

RIVER DELTA UNIFIED SCHOOL DISTRICT

Notice of a Regular Meeting of the Board of Trustees

By Order of the President of the Board of Trustees, this is a Call for the Regular Meeting of the Board of Trustees of the River Delta Unified School District to be held:

April 9, 2019

Bates Elementary School • 180 Primasing, Courtland, CA

A copy of the full agenda (with backup documents but without confidential closed session items) is available for public review at the District Office, 445 Montezuma St., Rio Vista, California, at least 72 hours prior to the announced meeting of the Board of Trustees or online at <http://riverdelta.org> under the heading: Board of Trustees

REGULAR MEETING AGENDA

1. Call the Open Session to Order (@ 5:30 p.m.)
2. Roll Call
3. Review Closed Session Agenda (see attached agenda)
 - 3.1 Announce Closed Session Agenda
 - 3.2 Public Comment on Closed Session Agenda Items Only
4. Approve Closed Session Agenda and Adjourn to the **Closed Session** (@ 5:35 p.m.)
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Time: _____
5. Reconvene to Open Session (@ approx. 6:30 p.m.) Time: _____
 - 5.1 Retake Roll Call
Member Fernandez __; Member Olson __; Member Riley __; Member Stone __;
Member Elliott __; Member Casillas __; Member Mahoney __
 - 5.2 Pledge of Allegiance
6. Report of Action taken, if any, during the Closed Session (Government Code Section 54957.1) – Board President Fernandez
7. Review and Approve the **Open Session** Agenda
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
8. Public Comment: **Anyone may address the Board at this time regarding any subject that is within the Board's subject-matter jurisdiction which is not on this night's agenda** [Government Code Section 54954.3 and Education Code Sections 35145.5 and 72121.5]. **However, please hold your comments on a specific agendized item on this agenda until it is brought up for discussion.** To address the Board, raise your hand and when you have been called on, please step up to the podium and state your name. However, **understand the Board may not act on any item which is not actually listed on this agenda** (except as authorized by Government Code Section 54954.2). (BB9323) **Individual speakers shall be allowed three minutes to address the Board on any non-agendized item. The Board shall limit the total time for public presentation and input on all items to a maximum of 20 minutes.** With Board consent, the Board President may increase or decrease the time allowed for public comment, depending on the topic and the number of persons wishing to be heard and the overall length of the agenda. The Board President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. (BB 9323) Anyone may appear at the Board meeting to testify in support of, or in opposition to, any item on this agenda being presented to the Board for consideration. {If you wish to have an item placed on the agenda for discussion and/or action by the Board, you must notify the Board Secretary/Superintendent in writing no later than ten working days prior to a regularly scheduled Board meeting requesting permission. After the Superintendent's Cabinet has met, you will be notified of their decision.}
9. **Reports, Presentations, Information**
 - 9.1 Board Member(s) and Superintendent Report(s) and/or Presentation(s) –
 - 9.1.1 Board Members' Report(s)
 - 9.1.2 Committee Report(s)
 - 9.1.3 Superintendent Beno's Report(s)

9.2 Business Services' Reports and/or Presentations on: Routine Restricted Maintenance; Deferred Maintenance; Maintenance and Operations; Transportation Department; Food Services Department; District Technology; and District Budget – Elizabeth Keema-Aston, Chief Business Officer and Ken Gaston, Director of MOT

9.2.1 ADA/Enrollment Report - Elizabeth Keema-Aston

9.2.2 Monthly Financial Report - Elizabeth Keema-Aston

9.2.3 Maintenance, Operations & Transportation Update – Ken Gaston

9.3 Other – Educational Services' Reports and/or Presentation(s) – Kathy Wright, Director of Educational Services

9.3.1 Educational Services Update – Kathy Wright

9.3.2 Special Education Update – Danielle Tharp

9.3.3 Williams Settlement Public Notification regarding sufficiency of teachers, facilities, and textbook and instructional materials, quarterly report (Third Quarter Jan.-Mar.) – Kathy Wright

9.3.4 Student recognition – Otto Vielhauer

9.4 River Delta Unified Teacher's Association (RDUTA) Update

9.5 California State Employee's Association (CSEA) Chapter #319 Update

10. **Consent Calendar**

10.1 Approve Board Minutes

Regular Meeting of the Board, March 12, 2019

10.2 Receive and Approve Monthly Personnel Reports

As of April 9, 2019

10.3 District's Monthly Expenditure Report

March 2019

10.4 Request the Board's authorization for Mr. Beno to review and approve on behalf of the Board the District Service Agreement (DSA) with Butte County Office of Education Migrant Education Region 2 for Migrant Services in RDUSD for the 2019-2020 school year – Kathy Wright

10.5 Request to approve the Mathematics Session Agreements with Mathematics Education Collaborative (MEC) to provide staff development at a cost not to exceed \$13,800 - Educational Services Funds – Kathy Wright

10.6 Request to approve the Delta High School fundraising event "Texas Hold 'Em Game Night" to raise money for the Delta FFA members to attend the National FFA Convention – Laura Uslan

10.7 Request to approve the Independent Contract for Services Agreement with Brittingham Professional Development Seminars to provide staff development at a cost not to exceed \$7,500 – Educational Services Funds – Kathy Wright

10.8 Request the Board to deem as surplus and of zero value, a screen print machine from Rio Vista High School – Victoria Turk

10.9 Donations to Receive and Acknowledge:

D.H. White Elementary School

Casey's Auto Body, Inc – College Day T-Shirts - \$250

Meredith Bird-Marinucci – Student Store - \$100

Riverview Middle School

Beth Brockhouse - \$89.74

Isleton Elementary School

Isleton Fire Department - United States and California Flags - \$80

Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____

Action Items -- Individual speakers shall be allowed three minutes to address the Board on any agenda item. The Board shall limit the *total time* for public presentation and input on *all items* to a maximum of 20 minutes. With Board consent, the Board President may increase or decrease the time allowed for public comment, depending on the topic and the number of persons wishing to be heard and the overall length of the agenda. The Board President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. (BB 9323) Anyone may appear at the Board meeting to testify in support of, or in opposition to, any item on this agenda being presented to the Board for consideration.

11. Request approval to Seek a Request for Proposal (RFP) for a Food Services Management Contractor (FSMC) starting FY 2019-2020 – Elizabeth Keema-Aston
 Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
12. Report of action in Closed Session regarding student discipline, including votes on each individual case and to approve suggested rehabilitation plan – Case number 1819-222-002 [Education Code Sections 49070 (c) and 76232(c)]: - Board President Fernandez
 Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
13. Request to approve the three-year (3) renewal lease agreement with Sacramento Employment and Training Agency (SETA-Head Start) for operation of the Preschool Program at Walnut Grove Elementary School FY 2019-2020 through 2021-2022– Elizabeth Keema-Aston
 Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
14. Request to approve the purchase of an Epilog Zing Laser Cutter for the Rio Vista High School's Construction pathway. The cost of this equipment is \$17,594.59 paid from CTIG Funds – Kathy Wright
 Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
15. Request to approve the purchase of a 2019 GMC Chevrolet Silverado 2500 HD truck for Delta High School's Agriculture Mechanics Department. The cost of this vehicle is \$31,589.63 paid with CTIG Funds – Kathy Wright
 Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
16. Re-Adjourn to continue Closed Session, if needed
17. Report of Action taken, if any, during continued Closed Session (Government Code Section 54957.1) – Board President Fernandez
18. Adjournment
 Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Time: _____

A copy of the full agenda is available for public review at each school site. A copy of the full agenda is available for public review at the District Office (with backup documents but without confidential closed session items), 445 Montezuma St., Rio Vista, California, at least 72 hours prior to the announced meeting of the Board of Trustees or online at <http://riverdelta.org>.

Americans with Disabilities Act Compliance: Any and all requests for "...any disability-related modification or accommodation, including auxiliary aids or services..." needed to access our agendas or to participate in the public meetings, must be received in writing by the Superintendent's Office at 445 Montezuma Street, Rio Vista, CA 94571 at least annually before July 1 of each year -- or at least 5 calendar days prior to the individual meeting in question. All inquiries may be directed to the Superintendent's Office c/o Jennifer Gaston at (707) 374-1711.

AFFIDAVIT OF NOTICING AND POSTING:

I, Jennifer Gaston, Executive Assistant to the Board of Trustees, declare that a copy of this Regular Meeting Agenda/Notice was posted in the bulletin board in front of the District Office and that the Board of Trustees Members, District administrative offices and schools, the community libraries and the River News Herald were provided notice or caused to be provided notice via fax, e-mail and/or hand delivery on or before Friday, April 5, 2019, by or before 5:30p.m.

By: *Jennifer Gaston* Jennifer Gaston, Executive Assistant, to the Superintendent.

ATTACHMENT

RIVER DELTA UNIFIED SCHOOL DISTRICT

Notice of a Regular Meeting of the Board of Trustees

April 9, 2019

**Bates Elementary School • 180 Primasing, Courtland, CA
CLOSED SESSION**

As provided by Government Code Section 54957, the Board is requested to meet in closed session for consideration of **personnel appointment, employment, discipline, complaint, evaluation or dismissal** [Government Code Section 54957], **possible or pending litigation** [Government Code 54956.9(a)(b)(c)], **student discipline** [Education Code Sections 49070 (c) and 76232 (c)], **employee/employer negotiations** [Government Code Section 3549.1 and 54957.6], **or real property transactions** [Government Code Section 54956.8].

A Closed Session will be held beginning at 5:35 p.m. on April 9, 2019, at the Bates Elementary School, Courtland, California (which is prior to the full Open Session). Any formal action taken by the Board will be reported in the Open Session of this regular meeting of the Board of Trustees [Government Code Section 54957.1]. As needed, this Closed Session may be reconvened following the full Open Session. Any formal action taken by the Board will be reported in Open Session prior to adjournment.

