmental goals.
5. Conduct or oversee site-based asset mapping and needs assessments to inform service coordination and strategic planning.
6. Lead continuous improvement efforts using data and stakeholder feedback to evaluate impact and adjust strategies.
7. Manage budgets, timelines, and reporting requirements for community school-related grants and funding streams.
8. Identify and pursue grant opportunities by leading or supporting proposal development, submission, and compliance monitoring.
9. Facilitate the creation of site-based collaborative leadership structures involving staff, students, families, and community partners.

Family and Community Engagement:

1. Develop and implement a district-wide, culturally responsive family engagement framework.

2. Build trust-based relationships with families, especially those from historically marginalized communities.
3. Facilitate family engagement events, workshops, and advisory groups that promote active participation.
4. Support schools in creating welcoming environments and inclusive communication practices.
5. Create systems for incorporating family and community feedback into program planning and improvement.
6. Develop strategies to reduce barriers to participation (e.g., language access, flexible scheduling, transportation).
7. Provide professional development to staff on best practices in family and community engagement.

Collaboration and Leadership:

1. Collaborate with district departments (e.g., Student Services, Special Education, Curriculum, Health & Wellness) to align efforts and leverage resources.
2. Represent the district in community coalitions, regional networks, and inter-agency collaborations.
3. Lead and support the work of site-based Community School Coordinators or Liaisons.
4. Develop and maintain Memorandums of Understanding (MOUs) with service providers and community agencies.
5. Prepare board reports, grant applications, program evaluations, and compliance documentation related to community schools and engagement initiatives.
6. Provide professional learning opportunities on equity-centered practices, trauma-informed care, and shared leadership.
7. Establish and support School Site Community School Leadership Teams or Advisory Councils composed of staff, families, and partners.

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.

EDUCATION AND/OR EXPERIENCE: Bachelor's degree in education, public administration, social work, or related field required. Master's degree preferred. Five (5) years of progressively responsible experience in education, community engagement, public health, or related fields with at least two (2) years in a leadership role. Experience working in or with K–12 public schools strongly preferred. Experience with community schools' initiatives, family engagement strategy design, or managing multi-agency collaborations is highly desirable.

LANGUAGE SKILLS: Ability to read and interpret educational policies, procedures, and government regulations. Ability to write professional correspondence and reports. Ability to present information effectively to staff, administrators, families, partners, and the Board of Trustees.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as budgets, proportions, percentages, and program data. Ability to analyze data for program evaluation and planning.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form.

CERTIFICATES AND LICENSES: California Driver's License (required by the first day of service). First Aid Certificate is preferred.

OTHER SKILLS AND ABILITIES:

Knowledge of community school frameworks and family engagement strategies.
Culturally competent with strong interpersonal and cross-cultural communication skills.
Ability to facilitate large groups and lead collaborative initiatives.
Skilled in project management, budgeting, and data analysis.
Ability to operate a personal computer and related software applications (e.g., Microsoft Office, Google Suite, student information systems).
Ability to work flexible hours including evenings and weekends as needed.

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 sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop or kneel. The employee must occasionally lift and/or move up to fifty (50) pounds and sometimes more. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment is typically a school office or classroom setting. The employee frequently interacts with the public, staff, students, and community organizations. The noise level in the work environment is usually moderate but may vary depending on activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HAMILTON UNIFIED SCHOOL DISTRICT

Job Description

JOB TITLE: SCHOOL WELLNESS COUNSELOR

SALARY LEVEL:	Certificated Salary Schedule	DIVISION: Certificated
DEPARTMENT:	District and Site Administration	LOCATION: Various District Sites
REPORTS TO	Superintendent/Site Principal	Work Year: 194 days (OR prorated to 184 if not paid on Col. IV)
APPROVED BY:	Board of Trustees	DATE: July 2025

SUMMARY: Under the direction of the site principal or designee, the School Wellness Counselor provides individual and group counseling and guidance services to students to address social-emotional, behavioral, and mental health needs. The School Wellness Counselor collaborates with staff, families, and community agencies to support the overall wellness of students and improve academic success. Support the development and implementation of strategies that promote student resiliency, positive behavior, and school connectedness; assist in designing school-wide programs and interventions aligned with student needs; and provide campus supervision as assigned by the principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

1. Provide short-term individual and group counseling for students experiencing social-emotional or behavioral difficulties.
2. Collaborate with school staff, families, and outside agencies to develop and implement intervention strategies.
3. Conduct risk assessments and crisis interventions for students experiencing suicidal ideation or other mental health crises.
4. Support implementation of schoolwide wellness and social-emotional learning initiatives.
5. Participate in Student Study Teams, IEP meetings (as needed), and site-based support teams.
6. Maintain accurate, up-to-date records and prepare required documentation in compliance with laws and regulations.
7. Assist in developing and delivering professional development for staff related to student mental health, trauma-informed care, and wellness strategies.
8. Refer students and families to appropriate school and community resources as needed.
9. Provide preventative services and direct intervention services to individuals, small groups, classrooms, and families, including classroom lessons and parent workshops.
10. Manage and maintain case records using all relevant District data management systems for documentation of services.
11. Educate and support parents in accessing available resources and make appropriate community referrals.
12. Provide training to staff (e.g., in behavior management, trauma-informed care, school climate) and assist with staff professional development.
13. Advocate for students and families, and help foster a safe and supportive school climate.

14. Coordinate and facilitate parent education programs and participate in conferences with students, parents, and staff.
15. Arrange and participate in home or community agency visits in accordance with District safety protocols (never alone, notify administration).
16. Develop, plan, implement, and evaluate a comprehensive counseling and guidance program that supports academic, career, personal, and social development.

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.

EDUCATION AND/OR EXPERIENCE: Bachelor's degree required. Master's degree in Counseling, Social Work, Psychology, or a related field preferred, but not required. Valid California Pupil Personnel Services (PPS) Credential in School Counseling or School Social Work required, OR candidate must be currently enrolled in a Commission-approved PPS credential program and hold a PPS Intern Credential. Minimum of two (2) years of experience working with children or adolescents in an educational or mental health setting preferred.

LANGUAGE SKILLS: Ability to read and interpret educational policies, procedures, and government regulations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with situations involving multiple variables. Ability to write professional correspondence and reports. Ability to present information effectively to staff, administrators, families, partners, and the Board of Trustees.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as budgets, proportions, percentages, and program data. Ability to analyze data for program evaluation and planning.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form.

CERTIFICATES AND LICENSES: Valid California Pupil Personnel Services Credential School Counseling or School Social Work. California Driver's License (required by the first day of service). First Aid Certificate is preferred.

OTHER SKILLS AND ABILITIES:

Should emphasize empathy, diplomacy, cultural awareness, adaptability, and an in-depth understanding of youth developmental needs.

Strong interpersonal, communication, and organizational skills.

Knowledge of child and adolescent development, trauma-informed practices, and restorative approaches.

Ability to maintain confidentiality and use discretion.

Ability to work independently and collaboratively.

Ability to operate a personal computer and related software applications (e.g., Microsoft Office, Google Suite, student information systems).

Ability to work flexible hours including evenings as needed.

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 sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop or kneel. The employee must occasionally lift and/or move up to fifty (50) pounds and

sometimes more. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment is typically a school office or classroom setting. The employee frequently interacts with the public, staff, students, and community organizations. The noise level in the work environment is usually moderate but may vary depending on activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HAMILTON UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING MINUTES**
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=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:

- a. Call to order and roll call [at 5:31 pm](#)

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

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.

- a. [Mr. Tellechea introduced Lily Lopez-Orta, the new Paraprofessional at HES.](#)

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. Mr. Lower reported out.

5.0 PUBLIC SESSION/FLAG SALUTE: lead by Wendell Lower.

6.0 ADOPT THE AGENDA: (M)

- a. Mr. Lower advised item 13. J would be moved to 13. a

Motion to adopt agenda with changes Mr. Boone 2nd by Mr. Reyes.

Motion Carried 3-0

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

Mr. Leal entered the meeting at 6:39 p.m.

Mr. Boone entered the meeting at 6:41 p.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 Jokschi (p. 5)
- d. Principal and Dean of Student Reports (written)
 - i. Ulises Tellechea, Hamilton Elementary School Principal (handout)
 - 1. Mr. Tellechea presented.
 - ii. Maria Reyes, District Dean of Students (p. 6)
 - iii. Cris Oseguera, Hamilton High School Principal (p. 7)
 - 1. Mr. Oseguera presented.
 - iv. Silvia Robles, Adult School (p. 8)
 - 1. Ms. Robles presented.
- e. Chief Business Official Report by Kristen Hamman (written) (p. 9)
- f. Superintendent Report by Jeremy Powell (written) (p. 10)
 - i. Dr. Powell presented.

8.0 PRESENTATIONS:

- a. None

9.0 CORRESPONDENCE:

- a. None

10.0 INFORMATION ITEMS:

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

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
 1. [Dr. Powell reviewed, Mr. Odom And Mr. Lower will attend.](#)
- ii. Glenn County Educators' Hall of Fame Participation in the Glenn County Fair Parade – Saturday, May 17th at 10:00am
 1. [All board members invited to attend.](#)
- iii. HHS Awards Night – Tuesday, May 27th at 6:00 p.m. pm in the gym
 1. [Mr. Odom and Mr. Lowerwill attend.](#)
- iv. HES Promotion – Thursday, June 5th at 7:00 p.m. at the highschool stadium
 1. [Mr. Odom and Mr. Reyes to present diplomas at presentation.](#)
- v. HHS Graduation – Friday, June 6th at 8:00 p.m. at the highschool stadium
 1. [Mr. Odom and Mr. Lower to present diplomas at graduation.](#)

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. Authorize Four 10-hour day work weeks for Admin Assistants June through August 2025 (p. 15)

[Motion to approve by Mr. Reyes 2nd by Mr. Leal](#)

[Motion Carried 5-0](#)

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

- b. Accept 2023-24 Measure F Bond Building Fund Audit Report (p. 16)

[Motion to accept by Mr. Boone 2nd by Mr. Odom](#)

[Motion Carried 5-0](#)

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

- c. Approve 2024-25 Proposition 28 Annual Report (p. 38)

[Motion to approve by Mr. Leal 2nd by Mr. Reyes](#)

[Motion Carried 5-0](#)

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

- d. Approve the 2025 Summer MOU with the Boys and Girls Club (p. 40)

[Motion to approve by Mr. Boone 2nd by Mr. Odom](#)

[Motion Carried 5-0](#)

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

- e. Approve Updated 2025 Board Meeting Schedule (p. 45)

[Motion to approve by Mr. Reyes 2nd by Mr. Leal](#)

[Motion Carried 5-0](#)

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

- f. Approve job description for Middle School and High School Athletic Director, effective 7/1/2025 (p. 47 & 48)

[Motion to approve by Mr. Reyes 2nd by Mr. Boone](#)

[Motion Carried 5-0](#)

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

- g. Approve National FFA Convention Trip (p. 53)

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

Motion Carried 5-0

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

- h. Approve 2025-26 Scissor (Snorkel) lift Certification Training at Hamilton Adult School (p. 54)

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

Motion Carried 5-0

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

- i. Approve Contract with United Building Contractors for HHS Cafeteria Roof and HVAC Replacement (p. 57)

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

Motion Carried 5-0

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

- 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)

- i. Mr. Lower recused himself at 7:00pm

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

Motion Carried 5-0

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

Mr. Lower re-entered the meeting at 7:03pm

- k. Approve Updated Process for Employee Meal Per Diem Allowance (P. 146)

Motion to approve by Mr. Boone 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 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)

Motion to approve consent calendar by Mr. Odom 2nd by Mr. Reyes

Motion Carried 5-0

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

15.0 ADJOURNMENT: 7:19 pm.

X

Rod Boone
HUSD Board Clerk

X

Jeremy Powell
HUSD Superintendent

Hamilton Unified School District

Quarterly Report on Williams Uniform Complaints

(Education Code § 35186)

Person completing this form: Jeremy Powell

Title: Superintendent

Quarterly Report Submission Date:

(check one)

☐

January 2025

☒

April 2025

☐

July 2025

☐

October 2025

Date for information to be reported publicly at governing board meeting: May 28, 2025

Please check the box that applies:

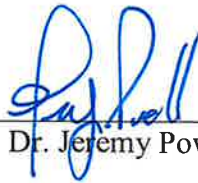
☒

No complaints were filed with any school in the district during the quarter indicated above.

☐

Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Total No. of Complaints	No. Resolved	No. Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	0	0	0
TOTALS	0	0	0



Dr. Jeremy Powell, Superintendent

5/16/2025

Date Signed

2025-2026 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE** no later than **June 27, 2025**.