4. CLOSED SESSION

- 4.1 **Student Discipline** [Education Code Sections 49070 (c) and 76232 (c)]. –
 - 4.1.1 Stipulated expulsion agreement student case # 1819-222-002
- 4.2 **Possible or Pending Litigation** [Government Code 54956.9(a)(b)(c)]
 - Following Conference with Legal Counsel Following Conference with Legal Counsel (Parker & Covert, LLC; Girard, Edwards, Stevens & Tucker LLP) – Pending or Anticipated Litigation/Potential Case(s) Update(s)
 - 4.2.1 Name(s) unspecified as disclosure would jeopardize the service of process and/or existing/possible settlement negotiations
- 4.3 **Personnel Evaluation, Searches, Appointment, Employment, Complaint, Discipline, Dismissal, Non-reelects and Releases** [Government Code Section 54957]
 - Following Conference with Legal Counsel (Girard, Edwards, Stevens & Tucker LLP)

Public Employee(s) Evaluation:

- 4.3.1 Certificated
- 4.3.2 Classified
- 4.3.3 Public Employee(s) Searches, Appointment, Employment conditions
 - 4.3.3.1 Superintendent
- 4.3.4 Complaint, Discipline, Dismissal, Non-Reelects, & Releases
- 4.3.5 Employee/Employer Negotiations [Government Code Section 3549.1 and 54957.6] Following negotiation meetings any/all units.
 - 4.3.6.1 Administration
 - 4.3.6.2 Confidential
 - 4.3.6.3 RDUTA
 - 4.3.6.4 CSEA

5. Adjourn to Open Session (@6:30 p.m.) Any formal action taken by the Board in the above items will be reported in Open Session of this regular meeting of the Board of Trustees [Government Code Section 54957.1]. The meeting may be reconvened as needed (i.e. following the end of Open Session).

Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Time: _____
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**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: April 9, 2019

Attachments: X

From: Elizabeth Keema-Aston, Chief Business Officer

Item Number: 9.2.1

Type of item: (Action, Consent Action or Information Only): Information Only

SUBJECT: Monthly Enrollment and ADA Report (**MARCH**)

BACKGROUND: Each month district staff compiles attendance and enrollment data for all school sites. The attached summary shows comparative enrollment and ADA for 2017-2018 and 2018-2019. The summary also shows the increase/decrease enrollment for current and prior months. The attached charts compare the ADA with Enrollment for the current year and five (5) prior years.

STATUS: District-wide enrollment **increased by 57 students** compared to the same month last year, *increasing* from 1,904 to 1,961. (Does not include Adult Ed)

District-wide enrollment **increased by 15 students** compared to **last month** (*February*), *increasing* from 1,946 to 1,961. (Does not include Adult Ed)

District-wide attendance **decreased 10 ADA** compared to **last month** (*February*), *1,845 to 1,835*. (Does not include Adult Ed)

PRESENTER:

Elizabeth Keema-Aston, Chief Business Officer

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES:

RECOMMENDATION:

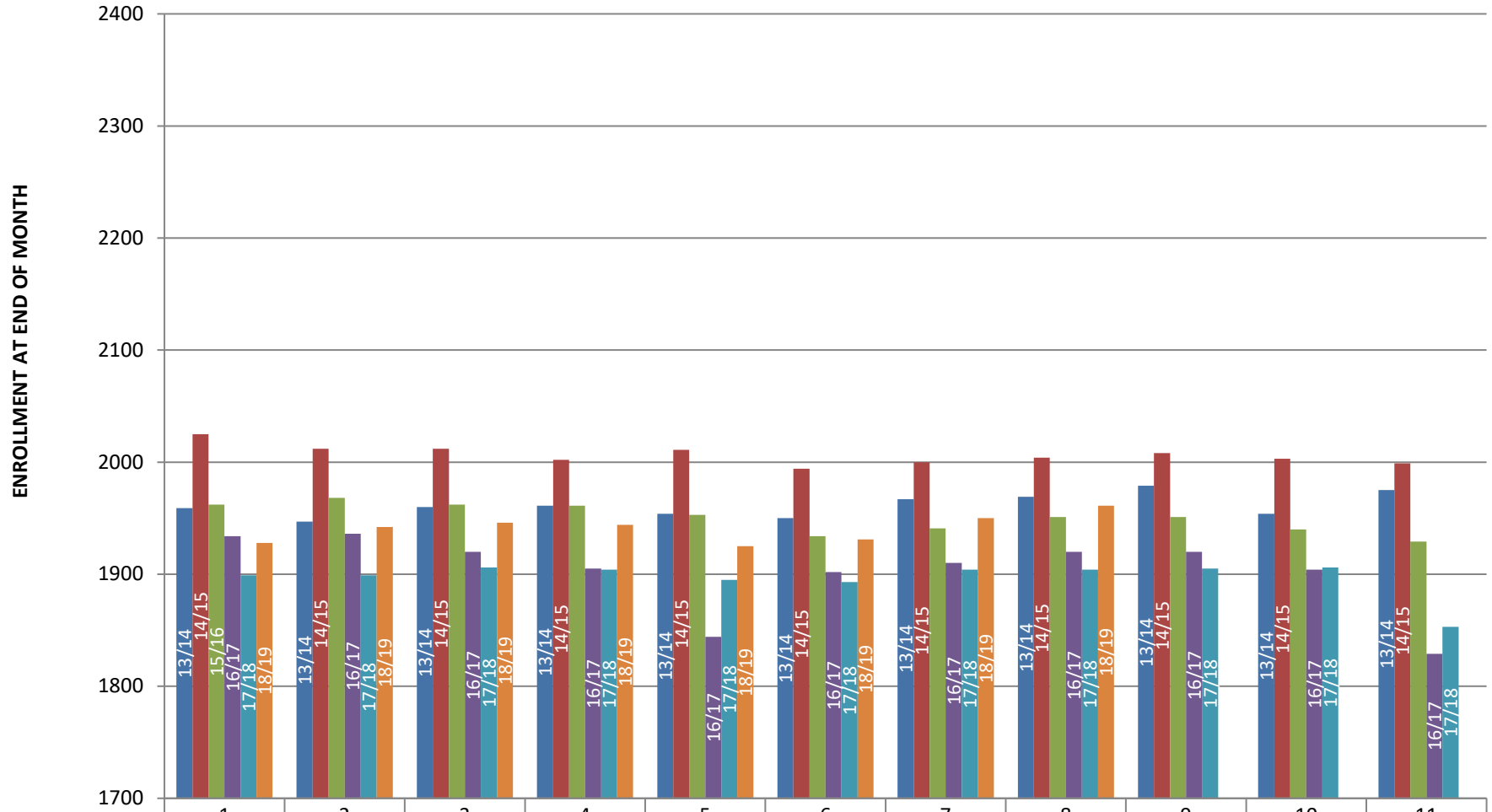
That the Board receives the information presented.

Time allocated: 3 minutes

SITE		AUG	AUG	% of ADA		SEPT	SEPT	Incr/Decr From Pr Month	% of ADA	OCT	OCT	Incr/Decr From Pr Month	% of ADA	NOV	NOV	Incr/Decr From Pr Month	% of ADA	DEC	DEC	Incr/Decr From Pr Month	% of ADA	JAN	JAN	Incr/Decr From Pr Month	% of ADA	FEB	FEB
		17-18	18-19			17-18	18-19			17-18	18-19			17-18	18-19			17-18	18-19			17-18	18-19			17-18	18-19
BATES	ENR	136	118			132	121	3		137	122	1		137	127	5		129	127	0		136	125	-2		137	122
	ADA	133	116	98.3%		132	117		96.7%	130	117		95.9%	134	121		95.3%	132	120		94.5%	133	120		96.0%	134	120
CLARKSBURG (7th & 8th Gr)	ENR	197	193			197	195	2		197	191	-4		194	192	1		197	192	0		196	191	-1		197	188
	ADA	193	188	97.4%		192	188		96.4%	191	188		98.4%	191	182		94.8%	187	184		95.8%	185	184		96.3%	189	183
ISLETON	ENR	159	162			158	158	-4		162	158	0		161	158	0		162	150	-8		164	159	9		166	157
	ADA	153	155	95.7%		151	153		96.8%	155	152		96.2%	155	151		95.6%	152	151		100.7%	148	152		95.6%	155	151
RIVERVIEW	ENR	231	234			230	233	-1		231	236	3		231	235	-1		230	229	-6		230	229	0		229	233
	ADA	226	222	94.9%		221	222		95.3%	218	226		95.8%	221	224		95.3%	220	217		94.8%	214	220		96.1%	216	222
WALNUT GROVE	ENR	163	165			164	168	3		166	168	0		165	166	-2		162	167	1		167	173	6		166	176
	ADA	158	158	95.8%		158	160		95.2%	159	163		97.0%	158	161		97.0%	156	156		93.4%	159	161		93.1%	160	167
D.H. WHITE	ENR	352	333			353	346	13		349	350	4		356	350	0		335	333	-17		348	341	8		350	350
	ADA	331	319	95.8%		337	327		94.5%	332	332		94.9%	334	335		95.7%	331	327		98.2%	331	331		97.1%	332	325
ELEMENTARY SUB TOTAL	ENR	1,238	1,205			1,234	1,221	16		1,242	1,225	4		1,244	1,228	3		1,215	1,198	-30		1,241	1,218	20		1,245	1,226
	ADA	1,194	1,158			1,191	1,167			1,185	1,178			1,193	1,174			1,178	1,155			1,170	1,168			1,186	1,168
CLARKSBURG (9th Grade)	ENR	80	83			80	83	0		79	84	1		79	83	-1		81	82	-1		80	83	1		80	83
	ADA	79	81	97.6%		78	80		96.4%	78	79		94.0%	74	78		94.0%	77	79		96.3%	68	82		98.8%	76	79
DELTA HIGH	ENR	162	191			164	191	0		165	192	1		164	190	-2		166	190	0		161	184	-6		166	191
	ADA	160	183	95.8%		157	184		96.3%	157	183		95.3%	158	183		96.3%	156	179		94.2%	149	171		92.9%	156	182
RIO VISTA HIGH	ENR	386	414			385	412	-2		387	407	-5		381	407	0		368	391	-16		376	410	19		380	413
	ADA	372	398	96.1%		368	395		95.9%	367	393		96.6%	366	391		96.1%	365	391		100.0%	361	402		98.0%	357	390
HIGH SCHOOL SUB TOTAL	ENR	628	688			629	686	-2		631	683	-3		624	680	-3		615	663	-17		617	677	14		626	687
	ADA	611	662			603	659			602	655			598	652			598	649			578	655			589	651
Mokelumne High (Continuation)	ENR	15	14			14	14	0		12	14	0		14	12	-2		12	12	0		14	11	-1		13	11
	ADA	12	11			12	12			10	11			12	11			12	9			11	7			12	8
River Delta High/Elem (Alternative)	ENR	14	18			18	18	0		17	21	3		18	20	-1		17	15	-5		17	17	2		16	17
	ADA	11	16			11	16			13	16			14	18			16	18			13	14			13	14
Community Day	ENR	4	3			4	3	0		4	3	0		4	3	0		3	5	2		3	5	0		3	5
	ADA	3	3			4	3			4	3			4	4			4	3			2	4			3	4
TOTAL K-12 LCFF Funded	ENR	1,899	1,928			1,899	1,942	14		1,906	1,946	4		1,904	1,943	-3		1,862	1,893	-50		1,892	1,928	35		1,903	1,946
	ADA	1,831	1,850			1,821	1,857			1,814	1,863			1,821	1,859			1,808	1,834			1,774	1,848			1,803	1,845
Wind River- Adult Ed	ENR	0	0			40	30	30		48	27	-3		53	39	12		53	42	3		55	45	3		57	48
TOTAL DISTRICT	ENR	1,899	1,928			1,939	1,972	44		1,954	1,973	1		1,957	1,982	9		1,915	1,935	-47		1,947	1,973	38		1,960	1,994