Hamilton Unified School District/Governing Board at its May 28, 2025 meeting,
(Name of school district/governing board) (Date)
appointed the following individual(s) to serve for the 2025-2026 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

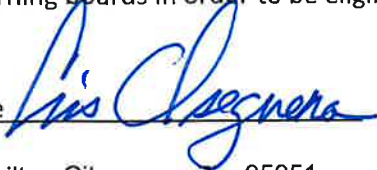
NAME OF SCHOOL Hamilton High School
NAME OF REPRESENTATIVE Cris Oseguera POSITION Principal/AD consult
ADDRESS P.O. Box 488 CITY Hamilton City ZIP 95951
PHONE 530-826-3261 FAX 530-826-0440 E-MAIL coseguera@husdschools.org

NAME OF SCHOOL Hamilton High School
NAME OF REPRESENTATIVE Jonathon Wilson POSITION AD
ADDRESS P.O. Box 488 CITY Hamilton City ZIP 95951
PHONE 530-826-3261 FAX 530-826-0440 E-MAIL jwilson@husdschools.org

NAME OF SCHOOL Hamilton High School
NAME OF REPRESENTATIVE Aaron Elliott POSITION Head Football Coach
ADDRESS P.O.Box 488 CITY Hamilton City ZIP 95951
PHONE 530-826-3261 FAX 530-826-0440 E-MAIL aaron.elliott75@gmial.com

NAME OF SCHOOL Hamilton High School
NAME OF REPRESENTATIVE Jeremy Powell POSITION Superintendent
ADDRESS P.O. BOX 488 CITY Hamilton City ZIP 95951
PHONE 530-826-3261 FAX 530-826-0440 E-MAIL ipowell@husdschools.org

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

Superintendent's or Principal's Name Cris Oseguera Signature 
Address P.O. Box 488 City Hamilton City Zip 95951
Phone 530-826-3261 Fax 530-826-0440

PLEASE RETURN THIS FORM DIRECTLY TO THE CIF SECTION OFFICE

Checks Dated 04/15/2025 through 05/19/2025

Check Number	Check Date	Pay to the Order of	FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDDD	Comment	Expensed Amount	Check Amount
40367348	04/16/2025	4IMPRINT		11-6391-0-4110-1000-4300-000-000-00000 11-6391-4300 CESAR CHAVEZ DAY SWAG		1,776.82
40367349	04/16/2025	AT&T		01-0000-0-0000-8100-5590-000-000-00000 8100-5590 MONTHLY PHONE SERVICE		42.47
40367350	04/16/2025	BOB'S PLUMBING CO		01-0000-0-0000-8100-5630-000-000-00000 8100-5630 ANNUAL BACK FLOW TESTING		687.50
40367351	04/16/2025	CALIFORNIA WATER SERVICE CO		01-0000-0-0000-8100-5590-000-000-00000 8100-5590-000/100/300/800 MONTHLY WATER BY SITE	333.76	
				01-0000-0-0000-8100-5590-100-000-00000 8100-5590-000/100/300/800 MONTHLY WATER BY SITE	247.78	
				01-0000-0-0000-8100-5590-300-000-00000 8100-5590-000/100/300/800 MONTHLY WATER BY SITE	205.78	
				01-0000-0-0000-8100-5590-800-000-00000 8100-5590-000/100/300/800 MONTHLY WATER BY SITE	633.85	1,421.17
40367352	04/16/2025	CLAUDIA RODRIGUEZ-MOJICA PhD		01-7812-0-1110-1000-5890-800-000-00000 7812-5890-800 Dual language professional dev.		17,000.00
40367353	04/16/2025	CONTINENTAL ATHLETIC SUPPLY		01-0000-0-1110-1000-4300-100-006-00000 4300-100-006 FB EQUIP RECOND		7,952.46
40367354	04/16/2025	DANIELSEN CO		13-5310-0-0000-3700-4300-000-000-00000 13-5310-3700-4300/4700	268.08	
				13-5310-0-0000-3700-4700-000-000-00000 13-5310-3700-4300/4700	4,692.00	
				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	19.05	
				13-5320-0-0000-3700-4700-000-049-00000 13-5310-3700-4300/4700	730.72	5,725.85
40367355	04/16/2025	DGS-DEPARTMENT OF GENERAL SERVICES		01-0000-0-0000-8500-5890-000-411-00000 8500-5890-411 PRESCH SHADE STRUCTURE		340.09
40367356	04/16/2025	DOLLAR GENERAL CHARGED SALES		12-6105-0-1110-1000-4300-000-000-00000 12-6105-4300 OPEN FOR PRESCH SUPPLIES		61.36
40367357	04/16/2025	EAGLE ARCHITECTS		12-5059-0-0000-8500-6170-000-411-00000 FD 12 STATE PRESCH SHADE STRUCTURE	114.76	
				12-7814-0-0000-8500-6170-000-411-00000 FD 12 STATE PRESCH SHADE STRUCTURE	3,004.10	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

Checks Dated 04/15/2025 through 05/19/2025

Check Number	Check Date	Pay to the Order of	FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDD	Comment	Expensed Amount	Check Amount
40367357			12-7821-0-0000-8500-6170-000-411-00000	FD 12 STATE PRESCH SHADE STRUCTURE	260.41	3,379.27
40367358	04/16/2025	EPIC SPORTS				
			01-0000-0-1110-1000-4300-800-000-00000	4300-800 D NALL NETS		369.17
40367359	04/16/2025	GLENN COUNTY OFFICE OF ED BUSINESS				
			01-0000-0-0000-2700-5825-000-000-00000	OPEN PO FOR GCOE FINGERPRINTING OF NEW EMPLOYEES		203.00
40367360	04/16/2025	HILLYARD INC				
			01-0000-0-0000-8100-4300-000-000-00000	8100-4300 MAINT DEPT SUPPLIES		483.39
40367361	04/16/2025	JOHNNY'S LOCK & SAFE				
			01-0000-0-0000-8100-4300-000-000-00000	8100-4300/5630 LOCKS KEYS MAINT		36.60
40367362	04/16/2025	MCHUTCHISON				
			01-0350-0-6000-1000-4300-100-054-00000	054 OPEN PO FOR HORTICULTURE A HAUTALA		255.97
40367363	04/16/2025	MISSION UNIFORM & LINEN				
			13-5310-0-0000-3700-5890-000-000-00000	13-5310-3700-5890 CAFE LINEN		208.10
40367364	04/16/2025	NCBOA CHARLES THOMPSON				
			01-0000-0-1110-1000-5890-800-006-00000	INV#03212025	90.00	
				INV#HJHB2025	868.00	958.00
40367365	04/16/2025	NUSO LLC				
			01-0000-0-0000-2700-5990-000-000-00000	2700-5990-000/100/800 NUSO PHONE SERVICES		3.52
40367366	04/16/2025	OFFICE DEPOT INC	Cancelled	11-6391-4300 ADULT ED FRONT LOADER CLASS	73.84	*
				11-6391-4300 ADULT ED OFFICE SUPPLIES	56.08	*
				1100-4300-800-016 FIRTH	118.48	*
				1100-4300-800-016 HERNANDEZ	91.92	*
				4300-800 JENNY FIRTH	54.31	394.63 *
40367367	04/16/2025	Cancelled on 05/02/2025 PAPE MACHINERY				
			01-0000-0-0000-8100-4300-000-000-00000	8100-4300 MAINT SUPPLIES		80.72
40367368	04/16/2025	POWELL, JERIMICHA				
			01-0000-0-0000-7150-5200-000-000-00000	7150-5200 REIMB PARKING SSDA		66.00
40367369	04/16/2025	PROPACIFIC FRESH				
			13-5310-0-0000-3700-4300-000-000-00000	13-5310/5320-3700-4700	484.57	
			13-5310-0-0000-3700-4700-000-000-00000	13-5310/5320-3700-4700	2,171.00	