SITE	Incr/Decr From Pr Month	%	MAR		Incr/Decr From Pr Month	%
			17-18	18-19		
BATES	ENR	-3	137	123	1	
	ADA		98.4%	133	120	97.6%
CLARKSBURG	ENR	-3	196	188	0	
(7th & 8th Gr)	ADA		97.3%	189	177	94.1%
ISLETON	ENR	-2	167	159	2	
	ADA		96.2%	158	152	95.6%
RIVERVIEW	ENR	4	229	237	4	
	ADA		95.3%	217	222	93.7%
WALNUT GROVE	ENR	3	169	179	3	
	ADA		94.9%	159	168	93.9%
D.H. WHITE	ENR	9	352	356	6	
	ADA		92.9%	327	322	90.4%
ELEMENTARY	ENR	8	1,250	1,242	16	
SUB TOTAL	ADA		1,183	1,161		
CLARKSBURG	ENR	0	80	83	0	
(9th Grade)	ADA		95.2%	77	77	92.8%
DELTA HIGH	ENR	7	165	188	-3	
	ADA		95.3%	157	180	95.7%
RIO VISTA HIGH	ENR	3	375	414	1	
	ADA		94.4%	350	387	93.5%
HIGH SCHOOL	ENR	10	620	685	-2	
SUB TOTAL	ADA		584	644		
Mokolumne High	ENR	0	13	9	-2	
(Continuation)	ADA		11	8		
River Delta High/Elem	ENR	0	17	20	3	
(Alternative)	ADA		13	17		
Community Day	ENR	0	4	5	0	
	ADA		3	5		
TOTAL K-12	ENR	18	1,904	1,961	15	
LCFF Funded	ADA		1,794	1,835		
Wind River- Adult Ed	ENR	3	58	52	4	
TOTAL DISTRICT	ENR	21	1,962	2,013	19	

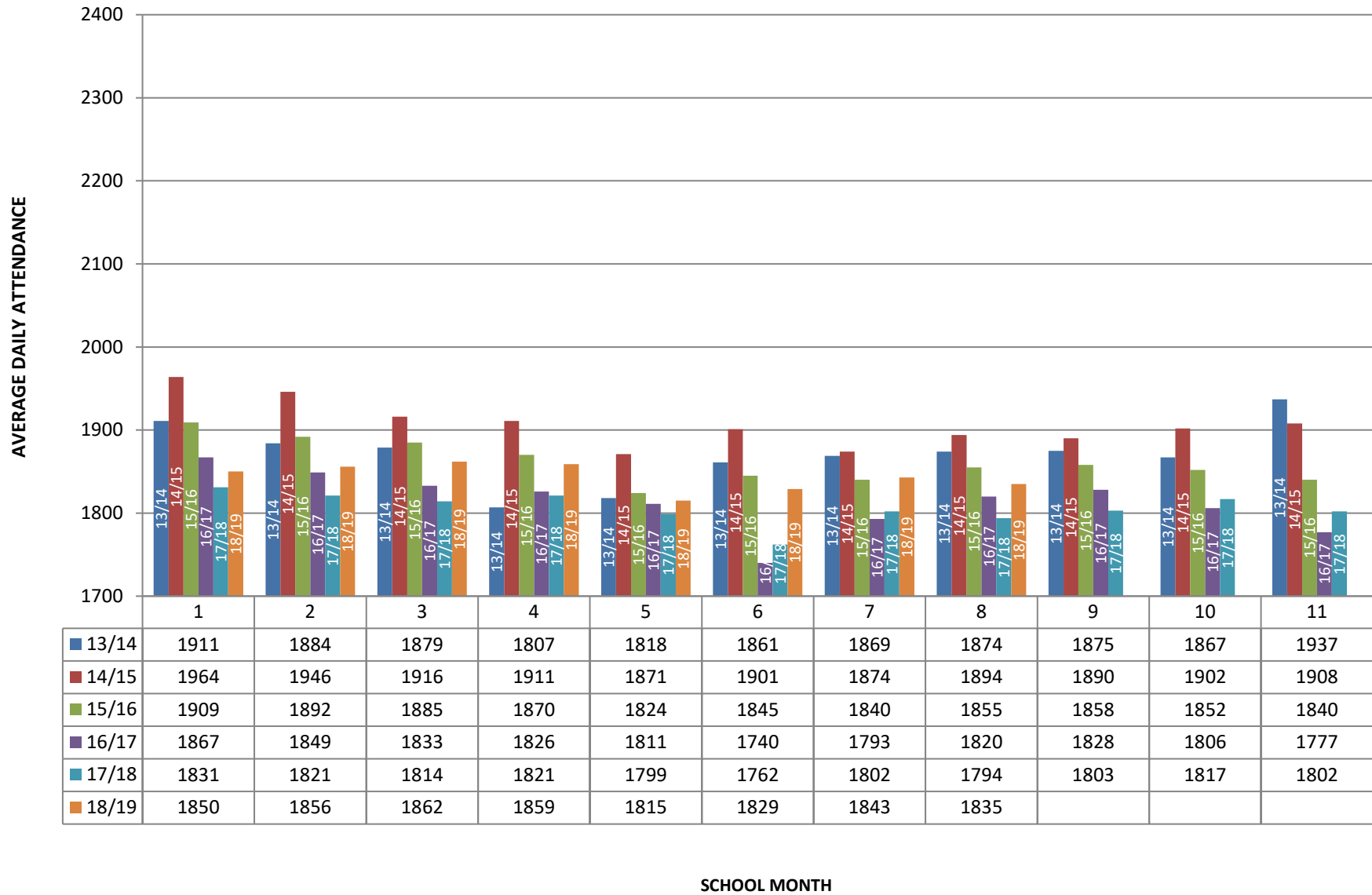
ENROLLMENT



	1	2	3	4	5	6	7	8	9	10	11
13/14	1959	1947	1960	1961	1954	1950	1967	1969	1979	1954	1975
14/15	2025	2012	2012	2002	2011	1994	2000	2004	2008	2003	1999
15/16	1962	1968	1962	1961	1953	1934	1941	1951	1951	1940	1929
16/17	1934	1936	1920	1905	1844	1902	1910	1920	1920	1904	1829
17/18	1899	1899	1906	1904	1895	1893	1904	1904	1905	1906	1853
18/19	1928	1942	1946	1944	1925	1931	1950	1961			

SCHOOL MONTH

ACTUAL ATTENDANCE



**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: April 9, 2019

Attachments: X

From: Elizabeth Keema-Aston

Item Number: 9.2.2

Type of item: (Action, Consent Action or Information Only): Information Only

SUBJECT:

Monthly Financial Report

BACKGROUND:

Each month the Chief Business Officer prepares a monthly financial summary report, showing both budgeted and actual revenues and expenditures for each district fund for the prior month. The report includes: the percentage of the districts ending fund from the prior month, the percentage of the districts ending fund balance (reserves) at the end of the reported month.