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Checks Dated 04/15/2025 through 05/19/2025

Check Number	Check Date	Pay to the Order of	FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDD	Comment	Expensed Amount	Check Amount
40367369			13-5320-0-0000-3700-4300-000-049-00000	13-5310/5320-3700-4700	69.60	
			13-5320-0-0000-3700-4700-000-049-00000	13-5310/5320-3700-4700	267.90	2,993.07
40367370	04/16/2025	QUILL CORPORATION				
			01-0000-0-0000-7300-4300-000-000-00000	4300 DIST CHECK STAMPS		138.10
40367371	04/16/2025	RENAISSANCE				
			01-3010-0-1110-1000-5890-800-000-00000	TITLE I 3010 STAR LITERACY PRGM 1 YR		218.40
40367372	04/16/2025	T MOBILE				
			01-0000-0-1110-1000-5890-000-000-00000	5890 75 STUDENT HOT SPOTS 24-25		360.00
40367373	04/16/2025	TRAFERA HOLDINGS LLC				
			01-9150-0-0000-2420-4300-000-000-00000	9150-2420-4300 HP 45W AC ADAPTER USB-C CHARGERS		836.55
40367374	04/16/2025	WASTE MANAGEMENT				
			01-0000-0-0000-8100-5590-000-000-00000	8100-5590-000/100/300/800 GARBAGE SERVICE	699.17	
			01-0000-0-0000-8100-5590-100-000-00000	8100-5590-000/100/300/800 GARBAGE SERVICE	1,048.74	
			01-0000-0-0000-8100-5590-300-000-00000	8100-5590-000/100/300/800 GARBAGE SERVICE	327.08	
			01-0000-0-0000-8100-5590-800-000-00000	8100-5590-000/100/300/800 GARBAGE SERVICE	1,229.10	3,304.09
40367375	04/16/2025	WESTLAKE ACE HARDWARE				
			01-0000-0-0000-8100-4300-000-000-00000	8100-4300 OPEN FOR MAINT		115.97
40367736	04/23/2025	U.S. BANK CORPORATE PAYMENT SYSTEM				
			01-0000-0-0000-2700-4300-000-000-00000	2700-4300 Keyboard SET - NTE	42.89	
			01-0000-0-0000-7150-5200-000-000-00000	7150-4300/5200/5890 DIST SUPER OPEN	39.57	
			01-0000-0-0000-7150-5890-000-000-00000	7150-4300/5200/5890 DIST SUPER OPEN	35.99	
			01-0000-0-0000-8100-4300-000-000-00000	8100-4300 DIST MAINT OPEN	1,199.47	
			01-0000-0-0000-8100-4392-000-000-00000	8100-4300 DIST MAINT OPEN	1,352.20	
			01-0000-0-1110-1000-4300-000-000-00000	7150-4300/5200/5890 DIST SUPER OPEN	949.16	
			01-0000-0-1110-1000-4300-100-000-00000	4300-100 Gonzalez classroom	149.15	
				4300-100 Langan Senior Project stuff	57.66	
				Oseguera HHS Events	417.18	
			01-0000-0-1110-1000-4300-800-000-00000	4300-800 Amazon	309.76	
				4300-800 Testing snacks MARCH 2025	37.98	
				4300/5890-800 ELEM OPEN	50.00	
			01-0000-0-1110-1000-5200-100-100-00000	5200 100-100 MEALS/GAS GIRLS SOCCER CHAMPIONSHIPS	665.44	

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Checks Dated 04/15/2025 through 05/19/2025

Check Number	Check Date	Pay to the Order of	FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDD	Comment	Expensed Amount	Check Amount
40367736			01-0000-0-1110-1000-5890-800-000-00000	5890-800 Screencastify	84.00	
			01-0350-0-6000-1000-4300-100-054-00000	6387-4300-100 OPEN FOR AG LAB SUPPLIES	445.38	
			01-0801-0-1110-1000-4300-000-532-00000	01-0801-4300-532 MAA FUNDS	41.82	
			01-1100-0-1110-1000-4300-100-016-00000	1100-4300-100-016 Jarvis classroom supplies	528.62	
			01-6387-0-3800-1000-4300-100-000-00000	6387 CTEIG EQUIP AND SUPPLIES FOR FOOD TRAILER	500.03	
				6387-4300-100 FIX FOOD TRAILER STORAGE ROOM	1,356.24	
			01-7010-0-3800-1000-4392-100-000-00000	7010 AIG OPEN PO FOR AG FUEL & CAR WASH	1,755.81	
			01-7010-0-3800-1000-4400-100-000-00000	7010-4400-100 RPLACE FREEZER IN AG	1,179.70	
			01-7010-0-3800-1000-5200-100-000-00000	7010-5200-100 HOLIDAY INN EXPRESS FEB 25-27	567.60	
			01-7010-0-3800-1000-5890-100-000-00000	7010 AIG OPEN PO FOR AG FUEL & CAR WASH	20.00	
			01-7816-0-1110-1000-4300-100-000-00000	7816 CDFA F2S INCUBATOR - SUPPLIES BRAVE FARMER	1,771.26	
			01-9150-0-0000-2420-4300-000-000-00000	9150-4300 TECH DEPT OPEN	294.92	
			11-6391-0-4110-1000-4300-000-019-00000	11-6391-4300-019 MIXED MEDIA ART JAN-JUNE 30 2025	573.54	
			11-6391-0-4110-1000-4300-000-024-00000	11-6391-4110-024	753.47	
				11-6391-4300-024 CAKE ROUNDS	86.85	
			12-6105-0-1110-1000-4300-000-000-00000	12-6105-4300 MISC PRESCHOOL SUPPLIES	698.87	
			13-5310-0-0000-3700-4300-000-000-00000	13-5310-4300 CAFE OPEN	133.48	
			13-5310-0-0000-3700-4700-000-000-00000	13-5310-4300 CAFE OPEN	184.04	16,282.08
40367737	04/23/2025	GLENN COUNTY DEPT OF FINANCE				
			01-0000-0-0000-0000-8043-000-000-00000	PROPERTY TAX PYMT DUE 4/30 - NEG P TAX APPORT		288,052.28
40367878	04/30/2025	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
40367879	04/30/2025	DANNIS WOLIVER KELLEY				
			01-0000-0-0000-7110-5815-000-000-00000	7110-5815 & FD 21 LEGAL FEES		10,495.00
40367880	04/30/2025	LESLIE ANDERSON-MILLS				
			01-0000-0-1110-1000-3701-000-000-00000	1110-1000-3701 L ANDERSON H&W PAYOUT		791.67

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40367881	04/30/2025	STANDARD		01- - - -9572- - - 9572- STANDARD EE INS		383.68
40367882	04/30/2025	ABSOLUTE HEATING & AIR INC		01-0000-0-0000-8100-5630-000-000-000000 8100-5630 HVAC & DIST REPAIRS		307.00
40367883	04/30/2025	AT&T		01-0000-0-0000-8100-5590-000-000-000000 8100-5590 MONTHLY PHONE SERVICE	79.78	
				01-0000-0-0000-8100-5590-100-000-000000 8100-5590 MONTHLY PHONE SERVICE	119.65	
				01-0000-0-0000-8100-5590-800-000-000000 8100-5590 MONTHLY PHONE SERVICE	157.21	356.64
40367884	04/30/2025	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION		01-0000-0-0000-3600-4392-000-000-000000 JAN-MAR 2025 FUEL TAX QTR 1		508.00
40367885	04/30/2025	CHRISTY WHITE ASSOCIATES		01-0000-0-0000-7191-5810-000-000-000000 7191-5810 23-24 BOND MEASURE F	2,500.00	
				7191-5810 23-24 DIST AUDIT RETENTION	1,920.00	4,420.00
40367886	04/30/2025	CORNELL DISTRIBUTING		13-5310-0-0000-3700-4700-000-000-000000 13-5310-3700-4700/049 MILK/DAIRY CAFES	1,496.84	
				13-5320-0-0000-3700-4700-000-049-000000 13-5310-3700-4700/049 MILK/DAIRY CAFES	737.00	2,233.84
40367887	04/30/2025	DANIELSEN CO		13-5310-0-0000-3700-4300-000-000-000000 13-5310-3700-4300/4700	45.66	
				13-5310-0-0000-3700-4700-000-000-000000 13-5310-3700-4300/4700	7,047.60	
				13-5310-0-0000-3700-5890-000-000-000000 13-5310-3700-4300/4700	24.00	
				13-5320-0-0000-3700-4300-000-049-000000 13-5310-3700-4300/4700	63.50	
				13-5320-0-0000-3700-4700-000-049-000000 13-5310-3700-4300/4700	1,180.63	8,361.39
40367888	04/30/2025	DEVRIES, TIMOTHY E		11-6391-0-4110-1000-4392-000-021-000000 REIMB FORKLIFT PROPANE FILL		51.38
40367889	04/30/2025	GLENN COUNTY PUBLIC WORKS		01-6387-0-3800-1000-5890-100-000-000000 CTEIG 6387 OPEN PO FOR DISPOSABLE SERVICES		55.00
40367890	04/30/2025	HILLYARD INC		01-0000-0-0000-8100-4300-000-000-000000 8100-4300 MAINT DEPT SUPPLIES		1,505.24
40367891	04/30/2025	HUNT & SONS LLC		01-0000-0-0000-3600-4392-000-000-000000 3600-4392 DIESEL FUEL		2,586.11
40367892	04/30/2025	OFFICE DEPOT INC		01-0000-0-1110-1000-4300-800-000-000000 4300-800 & 800-016 SHELLY WHITTAKER	132.76	
				4300-800 AMANDA AVAKIAN	511.72	
				4300-800 B CRUZ	330.05	

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40367892				4300-800 BLANCA GODINEZ	123.74	
				4300-800 JENNY FIRTH	54.31	
				4300-800 MARIA LLAMAS	99.07	
				4300-800 MARIBEL HERNANDEZ	225.57	
			01-1100-0-1110-1000-4300-800-016-00000	1100-4300-800-016 B CRUZ	182.43	
				1100-4300-800-016 HERNANDEZ	174.84	
				1100-4300-800-016 MARIA ESQUIVEL	168.47	
				1100-4300-800-016 MARIA LLAMAS	48.22	
				1100-4300-800-016 T HEYL	141.20	
				1100-4300-800-016 TRUDY BRYAN	178.79	
				4300-800 & 800-016 SHELLY WHITTAKER	121.94	
			01-7010-0-3800-1000-4300-100-000-00000	01-7010-4300-100 TONER & PAPER	738.31	
			11-6391-0-4110-1000-4300-000-000-00000	11-6391-4300 ADULT ED OFFICE SUPPLIES	56.08	
			11-6391-0-4110-1000-4300-000-018-00000	11-6391-4300 ADULT ED OFFICE SUPPLIES	73.84	3,361.34
40367893	04/30/2025	ORKIN PEST CONTROL OF NORTHERN CALIF				
			01-0000-0-0000-8100-5590-000-000-00000	8100-5590 MONTHLY PEST CONTROL SERVICE		560.00
40367894	04/30/2025	PGE				
			01-0000-0-0000-8100-5590-000-000-00000	8100-5590 MONTHLY POWER/GAS	2,795.99	
			01-0000-0-0000-8100-5590-100-000-00000	8100-5590 MONTHLY POWER/GAS	3,874.29	
			01-0000-0-0000-8100-5590-800-000-00000	8100-5590 MONTHLY POWER/GAS	5,181.84	11,852.12
40367895	04/30/2025	PROPACIFIC FRESH				
			13-5310-0-0000-3700-4300-000-000-00000	13-5310/5320-3700-4700	278.40	
			13-5310-0-0000-3700-4700-000-000-00000	13-5310/5320-3700-4700	3,305.98	
			13-5320-0-0000-3700-4300-000-049-00000	13-5310/5320-3700-4700	104.40	
			13-5320-0-0000-3700-4700-000-049-00000	13-5310/5320-3700-4700	561.11	4,249.89
40367896	04/30/2025	QUILL CORPORATION				
			01-0000-0-1110-1000-4300-800-000-00000	4300 DIST OPEN FOR HS/DIST SUPPLIES	1,829.92	
			01-0000-0-3200-1000-4300-300-000-00000	3200-4300-300 Class Supplies Steele Ella	119.35	
			01-1100-0-1110-1000-4300-800-016-00000	1100-4300-800-016 CORRECT 25-505 FIRTH	118.48	
				1100-4300-800-016 JENNY FIRTH	4.37	2,072.12
40367897	04/30/2025	SCHOOL NURSE SUPPLY INC				
			01-0000-0-0000-2700-4300-100-100-00000	2700-4300 800-800/100-100 HHS,HES Safety Supplies	797.67	