This report does not include any encumbered expenditures

STATUS:

PRESENTER:

Elizabeth Keema-Aston, Chief Business Officer

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES: NOT APPLICABLE

RECOMMENDATION:

That the Board receives the Monthly Financial report as submitted

Time allocated: 5 minutes

River Delta Unified School District
 2018-19 Working Budget vs. Actuals Report
 March 31, 2019

Working Budget					Actuals thru: 3/31/2019					
	Beginning Balance (A)	Net Income/ Contributions in (B)	Expense/ Contributions out (C)	Ending Balance (D)	YTD Income (E)	YTD Paid to Delta Charter (F)	YTD Net Revenue (G)	Percentage Received (H)	YTD Expense (I)	Percentage Spent (J)
								(G/B=H)		(I/C=J)
General Fund: (01)										
Unrestricted	5,136,358	16,661,085	17,211,879	4,585,564	14,172,143	1,488,660	12,683,483	76.13%	12,171,445	70.72%
Restricted	726,556	7,570,701	7,856,852	440,404	2,094,049		2,094,049	27.66%	3,924,067	49.94%
Combined	5,862,914	24,231,786	25,068,731	5,025,968	16,266,192	1,488,660	14,777,532	60.98%	16,095,512	64.21%
<i>Dry Period Financing</i>					-		-			
General Fund - Fund Balance %	20.05%	<i>Represents Ending Balances divided by Budget Expenses (D/C)</i>								
Other Funds										
Adult Ed. (11)	25,474	78,930	104,404	-	55,794		55,794	70.69%	47,057	45.07%
Child Development (12)	-	296,765	296,765	-	204,273		204,273	68.83%	171,014	57.63%
Cafeteria (13)	95,748	1,030,243	1,027,683	98,308	481,867		481,867	46.77%	620,348	60.36%
Sp. Res-Other than Cap. Outlay (17)	69,107	900	-	70,007	345		345	38.33%	-	0.00%
Bond Fund (21)	1,011,135	41,600	794,518	258,217	27,895		27,895	67.06%	784,918	98.79%
Bond Fund- SFID #1 South (22)	113,137	448	110,292	3,293	448		448	100.00%	102,592	93.02%
Bond Fund - SFID #2 North (23)	47,012	207	47,219	0	207		207	100.00%	41,095	87.03%
Developer Fees (25)	357,898	1,036,399	253,256	1,141,041	829,230		829,230	80.01%	240,652	95.02%
County School Facilities (35)	3,232	18	-	3,250	16		16	88.89%	-	0.00%
Capital Projects (49)	20,248	489	20,565	172	469		469	95.91%	17,196	83.62%

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: 4-9-19

Attachments: X

From: Ken Gaston, Director of MOT

Item Number: 9.2.3

Type of item: (Action, Consent Action or Information Only): Information Only

SUBJECT:

Monthly MOT Information Report

BACKGROUND:

To provide a monthly update on the activities of the Maintenance, Operations & Transportation Departments

STATUS:

See attached monthly report for the period of March 2019

PRESENTER:

Ken Gaston, Director of Maintenance, Operations and Transportation

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES:

RECOMMENDATION:

That the Board receives this information

Time allocated: 5 minutes

Maintenance, Operations & Transportation
Monthly Report for Board Meeting
April 9, 2019

Routine maintenance, repairs and custodial duties at all school sites and district office were completed. Other non-routine projects have been captured below.

Maintenance & Operations:

- **Bates Elementary**
 - Cleaned gutters, unplugged down spouts, repaired leaks in boys bathroom and rooms 3 and 4 - \$123.00
 - Installed new faucet, plumbing and trap in Staff restroom - \$194.00

- **Clarksburg Middle School**
 - Repaired leak on chlorinating injection valve - \$141.82
 - Cleaned out HVAC condensers on all units - \$183.10

- **Delta High School**
 - Fastened down galvanized roof flaps/painted on metal shop - \$805.77
 - Cleaned out HVAC condensers on all units - \$183.10

- **D. H. White Elementary**
 - Painted parking area/pick-up loop - \$301.40
 - Repaired drain on sink in Bldg. B Staff Room - \$208.34
 - Replaced toilet in Room 6 restroom - \$111.66

- **Isleton Elementary School**
 - Replaced 4 light ballasts and bulbs - \$125.00
 - Repaired swings on playground - \$162.57

- **Mokelumne High School**
 - Replaced faucet in Bldg. D classroom - \$115.00

- **Rio Vista High School**
 - Weeded rose garden in front of school - \$125.00
 - Re-set receiver pipe for each post, set up fence and reinforced weak posts for home run fence, hung netting for batting cage - \$237.50

- **Riverview Middle School**
 - Sprayed under Portable 1 to remove bad odor - \$127.05

- **Walnut Grove Elementary School**
 - Cleaned out sewer system in Bldg. B boys restroom - \$200.00
 - Unclogged toilet in Bldg. B Staff restroom - \$100.00
 - Painted soccer field - \$217.50

- **Transportation Dept.**
 - South – Moved light poles closer to fence - \$223.10
 - Installed sink in bus garage restroom - \$198.07

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: April 9, 2019

Attachments: X

From: Kathy Wright, Director of Educational Services

Item Number: 9.3.3

Type of item: (Action, Consent Action or Information Only): Information only

SUBJECT:

Williams Settlement Public Notification regarding sufficiency of teachers, facilities, and textbook and instructional materials.

BACKGROUND:

The Williams Settlement requires that all students have qualified teachers, appropriate instructional materials and that their schools be clean and safe. The settlement holds schools accountable for delivering these fundamental elements. Education Code 35186 BP 13124 also requires the district to provide quarterly reports regarding Williams Settlement compliance.

STATUS:

The district has received no complaints this quarter.

PRESENTER: Kathy Wright, Director of Educational Services

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES: No cost to the district

RECOMMENDATION:

That the Board approves receives this item as fulfillment of Williams Settlement requirements.

Time allocated: 3 minutes

Quarterly District Report: *Williams* Uniform Complaint Process (UCP)

Properly submitting this form to SCOE serves as your district's *Williams* UCP Quarterly Complaint Report per *Education Code* § 35186(d). All fields are required.

SUBMITTER INFORMATION

Trisha Salomon	Secretary	707-374-1729
Name Person submitting form	Job Title	Phone Number Include area code
tsalomon@rdusd.org		
E-mail Address		

DISTRICT INFORMATION

River Delta U.S.D.	2019	Quarter 3 (Jan.–Mar.)
School District	Year Covered by This Report	Quarter Covered by This Report

COMPLAINTS

Sufficiency of Textbooks

Total Number of Textbook Complaints Enter 0 if none.	0
Number of Textbook Complaints <u>Resolved</u> Enter 0 if none.	0
Number of Textbook Complaints <u>Unresolved</u> Enter 0 if none.	0

Emergency School Facilities Issues

Total Number of Emergency Facilities Complaints Enter 0 if none.	0
Number of Emergency Facilities Complaints <u>Resolved</u> Enter 0 if none.	0
Number of Emergency Facilities Complaints <u>Unresolved</u> Enter 0 if none.	0

Vacancy or Misassignment of Teachers

Total Number of Vacancy/Misassignment Complaints Enter 0 if none.	0
Number of Vacancy/Misassignment Complaints <u>Resolved</u> Enter 0 if none.	0
Number of Vacancy/Misassignment Complaints <u>Unresolved</u> Enter 0 if none.	0

RESOLUTION OF COMPLAINTS

Briefly summarize the nature of complaints and how they were resolved.

Enter "N/A" if no complaints were received. If you need more space, enter "sent by e-mail" and send your summary to Shannon Hansen with your report.

N/A

REPORT INCLUDES ALL COMPLAINTS FOR THIS QUARTER

The number of UCP complaints (textbooks, facilities, and teachers categories) filed for the quarter being reported *MUST* be entered in this report. Please check the box below confirming this:



Includes All UCP Complaints

All UCP complaints for the indicated quarter are being reported—from my district office and all school sites in my district.

By submitting this form, you certify that the information is complete and accurate, and that you have verified the accuracy of the report information by contacting each school in your district. The report includes *ALL* UCP complaints in the above categories received at school sites in the district, plus the district office.

RETURN INSTRUCTIONS

After completing the form in its entirety, save the file and e-mail it to Shannon Hansen at the Sacramento County Office of Education (SCOE): shannonh@scoe.net.

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: April 9, 2019

Attachments: _____

From: Kathy Wright, Director of Educational Services

Item Number: 9.3.4

Type of item: (Action, Consent Action or Information Only): Information Only

SUBJECT:

Recognition of a Riverview Middle School student, Otto Vielhauer, for his accomplishments at the Sacramento Area Mathematics Educators (SAFE) Student Competition

BACKGROUND:

The Sacramento Area Mathematics Educators (SAFE) coordinates this annually math competition for students to have the opportunity to use the mathematics content knowledge, mathematical reasoning and critical thinking and planning skills to solve intricate mathematics problems. Ms. Alyson Stiles volunteers to bring students to the competition each year.

STATUS:

River Delta Unified School District and Riverview Middle School want to recognize Otto Vielhauer for his hard work and perseverance in mathematics, especially his achievement at the SAFE Student Competition.

PRESENTER:

Kathy Wright, Director of Educational Services

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES:

No cost

RECOMMENDATION:

That the Board has the opportunity to know and recognize Otto Vielhauer for his hard work and perseverance in mathematics, especially his achievement at the SAFE Student Competition.

Time allocated: 3 minutes

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: April 9, 2019

Attachments: X

From: Don Beno, Superintendent

Item Number: 10.1

Type of item: (Action, Consent Action or Information Only): Consent Action

SUBJECT:

Request to approve the minutes from the Board of Trustee's meeting held on March 12, 2019

BACKGROUND:

Attached are the minutes from the Board of Trustee's meeting held on March 12, 2019

STATUS:

The Board is to review for approval

PRESENTER:

Don Beno, Superintendent

OTHER PEOPLE WHO MIGHT BE PRESENT:

Jennifer Gaston, Recorder

COST AND FUNDING SOURCES:

None

RECOMMENDATION:

That the Board approves the minutes a submitted

Time allocated: 3 minutes

RIVER DELTA UNIFIED SCHOOL DISTRICT

MINUTES

REGULAR MEETING

March 12, 2019

1. **Call Open Session to Order** – Board President Fernandez called the Open Session of the meeting of the Board of Trustees to order at 5:36 p.m. on March 12, 2019 at Walnut Grove Elementary School, Walnut Grove, California.
2. **Roll Call of Members:**
 - Alicia Fernandez, President
 - Don Olson, Vice President
 - Marilyn Riley, Clerk (Dismissed 6:25pm)
 - Jennifer Stone, Member
 - Chris Elliott, Member (Absent)
 - Rafaela Casillas, Member
 - Dan Mahoney, Member

Also present: Don Beno, Superintendent
3. **Review, Approve the Closed Session Agenda and Adjourn to Closed Session**
 - 3.1 Board President Fernandez announced items on the Closed Session Agenda.
 - 3.2 Public Comment on Closed Session Agenda Items. – *None to report*
 - 3.3 Approve Closed Session Agenda and Adjourn to the **Closed Session**
4. Board President Fernandez asked for a motion to adjourn the meeting to Closed Session @ 5:37 pm
Member Olson moved to approve, Member Riley seconded. Motion carried 6 (Ayes: Fernandez, Olson, Riley, Stone, Casillas, Mahoney): 0 (Nays): 1 (Absent: Elliott)
5. **Open Session was reconvened at 6:32 pm**
 - 5.1 Board President announced that the meeting is being recorded by the direction of the Board and the recording may capture sounds of those attending the meeting.
 - 5.2 Roll was retaken. Members Riley and Elliott were absent. All other members were present.
Also present: Don Beno, Superintendent; Elizabeth Keema-Aston, Chief Business Officer and Jennifer Gaston, Recorder.
 - 5.3 Pledge of Allegiance was led by Lindsay Norris, student of Clarksburg Middle School
6. **Report of Action taken, if any, during the Closed Session** (Government Code Section 54957.1)
Board President Fernandez reported that during closed session the Board received information and there were no actions taken.
7. **Review and Approve the Open Session Agenda**
Board President Fernandez asked for a motion to approve the Open Session Agenda.
Member Olson moved to approve, Member Stone seconded. Motion carried 5 (Ayes: Fernandez, Olson, Stone, Casillas, Mahoney): 0 (Nays): 2 (Absent: Riley, Elliott)
8. **Public Comment:** Several teachers expressed their concerns regarding combo classes and the need for elementary school prep time. Carrianna Brandon a parent of two Walnut Grove students, voiced her concerns regarding the playground area. She feels her students are not receiving adequate physical education instruction by using the gym area alone. The grass has been too wet, and the playground area needs repair.
9. **Reports, Presentations, Information**
 - 9.1 Board Member(s) and Superintendent Report(s) and/or Presentation(s):
 - 9.1.1 Board Members' report(s) Member Stone reported that she had attended the student of the month celebration at Isleton Elementary. During the assembly three students received plaques and were recognized by the local sheriff's department for recovering all but one of the musical instruments stolen from Isleton Elementary School.

Member Fernandez reported that she had received an invitation to read to the students at D.H. White Elementary School during the Read Across America - Dr. Seuss event. However, she was unable to attend.

9.1.2 Committee Report(s): None to report

9.1.3 Superintendent Beno's report(s): No report given

9.2 Business Services' Reports and/or Presentations on: Routine Restricted Maintenance; Deferred Maintenance; Maintenance and Operations; Transportation Department; Food Services Department; District Technology; and District Budget – Elizabeth Keema-Aston, Chief Business Officer and Ken Gaston, Director of MOT

9.2.1 ADA/Enrollment Report - Elizabeth Keema-Aston reported that the changes in ADA from January were a decrease of 2 in K-8th grade, a decrease of 4 at the high school level and an increase of one in alternative education. The overall enrollment for February had an increase of 22. However, we saw a decrease in ADA of five. Total enrollment of 1950 and 1843 in ADA yielding 94.5%.

9.2.2 Monthly Financial Report - Elizabeth Keema-Aston reported as submitted.

9.2.3 Maintenance, Operations & Transportation Update – Ken Gaston reported that the very wet month of February has made mowing the lawns and fields at the sites extremely difficult. The gardening staff has been able to mow the lawns at the front of each site. However, the fields have been too soggy or have had standing water, making it impossible to mow. As soon as the weather permits his staff will be busy catching up with the gardening responsibilities. Mr. Gaston also reported that the roofing company unexpectedly showed up at Walnut Grove Elementary School and removed the fencing around the damaged playground area. With the guidance of Ms. Norris and Mr. Gaston fencing was replaced around the damaged blacktop area. Mr. Gaston explained the timeline of the repair work for the playground and why it would be detrimental if the project was not delayed. Contractors have emphasized that the ground must be dry for at least 30 consecutive days to insure a successful project.

9.3 Other – Educational Services' Reports and/or Presentation(s) – Kathy Wright, Director of Educational Services

9.3.1 Educational Services and Special Education Updates – Kathy Wright provided clarification on questions from the previous meeting. Regarding the Special Education Audit, she stated that Ms. Tharp will be providing a full report at the April Board meeting. Mrs. Wright explained that the \$35,000 is the first round of the single program grant funding and will be used in the planning phase of the Educator Pathway. Mrs. Wright mentioned that Jennifer Kitchens, the School to Career Coordinator has reapplied to receive additional funding through the CTEIG (Career Technical Education Incentive Grant) and has been renewed for \$150,000 for next year.

Mrs. Wright spoke of the professional development which will be provided to the teachers on the next mini day. The workshop will be divided into seven sections and will be focused on Number Talks. She would like to offer another Numbers Talks training opportunity over the summer months to further the Number Talks philosophy. However, it would require 35 interested participants. Seventh through twelfth grade teachers will have a training on LGBTQ which is a high needs area to serve the social and emotional needs of our students.

9.4 River Delta Unified Teacher's Association (RDUTA) Update – No update given

9.5 California State Employee's Association (CSEA) Chapter #319 Update – No update given

10. **Consent Calendar**

10.1 Approve Board Minutes

Regular Meeting of the Board, February 19, 2019

10.2 Receive and Approve Monthly Personnel Reports

As of March 12, 2019

- 10.3 District's Monthly Expenditure Report
February 2019
- 10.4 Request to approve the fundraising event "A Night with your Knight" to benefit D.H. White Elementary School students and teachers – Nick Casey
- 10.5 Request to approve the overnight travel for Riverview Middle School 6th grade students to attend the Point Bonita Science Camp in Sausalito, CA from April 3-5, 2019 – Marcy Rossi
- 10.6 Request to approve the fundraising event "Adopt a Locker" to renovate the lockers in the Rio Vista High School's athletic locker rooms – Vicky Turk
- 10.7 Donations to Receive and Acknowledge:
 - Bates Elementary School – College T-shirts**
North Delta Conservancy - \$500
 - Rio Vista High School – In memory of Gladys Katsuki and Mary Joranco**
Danny and Delinda Bowers

Member Olson moved to approve, Member Casillas seconded. Motion carried 5 (Ayes: Fernandez, Olson, Stone, Casillas, Mahoney): 0 (Nays): 2 (Absent: Riley, Elliott)

Member Fernandez acknowledged those who donated and thanked them for their support.

Action Items -- Individual speakers shall be allowed three minutes to address the Board on any agenda item. The Board shall limit the *total time* for public presentation and input on *all items* to a maximum of 20 minutes. With Board consent, the Board President may increase or decrease the time allowed for public comment, depending on the topic and the number of persons wishing to be heard and the overall length of the agenda. The Board President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. (BB 9323) Anyone may appear at the Board meeting to testify in support of, or in opposition to, any item on this agenda being presented to the Board for consideration.

- 11. Request approve the *second and final* reading and adoption of the updated or new Board Policies, Administrative Regulations and Exhibits due to new or mandated language and citation revisions as of December 2018 – Don Beno

Member Olson moved to approve, Member Stone seconded. Motion carried 5 (Ayes: Fernandez, Olson, Stone, Casillas, Mahoney): 0 (Nays): 2 (Absent: Riley, Elliott)

- 12. Request to hold a Public Hearing for the Proposed Redistricting Plan for the River Delta Unified School District Board of Trustee Areas based on the 2010 Census and approve Resolution #760 adopting the revised Trustee Area Boundaries – Don Beno

Open Public Hearing: 7:11 pm

Public Comment: Mr. Beno announced that this is the next step in moving forward in redistricting the trustee boundary areas. Part of the process is to show due diligence in obtaining community input on this matter. The next step after the public hearing will be to present the adopted resolution and configuration change to the Sacramento County Committee on School District's Organization for their consideration.

Close Public Hearing: 7:12 pm

Member Mahoney moved to approve redistrict by redrawing the Board of Trustee Areas using the "Even 7" Map and redistricting again after the 2020 census data has been obtained, Member Olson seconded. Motion carried by roll call vote 5 (Ayes: Fernandez, Olson, Stone, Casillas, Mahoney): 0 (Nays): 2 (Absent: Riley, Elliott)

- 13. Request to approve the Second Interim Financial Report for 2018-2019 – Elizabeth Keema-Aston

Member Mahoney moved to approve, Member Olson seconded. Motion carried 5 (Ayes: Fernandez, Olson, Stone, Casillas, Mahoney): 0 (Nays): 2 (Absent: Riley, Elliott)

14. Request to approve Res. #761 of the governing board authorizing the borrowing of funds for fiscal year 2019-2020 and the issuance and sale of one or more series of 2019-2020 tax and revenue anticipation notes (TRAN) therefor and participation in the California school cash reserve program and requesting the board of supervisors of the county to issue and sell said series of notes – Elizabeth Keema-Aston
- Member Olson moved to approve, Member Fernandez seconded. Motion carried by roll call vote 5 (Ayes: Fernandez, Olson, Stone, Casillas, Mahoney): 0 (Nays): 2 (Absent: Riley, Elliott)*
15. Request to approve the *second and final* reading and adoption of the updated Board Policy 3290 regarding Gifts, Grants, and Bequests, due to new legislation or mandated language and citation revisions – Don Beno
- Member Mahoney moved to approve, Member Stone seconded. Motion carried 5 (Ayes: Fernandez, Olson, Stone, Casillas, Mahoney): 0 (Nays): 2 (Absent: Riley, Elliott)*
16. Re-Adjourn to continue Closed Session was not necessary.
17. Re-Adjourning to continue Closed Session was not necessary – no actions to report. Adjournment: There being no further business before the Board, Board President Fernandez asked for a motion to adjourn.
- Member Olson moved to approve, Member Stone seconded. Motion carried 5 (Ayes: Fernandez, Olson, Stone, Casillas, Mahoney): 0 (Nays): 2 (Absent: Riley, Elliott)*
18. The meeting was adjourned at 7:27 p.m.