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40367897			01-0000-0-0000-2700-4300-800-800-00000	2700-4300 800-800/100-100 HHS,HES Safety Supplies	343.20	1,140.87
40367898	04/30/2025	U LINE				
			01-0801-0-1110-1000-4300-000-532-00000	6387-4300-100 AG EQUIP	27.44	
			01-6387-0-3800-1000-4300-100-000-00000	6387-4300-100 AG EQUIP	1,174.55	1,201.99
40367899	04/30/2025	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
40367900	04/30/2025	WHITTAKER, SHELLEY L				
			01-0000-0-1110-1000-5200-800-000-00000	REIMB MILEAGE 4-8-2025		19.60
40368140	05/07/2025	4IMPRINT				
			01-0000-0-0000-7400-4300-000-000-00000	7400-4300 EVENT SWAG		1,955.69
40368141	05/07/2025	ACCURATE PLUMBING				
			01-0000-0-0000-8100-5630-000-000-00000	8100-5630 MAINT OPEN PLUMBING REPAIRS		782.00
40368142	05/07/2025	ALHAMBRA & SIERRA SPRINGS				
			01-0000-0-0000-8100-4300-000-000-00000	1110-1000-4300-000/100/300/800 & ADULT ED	47.46	
			01-0000-0-1110-1000-4300-000-000-00000	1110-1000-4300-000/100/300/800 & ADULT ED	20.98	
			01-0000-0-1110-1000-4300-100-000-00000	1110-1000-4300-000/100/300/800 & ADULT ED	31.46	
			01-0000-0-1110-1000-4300-800-000-00000	1110-1000-4300-000/100/300/800 & ADULT ED	78.93	
			01-0000-0-3200-1000-4300-300-000-00000	1110-1000-4300-000/100/300/800 & ADULT ED	6.00-	
			11-6391-0-4110-1000-4300-000-000-00000	1110-1000-4300-000/100/300/800 & ADULT ED	76.95	249.78
40368143	05/07/2025	CORNING LUMBER				
			01-0350-0-6000-1000-4300-100-053-00000	6387 & 0350-4300-100-053 ANDY- AG SUPPLIES		159.60
40368144	05/07/2025	GARLAND COMPANY INC				
			01-7032-0-0000-8500-6200-000-407-00000	01-7032 407 HHS CAFETERIA ROOFING MATERIALS		25,303.70

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40368145	05/07/2025	GLENN COUNTY ROAD SHOP	01-0000-0-0000-3600-5630-000-000-00000 3600-5630 BUS REPAIRS		641.38
40368146	05/07/2025	GLOBAL OFFICE INC	01-0000-0-1110-1000-4300-000-000-00000 1110-1000-4300/5620 COPIER USEAGE	192.23	
			01-0000-0-1110-1000-4300-100-000-00000 1110-1000-4300/5620 COPIER USEAGE	394.49	
			01-0000-0-1110-1000-4300-800-000-00000 1110-1000-4300/5620 COPIER USEAGE	248.59	
			01-0000-0-3200-1000-4300-300-000-00000 1110-1000-4300/5620 COPIER USEAGE	47.43	
			11-6391-0-4110-1000-4300-000-000-00000 1110-1000-4300/5620 COPIER USEAGE	70.17	
			12-6105-0-1110-1000-4300-000-000-00000 1110-1000-4300/5620 COPIER USEAGE	47.43	1,000.34
40368147	05/07/2025	HILLYARD INC	01-0000-0-0000-8100-4300-000-000-00000 8100-4300 MAINT DEPT SUPPLIES		1,194.48
40368148	05/07/2025	LES SCHWAB	01-0000-0-0000-8100-5630-000-000-00000 8100-4300/4400 TIRES FOR VEHICLES AND EQUIPMENT		540.93
40368149	05/07/2025	LOHSE, JANICE E	01-0350-0-3800-1000-5200-100-051-00000 CATA SUMMER CONF MEALS		225.00
40368150	05/07/2025	MARTIN, ANDREW P	01-0350-0-3800-1000-5200-100-051-00000 CATA SUMMER CONF MEALS		225.00
40368151	05/07/2025	NAPA AUTO PARTS	01-0000-0-0000-8100-4300-000-000-00000 8100-4300 MAINT DEPT SUPPLIES OPEN		16.22
40368152	05/07/2025	OFFICE DEPOT INC	01-0000-0-1110-1000-4300-800-000-00000 4300-800 & 800-016 SHELLY WHITTAKER	65.13	
			4300-800 BLANCA GODINEZ	181.27	
			4300-800 ELEM JAZMIN>Open PO	311.51	
			4300-800 MARIA LLAMAS	91.37	
			01-1100-0-1110-1000-4300-800-016-00000 1100-4300-800-016	118.55	
			1100-4300-800-016 MARIA LLAMAS	164.15	
			1100-4300-800-016 T HEYL	29.40	
			4300-800 & 800-016 SHELLY WHITTAKER	59.82	1,021.20
40368153	05/07/2025	PGE	01-0000-0-0000-8100-5590-800-000-00000 8100-5590 MONTHLY POWER/GAS		8,003.70
40368154	05/07/2025	RAINBOW WALKER	01-3010-0-1110-1000-5890-800-000-00000 3010-5890-800 PBI Consult		600.00
40368155	05/07/2025	SONGBIRD LANDSCAPE SUPPLY	01-0000-0-0000-8100-4300-000-000-00000 8100-4300 LANDSCAPE MATERIALS		1,401.12