Submitted:

Approved:

Don Beno, Superintendent and
Secretary to the Board of Trustees

Alicia Fernandez, President, Board of Trustees

By: Jennifer Gaston, Recorder
End

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: April 9, 2019

Attachments: X

From: Bonnie Kauzlarich, Director of Personnel

Item Number: 10.2

Type of item: (Action, Consent Action or Information Only): _____ Consent Action _____

SUBJECT: MONTHLY PERSONNEL TRANSACTION REPORT

BACKGROUND:

STATUS:

PRESENTER:

Don Beno, Superintendent

OTHER PEOPLE WHO MIGHT BE PRESENT:

Staff

COST AND FUNDING SOURCES:

RECOMMENDATION:

That the Board approves the Monthly Personnel Transaction Report as submitted

Time allocated: 3 minutes

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: April 9, 2019 Attachments: X _____

From: Elizabeth Keema-Aston, Chief Business Officer Item Number: 10.3

Type of item: (Action, Consent Action or Information Only): _____ Consent _____

SUBJECT: Approve Monthly Expenditure Summary

BACKGROUND: The Staff prepares a report of expenditures for the preceding month.

STATUS:

PRESENTER: Elizabeth Keema-Aston, Chief Business Officer

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES:
Not Applicable

RECOMMENDATION:

That the Board approves

Time allocated: 3 minutes

Cutoff amount: \$1.00

Select vendors with 1099 flags: of any setting.

Select payments with 1099 flags: of any setting.

Input file: Unknown Updated:

Report prepared: Thu, Apr 04, 2019, 10:21 AM

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014840 3 D PLUMBING 751 LAUREL WAY RIO VISTA, CA 94571 (707) 628-9947	150.00	95892 DHW SERVICE	03/05/2019	19457399 PO-190587	150.00	N
014780 A & B CREATIVE TROPHIES 19 WEST 6TH ST ANTIOCH, CA 94509 (925) 778-1244	822.15	15644 RVHS PLAQUE	03/19/2019	19460500 PO-191051	822.15	N
003556 A-Z BUS SALES 3418 52ND STREET SACRAMENTO, CA 95823 (916) 391-1092	79.84	02P456372 TRANS SUPPLIES 02P456372 TRANS SUPPLIES 02P456372 TRANS SUPPLIES	03/12/2019 03/12/2019 03/12/2019	19459112 PV-190509 19459112 PV-190509 19459112 PV-190509	79.84 .28 .28-	N N N
012739 A. A. AND BOB ALLEN INC 2904 BEYER LANE STOCKTON, CA 95215-2099 (800) 509-3352	253.21	128646 DHS MOUND CLAY	03/19/2019	19460501 PO-190978	253.21	N
014898 AMTRAK GROUP SALES 7920 LINDBERGH DRIVE RIVERSIDE, CA 92508 (877) 872-2321	1,563.00	416C9A DHS AG FFA TRAVEL 416C9A DHS AG FFA TRAVEL 416C9A DHS AG FFA TRAVEL	03/07/2019 03/07/2019 03/07/2019	19458108 PO-191019 19458108 PO-191019 19458108 PO-191020	72.00 72.00 1,419.00	N N N
003580 APALIT, LIGAYA 614 W. TYLER ISLAND BRIDGE RD. ISLETON, CA 95641 (916) 777-5410	46.87	ISLE CONF REIMB	03/19/2019	19460523 TC-190234	46.87	N
014902 ASI PEAK ADVENTURES 6000 J STREET MS 6011	1,578.00	313105/313606 DHS AG STDNT LDR 313105/313606 DHS AG STDNT LDR	03/14/2019 03/14/2019	19459742 PO-191050 19459742 PO-191050	289.00 1,000.00	N N

SACRAMENTO, CA 95819

313105/313606 DHS AG STDNT LDR 03/14/2019 19459742 PO-191050

289.00 N

(916) 278-6321

N

Vendor Name/Address	Total	Description	Date	Warrant	Reference	Amount	1099
014367 BANK OF AMERICA PO BOX 15796 WILMINGTON, DE 19886-5710	6,638.83	DHS VEIRS CASMEC HOTEL	03/19/2019	19460502	PO-190590	192.96	N
		SP ED THARP MEMBERSHIP	03/19/2019	19460502	PO-190681	59.00	N
		BATES BATTERY BACK UP	03/19/2019	19460502	PO-190901	398.68	N
		RMS SUPPLIES	03/19/2019	19460502	PO-190913	116.00	N
(0) - 0 N		RMS SUPPLIES	03/19/2019	19460502	PO-190913	68.88	N
		RMS SUPPLIES	03/19/2019	19460502	PO-190913	7.42	N
		RMS SUPPLIES	03/19/2019	19460502	PO-190914	83.70	N
		RMS SUPPLIES	03/19/2019	19460502	PO-190914	125.58	N
		MAINT LAPTOP	03/19/2019	19460502	PO-190935	541.15	N
		SP ED SUPPLIES	03/19/2019	19460502	PO-190938	1.54	N
		SP ED SUPPLIES	03/19/2019	19460502	PO-190938	18.99	N
		SP ED SUPPLIES	03/19/2019	19460502	PO-190938	1.54	N
		SP ED SUPPLIES	03/19/2019	19460502	PO-190939	69.30	N
		RVHS WORKBOOKS	03/19/2019	19460502	PO-190941	67.13	N
		ED SV IXL CONF WRIGHT	03/19/2019	19460502	PO-190945	75.00	N
		F5 CAAEYC HOTEL	03/19/2019	19460502	PO-190953	894.56	N
		MAINT WATER HEATER	03/19/2019	19460502	PO-190955	162.65	N
		SP ED THARP AIRFARE	03/19/2019	19460502	PO-190961	187.96	N
		DHS NOVELS	03/19/2019	19460502	PO-190973	619.50	N
		RMS SMARTBOARD LAMP	03/19/2019	19460502	PO-190975	6.50	N
		RMS SMARTBOARD LAMP	03/19/2019	19460502	PO-190975	6.50	N
		RMS SMARTBOARD LAMP	03/19/2019	19460502	PO-190975	79.98	N
		ASP SHAMROCK RUN	03/19/2019	19460502	PO-190990	775.10	N
		RMS REPLACEMENT BULB	03/19/2019	19460502	PO-190991	6.50	N
		RMS REPLACEMENT BULB	03/19/2019	19460502	PO-190991	79.98	N
		RMS REPLACEMENT BULB	03/19/2019	19460502	PO-190991	6.50	N
		SP ED SUPPLIES	03/19/2019	19460502	PO-190992	82.52	N
		SP ED PRESCL SUPPLIES	03/19/2019	19460502	PO-190994	563.15	N
		CTEIG SUPPLIES	03/19/2019	19460502	PO-191009	143.57	N
		CTEIG SUPPLIES	03/19/2019	19460506	PO-191011	274.63	N
		CTEIG SUPPLIES	03/19/2019	19460506	PO-191011	88.88	N
		MAINT SUPPLIES	03/19/2019	19460502	PO-191012	292.01	N
		RVHS UPS BATTER RPLCMNT	03/19/2019	19460502	PO-191013	35.92	N
		ISLE SUPPLIES	03/19/2019	19460502	PO-191018	496.65	N
		RVHS ART SUPPLIES	03/19/2019	19460516	PV-190534	37.98	N
013874 BARRY'S MACHINE & SUPPLY PO BOX 458 COURTLAND, CA 95615	120.33	38150 MAINT SUPPLIES	03/12/2019	19459076	PO-190135	120.33	7
(916) 775-1426 Y BARRY MCCLAIN							

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014616 BECA 610 BERECUT DRIVE SUITE B SACRAMENTO, CA 95811 (916) 443-2479	1,632.75	42600/43172 SP ED PROF SERV	03/12/2019	19459113 PV-190510	1,632.75	N
012147 BECERRA, LUCIA P.O. BOX 64 RYDE, CA 95680 (0) - 0	277.31	ASP SUPPLIES ASP SUPPLIES ASP SUPPLIES ASP MILEAGE ASP MILEAGE ASP MILEAGE	03/05/2019 03/05/2019 03/05/2019 03/05/2019 03/05/2019 03/05/2019	19457400 PO-190688 19457400 PO-190688 19457400 PO-190688 19457427 TC-190213 19457427 TC-190213 19457427 TC-190213	6.58 6.58 6.57 85.86 85.86 85.86	N N N N N N
014284 BOOST CONFERENCE 1286 UNIVERSITY AVE #739 SAN DIEGO, CA 92103 (619) 232-6678	2,600.00	1735629479 ASP BOOS REGIST 1735629479 ASP BOOS REGIST 1735629479 ASP BOOS REGIST	03/19/2019 03/19/2019 03/19/2019	19460503 PO-191005 19460503 PO-191005 19460503 PO-191005	866.67 866.66 866.67	N N N
014905 BROWN, SUSAN 37675 COUNTY ROAD 144 CLARKSBURG, CA 95612 (0) - 0	101.95	MICHAEL/COPELAND LUNCH REIMB	03/19/2019	19460534 TC-190245	101.95	N
014614 BUCKMASTER 623 W. STADIUM LANE SACRAMENTO, CA 95834 (916) 923-0500	527.55	367885 CHS PRINTER SERV 368160 CMS PRINTER SUPPLIES 368124 DHS PRINTER SERV 368125 CMS SERV CONTRACT	03/05/2019 03/12/2019 03/12/2019 03/14/2019	19457401 PO-190878 19459088 PO-190290 19459088 PO-190878 19459752 PO-190288	71.62 71.62 288.44 95.87	N N N N
012497 BUSWEST 21107 CHICO STREET CARSON, CA 90745 (209) 531-3928	47.35	102011 TRANS SUPPLIES	03/12/2019	19459089 PO-190086	47.35	N
010825 CABE	575.00	PDS202218 ISLE CABE APALIT	03/07/2019	19458109 PO-190819	225.00	N

20888 AMAR ROAD
WALNUT, CA 91789

S21573 ISLE CBE CONF

03/12/2019 19459077 PO-190802

350.00 N

(626) 814-4441

N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
003681 CALIFORNIA AMERICAN WATER P.O. BOX 7150 PASADENA, CA 91109-7150 (888) 237-1333	601.27	ISLE WATER SERV	03/12/2019	19459114 PV-190511	601.27	N
012079 CALIFORNIA CLEAR BOTTLED P.O. BOX 981 14410 W.G. THORNTON RD WALNUT GROVE, CA 95690 (916) 776-1544	110.50	ZWA009 ASP DRINKING WATER ZMO002 MOKE WATER ZBA006 BATES WATER ZWA009 ASP DRINING WATER	03/05/2019 03/12/2019 03/12/2019 03/12/2019	19457402 PO-190690 19459090 PO-190367 19459090 PO-190510 19459090 PO-190690	10.25 44.25 27.25 28.75	7 7 7 7
013205 CALIFORNIA FFA PO BOX 460 GALT, CA 95632 (209) 744-1600	9,390.00	DHS AG STATE FFA CONF DHS AG STATE FFA CONF 10389 DHS AG REGISTR 10389 DHS AG REGISTR 10389 DHS AG REGISTR	03/05/2019 03/05/2019 03/07/2019 03/07/2019 03/07/2019	19457396 PO-190999 19457396 PO-190999 19458110 PO-190987 19458110 PO-190988 19458110 PO-190988	240.00 240.00 7,920.00 495.00 495.00	N N N N N
002344 CALIFORNIA LABORATORY SERVICES 3249 FITZGERALD ROAD RANCHO CORDOVA, CA 95742 (800) 638-7301	84.00	MAINT WATER TESTING	03/12/2019	19459115 PV-190512	84.00	N
012268 CALIFORNIA WASTE RECOVERY SYSTEMS 175 ENTERPRISE CT STE #A GALT, CA 95632-9047 (209) 369-6887	1,151.70	ISLE WASTE SERV	03/12/2019	19459116 PV-190513	1,151.70	N
010576 CAMACHO, REFUJIO 200 PRIMASING AVE P.O. BOX 553 COURTLAND, CA 95615 (0) - 0	83.52	WG MILEAGE	03/05/2019	19457428 TC-190214	83.52	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
011595 CAPITAL AUTISM SERVICES 6400 FREEPORT BLVD SACRAMENTO, CA 95822 (916) 427-2273	6,962.26	JAN 2019 NPS DUES 1742632 SP ED NPS DUES 1742633 SP ED NPS DUES 1742631 SP ED NPS DUES	03/07/2019 03/14/2019 03/14/2019 03/14/2019	19458115 PO-190416 19459753 PO-190416 19459753 PO-190416 19459753 PO-190416	254.39 1,947.98 2,481.95 2,277.94	N N N N
		N ADVANCE EDUCAT				
013175 CASAS 5151 MURPHY CANYON RD STE 220 SAN DIEGO, CA 92123-4339 (0) - 0	1,200.00	143724 WIND RIVER PRECIADO REG 148585 WIND RIV CASAS CASEY	03/07/2019 03/14/2019	19458114 PO-190661 19459749 PO-190787	600.00 600.00	N N
014547 CASEY, NICHOLAS 2318 Windy Springs LN BRENTWOOD, CA 94513 (0) - 0	466.22	DHW SUPPLIES DHW CONF REIMB DHW SUPPLIES	03/12/2019 03/12/2019 03/14/2019	19459091 PO-190209 19459137 TC-190226 19459754 PO-190209	64.96 381.56 19.70	N N N
014492 CATA PO BOX 186 GALT, CA 95632 (209) 744-1614	492.00	DHS AG CATA REGIST DHS AG CATA REGIST	03/07/2019 03/07/2019	19458111 PO-191021 19458111 PO-191021	246.00 246.00	N N
002616 CDT INC 250 N GOLDEN CIRCLE DRIVE SUITE 210 SANTA ANA, CA 92705 (562) 986-4200	233.00	46416 DOT DRUG TESTING	03/19/2019	19460517 PV-190535	233.00	N
003380 CENTRAL VALLEY WASTE SERVICE INC P.O. BOX 78251 PHOENIX, AZ 85062-8251 (0) - 0	2,286.61	MOKE WASTE SERV BATES WASTE SERV WG WASTE SERV TRANS WASTE SERV	03/12/2019 03/12/2019 03/12/2019 03/12/2019	19459117 PV-190514 19459117 PV-190514 19459117 PV-190514 19459117 PV-190514	76.88 1,202.97 878.59 128.17	N N N N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
013908 CIT TECHNOLOGY FINANCING SERVICES INC PO BOX 1638 LIVINGSTON, NJ 07039 (0) - 0 N	262.76	33165529 CMS XEROX LEASE	03/05/2019	19457403 PO-190362	262.76	N
000201 CITY OF ISLETON P.O. BOX 716 101 SECOND STREET ISLETON, CA 95641 (916) 777-7770 N	411.05	72281 ISLE SEWER	03/05/2019	19457404 PO-190246	411.05	N
014088 CLINE, SUZANNE 501 CALIFORNIA ST RIO VISTA, CA 94571 (0) - 0 N	46.33	ISLE PRE SCL SUPPLIES	03/19/2019	19460514 PO-190976	46.33	N
014215 CONTERRA ULTRA BROADBAND PO BOX 281357 ATLANTA, GA 30384-1357 (704) 936-1722 N	1,800.22	32176 DW NETWORK 32176 DW NETWORK	03/07/2019 03/07/2019	19458135 PV-190497 19458135 PV-190497	16,905.07 15,104.85-	N N
014906 COOPER, SHANE 1450 KINGSWOOD DR. #488 ROSEVILLE, CA 95678 (0) - 0 N	129.60	BATES CONF REIMB	03/19/2019	19460524 TC-190235	129.60	N
013798 CROWE LLP 320 E JEFFERSON BOULEVARD PO BOX 7 SOUTH BEND, IN 46624-0007 (0) - 0 Y	7,150.00	745-2216045 PROF SERVICES 745-2216045 PROF SERVICES 745-2216045 PROF SERVICES	03/12/2019 03/12/2019 03/12/2019	19459118 PV-190529 19459133 PV-190529 19459135 PV-190529	4,150.00 1,500.00 1,500.00	7 7 7

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
011153 D & S MARKETING SYSTEM INC 1205 38TH STREET BROOKLYN, NY 11218 () - N	883.58	A92025 RVHS EXAMS	03/07/2019	19458112 PO-190930	883.58	N
011516 D7 ROOFING SERVICES INC 2851 GOLD TAILINGS COURT RANCHO CORDOVA, CA 95670 (916) 447-2175 N	37,979.62	180148 RVHS ROOFING PROJECT 180147 DHS ROOFING PROJECT 180149 ISLE ROOF PROJECT 180150 WG ROOFING PROJECT	03/14/2019 03/14/2019 03/19/2019 03/19/2019	19459750 PO-190717 19459751 PO-190720 19460515 PO-190718 19460505 PO-190719	7,010.65 5,088.52 8,695.85 17,184.60	N N N N
013876 DATAPATH PO BOX 396009 SAN FRANCISCO, CA 94139 (888) 693-2827 N	17,348.11	141054 DO MONTHLY SERVICES 141054 DO MONTHLY SERVICES 141054 DO MONTHLY SERVICES 141054 DO MONTHLY SERVICES 141054 DO MONTHLY SERVICES 141054 DO MONTHLY SERVICES 141084 SO RACKSTATION SERVER 140916 GASTON LAPTOP 140364 CISCO CABLES/NETWORK MD	03/07/2019 03/07/2019 03/07/2019 03/07/2019 03/07/2019 03/07/2019 03/07/2019 03/12/2019 03/14/2019	19458116 PO-190202 19458116 PO-190202 19458116 PO-190202 19458116 PO-190202 19458116 PO-190202 19458134 PO-190202 19458116 PO-190875 19459078 PO-190947 19459743 PO-190866	111.50 2,229.67 8,361.08 111.50 111.50 223.00 540.00 2,450.71 3,209.15	N N N N N N N N N
013722 DE LAGE LANDEN PUBLIC FINANCE 1111 OLD EAGLE SCHOOL ROAD WAYNE, PA 19087 (800) 736-0220 N	1,468.17	62576380 WG PRINTER LEASE 62576401 F5 LEASE 62745190 BUS OFF SAVN LEASE 62721574 DO SAVIN LEASE 62721574 DO SAVIN LEASE 62804707 MOKE LEASE	03/05/2019 03/05/2019 03/19/2019 03/19/2019 03/19/2019 03/19/2019	19457405 PO-190190 19457405 PO-190272 19460507 PO-190039 19460507 PO-190040 19460507 PO-190040 19460507 PO-190371	167.01 80.81 176.51 469.36 200.00 374.48	N N N N N N
014896 DELTA AG BOOSTERS 52810 NETHERLANDS AVE CLARKSBURG, CA 95612 (0) - 0 N	200.00	DHS AG REIMB CONVENTION	03/05/2019	19457397 PO-190997	200.00	N
012807 DELTA ELEMENTARY CHARTER SCHOOL 36230 N SCHOOL ST CLARKSBURG, CA 95612	296,962.00	MARCH TAX IN LIEU 17/18	03/05/2019 03/05/2019	19457420 PV-190490 19457420 PV-190490	290,498.00 6,464.00	N N