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40368156	05/07/2025	TCG ADMINISTRATORS CALSTRS JEM	01-0000-0-0000-2700-5890-000-000-000000 JAN-MAR 2025 2700-5890 JEM QTERLY FEES		156.00
40368157	05/07/2025	THORPE, ASHLEY I	01-0350-0-3800-1000-5200-100-051-000000 CATA SUMMER CONF MEALS		225.00
40368158	05/07/2025	TREE WORX	01-0000-0-0000-8100-5890-000-048-000000 8100-5890 TREE REMOVAL SERVICE		4,900.00
40368159	05/07/2025	VISUAL IMPACT SIGNS	01-0000-0-0000-8100-5630-000-000-000000 8100-5630 HHS Marquee Repair		1,800.00
40368160	05/07/2025	WATERSHED MEDIA	01-7812-0-0000-2700-5890-800-000-000000 DLIG 7812-5890 VIDEO PRODUCTION - DUAL IMMERSION		3,125.00
40368161	05/07/2025	WEST ED OPERATING ACCOUNT	01-0000-0-1110-1000-5200-800-000-000000 3010-5200 QTEL CONFERENCE REG 7/21-25, 2025		10,000.00
40368162	05/07/2025	WESTLAKE ACE HARDWARE	01-0000-0-0000-8100-4300-000-000-000000 8100-4300 OPEN FOR MAINT		146.72
40368543	05/14/2025	ANTHEM SPORTS	01-2600-0-1110-1000-4300-100-702-000000 2600-4300-702 VB SUMMER CAMP		374.62
40368544	05/14/2025	AT&T	01-0000-0-0000-8100-5590-000-000-000000 8100-5590 MONTHLY PHONE SERVICE		42.50
40368545	05/14/2025	AZTEC SOFTWARE	11-6391-0-4110-1000-5890-000-000-000000 11-6391-5890 COMPUTER ESL SEATS		5,985.00
40368546	05/14/2025	BOYS & GIRLS CLUB OF THE NORTH VALLEY	01-2600-0-1110-1000-5890-800-000-000000 2600 ELOP Boys & Girls Club FOR 24-25 SCHOOL YEAR		25,000.00
40368547	05/14/2025	BUSWEST - NORTH	01-0000-0-0000-3600-4300-000-000-000000 3600-4300 BUS PARTS-MAINT DEPT OPEN		35.61
40368548	05/14/2025	CALIFONE OUTLET NICHOLAS P PIPINO	01-7812-0-1110-1000-4300-800-000-000000 DLIG 7812-4300 3068MT CT STERIO HEADSETS	1,756.31	
40368549	05/14/2025	CALIFORNIA AG TEACHERS ASSOCIATION	01-7010-0-3800-1000-5200-100-000-000000 7010-5200-100 CATA SUMMER CONFERENCE JUNE 22-26	Unpaid Tax 112.31-	1,644.00
					985.00

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40368550	05/14/2025	CALIFORNIA WATER SERVICE CO	01-0000-0-0000-8100-5590-000-000-000000 8100-5590-000/100/300/800 MONTHLY WATER BY SITE	496.17	
			01-0000-0-0000-8100-5590-100-000-000000 8100-5590-000/100/300/800 MONTHLY WATER BY SITE	487.19	
			01-0000-0-0000-8100-5590-300-000-000000 8100-5590-000/100/300/800 MONTHLY WATER BY SITE	230.45	
			01-0000-0-0000-8100-5590-800-000-000000 8100-5590-000/100/300/800 MONTHLY WATER BY SITE	991.80	2,205.61
40368551	05/14/2025	CARL'S FEED	01-7010-0-3800-1000-4300-100-000-000000 7010-4300-100 Lohse Open for Carl's Feed		18.70
40368552	05/14/2025	COMER COMMUNICATIONS INC	01-0000-0-0000-8100-4400-000-000-000000 8100-4400 CAMERA PRJ - GCOE HES LEARNING CENR GCOE		2,022.10
40368553	05/14/2025	CORNELL DISTRIBUTING	13-5310-0-0000-3700-4700-000-000-000000 13-5310-3700-4700/049 MILK/DAIRY CAFES	1,055.80	
			13-5320-0-0000-3700-4700-000-049-000000 13-5310-3700-4700/049 MILK/DAIRY CAFES	518.00	1,573.80
40368554	05/14/2025	CORNING LUMBER	01-0350-0-6000-1000-4300-100-053-000000 6387 & 0350-4300-100-053 ANDY- AG SUPPLIES		104.12
40368555	05/14/2025	DANIELSEN CO	13-5310-0-0000-3700-4300-000-000-000000 13-5310-3700-4300/4700	161.77	
			13-5310-0-0000-3700-4700-000-000-000000 13-5310-3700-4300/4700	4,221.50	
			13-5310-0-0000-3700-5890-000-000-000000 13-5310-3700-4300/4700	16.00	
			13-5320-0-0000-3700-4300-000-049-000000 13-5310-3700-4300/4700	76.20	
			13-5320-0-0000-3700-4700-000-049-000000 13-5310-3700-4300/4700	578.54	5,054.01
40368556	05/14/2025	ESTRELLITA INC	01-7812-0-1110-1000-4200-800-000-000000 DLIG 7812-4200 CONSUMABLES & READERS		1,693.87
40368557	05/14/2025	EWELL EDUCATIONAL SERVICES INC	01-6387-0-3800-1000-5200-100-000-000000 CTEIG 6387 OPEN PO FOR REG, CONF, CONV, ETC.	385.00	
			CTEIG 6387 TIER 1 TESTING-GCOE REIMBABLE	2,600.00	2,985.00

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40368558	05/14/2025	FLORA FRESH		01-6387-0-3800-1000-4300-100-000-00000 6387-4300-100 CTEIG FAIR. SPRING FLORAL DESIGN		730.37
40368559	05/14/2025	FP MAILING SOLUTIONS		01-0000-0-1110-1000-5620-000-000-00000 APRIL-JULY 2025 HS-DIST 2700-5990 LEASE	82.31	
				01-0000-0-1110-1000-5620-100-000-00000 APRIL-JULY 2025 HS-DIST 2700-5990 LEASE	123.45	
				01-0000-0-1110-1000-5620-800-000-00000 APRIL-JULY 2025 ELEM 2700-5990 LEASE	160.71	366.47
40368560	05/14/2025	GAGER DISTRIBUTING INC		13-5310-0-0000-3700-4300-000-000-00000 13-5310-3700-4300 DISHWASHER-CAFES		457.42
40368561	05/14/2025	GLENN CO ENVIRONMENTAL HEALTH		13-5310-0-0000-3700-5890-000-000-00000 2025 ELEM CAFE ANNUAL FEES	267.68	
				2025 HS CAFE ANNUAL LIC FEES	267.68	535.36
40368562	05/14/2025	GLENN COUNTY AIR POLLUTION CONTROL DISTRICT		01-0000-0-0000-8100-5890-000-000-00000 BURN PERMIT 8100-5890		15.00
40368563	05/14/2025	GLOBAL OFFICE INC		01-6387-0-3800-1000-4300-100-000-00000 AG COPIER 1110-1000-4300/5620 USEAGE		357.09
40368564	05/14/2025	GUY RENTS INC		11-6391-0-4110-1000-6400-000-017-00000 11-6391-0-6400-017 SCISSOR LIFT EQUIP		8,794.50
40368565	05/14/2025	HILLYARD INC		01-0000-0-0000-8100-4300-000-000-00000 8100-4300 MAINT DEPT SUPPLIES		2,084.36
40368566	05/14/2025	INTEGRATED INSPECTION LLC		12-5059-0-0000-8500-6170-000-411-00000 12-5059 411 DSA PLANT INSP FOR SHADE STRUCTURE		1,550.00
40368567	05/14/2025	KEITH DIETLE		11-6391-0-4110-1000-5890-000-028-00000 11-6391-5890-025 CPR/FIRST AID CLASS INSTRUCTOR		480.00
40368568	05/14/2025	KING CONSULTING		40-0000-0-0000-8500-5890-000-000-00000 40-8500-5890 Prof Services Addendum		4,612.50
40368569	05/14/2025	MID VALLEY VET		01-7010-0-3800-1000-5890-100-000-00000 7010-5630-100 BREEDING SERVICE		20.72
40368570	05/14/2025	MISSION UNIFORM & LINEN		13-5310-0-0000-3700-5890-000-000-00000 13-5310-3700-5890 CAFE LINEN		198.30

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Checks Dated 04/15/2025 through 05/19/2025

Check Number	Check Date	Pay to the Order of	FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDDD	Comment	Expensed Amount	Check Amount
40368571	05/14/2025	MJB WELDING SUPPLY		01-6387-0-3800-1000-5890-100-000-00000 0350-4300/5890-053 AG-WELDING		12.30
40368572	05/14/2025	NAPA AUTO PARTS		01-0000-0-0000-8100-4300-000-000-00000 8100-4300 MAINT DEPT SUPPLIES OPEN		130.20
40368573	05/14/2025	NORTHSTATE SCREENPRINTING		01-7010-0-3800-1000-4300-100-000-00000 AIG 7010 OPEN PO FOR AG DEPT SUPPLIES J LOHSE		213.14
40368574	05/14/2025	NUSO LLC		01-0000-0-0000-2700-5990-000-000-00000 2700-5990-000/100/800 NUSO PHONE SERVICES	77.76	
				01-0000-0-0000-2700-5990-100-100-00000 2700-5990-000/100/800 NUSO PHONE SERVICES	116.63	
				01-0000-0-0000-2700-5990-800-800-00000 2700-5990-000/100/800 NUSO PHONE SERVICES	193.66	388.05
40368575	05/14/2025	OFFICE DEPOT INC		01-0000-0-1110-1000-4300-800-000-00000 4300-800 ELEM JAZMIN>Open PO	17.43	
				4300-800 MARIA LLAMAS	53.76	
				CREDIT 4300-800 MARIBEL HERNANDEZ	14.17-	
				01-1100-0-1110-1000-4300-800-016-00000 1100-4300-800-016	21.87	
				1100-4300-800-016 KYLE TAYLOR	158.74	
				01-9812-0-1110-1000-4300-100-000-00000 GEAR UP 9812 BACK PACKS AND SCH SUPPLIES	1,303.89	1,541.52
40368576	05/14/2025	ORLAND HARDWARE		01-0000-0-0000-8100-4300-000-000-00000 8100-4300 MAINT DEPT SUPPLIES OPEN	327.49	
				01-6387-0-3800-1000-4300-100-000-00000 6387 & 0350-4300-100-053 ANDY MARTIN	309.61	
				CTEIG/054 OPEN PO FOR SUPPLIES A HAUTALA	110.49	
				01-7010-0-3800-1000-4300-100-000-00000 AIG 7010 4300 OPEN PO FOR SUPPLIES A HAUTALA	531.55	1,279.14
40368577	05/14/2025	PACIFIC LEARNING INC		01-7812-0-1110-1000-4200-800-000-00000 DLIG 7812-4200 EL CAMINO AND EL PROXIMO		5,497.42
40368578	05/14/2025	PROPACIFIC FRESH		13-5310-0-0000-3700-4300-000-000-00000 13-5310/5320-3700-4700	148.48	
				13-5310-0-0000-3700-4700-000-000-00000 13-5310/5320-3700-4700	1,753.96	
				13-5320-0-0000-3700-4700-000-049-00000 13-5310/5320-3700-4700	368.36	2,270.80
40368579	05/14/2025	QUILL CORPORATION		01-0000-0-0000-2700-4300-000-000-00000 4300 DIST OPEN FOR HS/DIST SUPPLIES	23.24	

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Check Number	Check Date	Pay to the Order of	FD-RESC-Y-GOAL-FUNC-OBJT-SIT-BDR-DDDDDD	Comment	Expensed Amount	Check Amount
40368579			01-0000-0-1110-1000-4300-000-000-00000	4300 DIST OPEN FOR HS/DIST SUPPLIES	306.24	329.48
40368580	05/14/2025	ROSALES, RODRIGO L				
			01-0000-0-0000-3600-5890-000-000-00000	REIMB DRIVER PERMIT FEES		98.00
40368581	05/14/2025	SPORTS ENDEAVORS SOCCER.COM				
			01-2600-0-1110-1000-4300-100-709-00000	ELOP 2600-4300-709 Girls Summer Soccer Camp 2025		459.34
40368582	05/14/2025	T MOBILE				
			01-0000-0-1110-1000-5890-000-000-00000	5890 75 STUDENT HOT SPOTS 24-25		180.00
40368583	05/14/2025	U LINE				
			11-6391-0-4110-1000-4300-000-000-00000	11-6391-4300 PAPER CUTTER AND ROLL		118.79
40368584	05/14/2025	WASTE MANAGEMENT				
			01-0000-0-0000-8100-5590-000-000-00000	8100-5590-000/100/300/800 GARBAGE SERVICE	605.82	
			01-0000-0-0000-8100-5590-100-000-00000	8100-5590-000/100/300/800 GARBAGE SERVICE	908.72	
			01-0000-0-0000-8100-5590-300-000-00000	8100-5590-000/100/300/800 GARBAGE SERVICE	327.08	
			01-0000-0-0000-8100-5590-800-000-00000	8100-5590-000/100/300/800 GARBAGE SERVICE	1,314.38	3,156.00
Total Number of Checks					118	679,147.47

	Count	Amount
Cancel	1	1,973.15
Net Issue		677,174.32

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	95	615,087.61
11	ADULT EDUCATION	11	19,127.85
12	CHILD DEVELOPMENT	6	5,857.84
13	CAFETERIA	13	34,179.35
40	SPECIAL RESERVE - CAP PR	1	4,612.50
Total Number of Checks		117	678,865.15
Less Unpaid Tax Liability			112.31
Net (Check Amount)			678,752.84

Includes checks for only Bank Account COUNTY

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