(916) 995-1335

N



Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014825 DELUCCHI, ANNELYSE 6269 BIRDS LANDING RD BIRDS LANDING, CA 94512	19.54	BATES CONF REIMB	03/07/2019	19458148 TC-190222	19.54	N
(0) - 0						N
014067 DISCOVERY OFFICE SYSTEMS 1269 CORPORATE CENTER PARKWAY SANTA ROSA, CA 95407	108.50	55E1491934 WG SERV CONTRACT 55E1494723 BATES MAINT AGRMNT	03/05/2019 03/19/2019	19457406 PO-190260 19460508 PO-190372	31.70 76.80	N N
(707) 570-1000						N
012452 DOLK, HEATHER 311 CHARDONNAY WAY RIO VISTA, CA 94571	56.96	ISLE CONF REIMB	03/05/2019	19457429 TC-190215	56.96	N
(707) 374-4836						N
000116 DS WATERS OF AMERICA INCS 5660 NEW NORTHSIDE DRIVE SUITE 500 ATLANTA, GA 30328	125.81	5005834 DO DRINKING WATER	03/05/2019	19457419 PV-190489	125.81	N
(0) - 0						N DS WATERS OF A
010469 E.F. KLUDT & SONS INC P.O. BOX 166 LODI, CA 95241-0166	5,552.63	248179 TRANS FUEL 248453/248363 TRANS FUEL	03/07/2019 03/14/2019	19458117 PO-190035 19459755 PO-190035	1,458.44 4,094.19	N N
(0) - 0						N
013809 ESPERSON, CHRISTINA 178 EDGEWATER DRIVE RIO VISTA, CA 94571	399.54	DHW MILEAGE DHW CONF REIMB	03/12/2019 03/19/2019	19459138 TC-190227 19460525 TC-190236	127.60 271.94	N N
(0) - 0						N
014897 EVER WHITE	488.16	109182 CTEIG SUPPLIES	03/12/2019	19459079 PO-191010	39.66	N

1480 INDEPENDENCE AVE
HARTFORD, WI 53027

109182 CTEIG SUPPLIES
109182 CTEIG SUPPLIES

03/12/2019 19459079 PO-191010
03/12/2019 19459079 PO-191010

488.16 N
39.66- N

(800) 335-7319

N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
011339 FRONTIER COMMUNICATIONS CORPORATION THREE HIGH RIDGE PARK STAMFORD, CT 06905	3,424.55	707-374-6645 RVHS LD	03/12/2019	19459119 PV-190515	228.82	N
		RVHS	03/12/2019	19459119 PV-190516	222.89	N
		MAINT	03/12/2019	19459119 PV-190516	38.19	N
		MAINT	03/12/2019	19459119 PV-190516	96.13	N
		MAINT	03/12/2019	19459119 PV-190516	40.39	N
(0) - 0 N		RMS	03/12/2019	19459119 PV-190516	111.15	N
		RVHS	03/12/2019	19459119 PV-190516	150.46	N
		ALARM N TRANS	03/12/2019	19459119 PV-190516	49.93	N
		ALARM BATES	03/12/2019	19459119 PV-190516	64.70	N
		DO	03/12/2019	19459119 PV-190516	874.53	N
		ALARM DHW	03/12/2019	19459119 PV-190516	121.69	N
		DO	03/12/2019	19459119 PV-190516	143.79	N
		ISLE	03/12/2019	19459119 PV-190516	140.34	N
		TRANS	03/12/2019	19459119 PV-190516	45.21	N
		RMS	03/12/2019	19459119 PV-190516	75.78	N
		WG	03/12/2019	19459119 PV-190516	71.34	N
		ALARM WG	03/12/2019	19459119 PV-190516	83.39	N
		ALARM ISLE	03/12/2019	19459119 PV-190516	64.70	N
		CMS	03/12/2019	19459119 PV-190516	43.73	N
		ISLE	03/12/2019	19459119 PV-190516	109.52	N
		ALARM RVHS	03/12/2019	19459119 PV-190516	121.69	N
		ALARM MOKE	03/12/2019	19459119 PV-190516	64.70	N
		DO	03/12/2019	19459119 PV-190516	214.59	N
		ALARM CMS	03/12/2019	19459119 PV-190516	64.70	N
		ALARM MOKE	03/12/2019	19459119 PV-190516	121.69	N
		TRAMS	03/12/2019	19459119 PV-190516	60.50	N
012058 GALT JOINT UNION ELEMENTARY ATTN: ACCT RECEIVABLE 1018 C STREET SUITE 210 GALT, CA 95632	12,306.13	190277 SP ED PARA EDUCATORS	03/14/2019	19459756 PO-190351	12,306.13	N
() - N						
014828 GASTON, KEN 329 SACRAMENTO STREET RIO VISTA, CA 94571	494.68	MAINT SUPPLIES	03/05/2019	19457407 PO-190929	109.22	N
		MAINT SUPPLIES	03/19/2019	19460509 PO-190929	385.46	N
(0) - 0 N						

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014234 GIRARD EDWARDS STEVENS & TUCKER LLP., ATTORNEYS AT LAW 8801 FOLSOM BLVD STE 285 SACRAMENTO, CA 95826 (916) 706-1255	5,430.00	1816 ATTY FEES 1816 ATTY FEES	03/12/2019 03/12/2019	19459120 PV-190531 19459120 PV-190531	2,640.00 2,790.00	Y Y
003598 GRAINGER 3691 INDUSTRIAL BLVD WEST SACRAMENTO, CA 95691-3479 (916) 372-7800	21.75	9077365519 MAINT SUPPLIES	03/12/2019	19459092 PO-190143	21.75	N
		N W.W. GRAINGER				
012617 GUGGEMOS, WILLIAM 78 BRUNING AVENUE RIO VISTA, CA 94571 () -	51.16	ISLE MILEAGE	03/05/2019	19457430 TC-190216	51.16	N
		N				
014868 HALL, SARA PO BOX 9586 TRUCKEE, CA 96162 (916) 640-3533	3,000.00	AP ED ASSESSMENT 2/19	03/07/2019	19458118 PO-190822	3,000.00	Y
		Y				
014500 HAND IN HAND THERAPEUTICS 214 ELMWOOD AVE MODESTO, CA 95354 (209) 604-8533	1,200.00	SP ED OCC THERAPY W/E 2/27	03/07/2019	19458119 PO-190342	1,200.00	Y
		Y WAYNE STEVENSO				
013546 HARCOURT OUTLINES INC. 7765 S. 175 W PO BOX 128 MILROY, IN 46156 (800) 428-6581	166.85	22225 BATES SUPPLIES	03/14/2019	19459744 PO-191014	166.85	N
		N				

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
003538 HOME DEPOT CREDIT SERVICES DEPT 32-2500439736 P.O. BOX 78047 PHOENIX, AZ 85062-8047	956.07	MAINT SUPPLIES DHS AG SUPPLIES DHS AG SUPPLIES	03/12/2019 03/12/2019 03/12/2019	19459093 PO-190144 19459093 PO-190456 19459093 PO-190456	549.62 203.22 203.23	N N N
(0) - 0						N
011917 INDOFF 11816 LACKLAND AVENUE ST. LOUIS, MO 63146-4206 (707) 374-4037	1,022.12	3217374 RVHS SUPPLIES 3217916 CMS BUSINESS CARDS 3201288 RVHS SUPPLIES 3216403 RVHS SUPPLIES 3205216 ISLE PRE SCL SUPPLIES 3221275 ISLE SUPPLIES	03/05/2019 03/05/2019 03/07/2019 03/12/2019 03/14/2019 03/14/2019	19457408 PO-190064 19457398 PO-190954 19458120 PO-190876 19459094 PO-190064 19459763 PO-190729 19459745 PO-190748	104.83 186.62 147.76 107.97 98.73 376.21	N N N N N N
000107 INLAND BUSINESS SYSTEMS 1500 NO. MARKET SACRAMENTO, CA 95834-1912 (916) 928-0770	203.88	IN321215 RVHS MAINT AGRMNT IN321215 RVHS MAINT AGRMNT	03/07/2019 03/07/2019	19458121 PO-190063 19458121 PO-190063	101.94 101.94	N N
013919 JACOBSEN WEST 1170 NATIONAL DRIVE SUITE 20 SACRAMENTO, CA 95834 (916) 419-2000	223.88	91717712 MAINT SUPPLIES	03/07/2019	19458136 PV-190499	223.88	N
						N TEXTRON INC
014682 JONES, ZAIDA 10267 CROYDON WAY RANCHO CORDOVA, CA 95670 (0) - 0	105.68	SP ED MILEAGE	03/12/2019	19459139 TC-190228	105.68	N
014869 JOSEPHS LAWMOWER 1551 OAK PARK BLVD PLEASANT HILL, CA 94523 (925) 935-7240	2,205.25	203209/204540 MAINT SUPPLIES	03/12/2019	19459080 PO-190827	2,205.25	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
013551 KITCHENS, JENNIFER PO BOX 192 RYDE, CA 95680	24.77	ED SV SUPPLIES	03/05/2019	19457431 TC-190217	24.77	N
(0) - 0						N
011311 LA RUE COMMUNICATIONS 521 E. MINER AVE STOCKTON, CA 95202	330.00	6019 TRANS SERVICES	03/05/2019	19457409 PO-190097	330.00	7
(209) 463-1900		Y LA RUE, KNOX J				
000203 LAKESHORE LEARNING MATERIALS 2695 E DOMINGUEZ STREET CARSON, CA 90895	1,312.81	4887960119 ASP SUPPLIES 1196970319 ASP SUPPLIES 1196940319 ASP SUPPLIES 1196960319 ASP SUPPLIES 1196950319 ASP SUPPLIES 1259500319 SP ED PRESCL SUPPLI	03/05/2019 03/19/2019 03/19/2019 03/19/2019 03/19/2019 03/19/2019	19457410 PO-190528 19460504 PO-190528 19460504 PO-190528 19460504 PO-190529 19460504 PO-190530 19460504 PO-191017	55.75 92.62 205.28 205.13 145.85 608.18	N N N N N N
(800) 424-4772						N
012149 LARIOS, MARIA 12801 RIVER ROAD COURTLAND, CA 95615	77.27	F5 MILEAGE	03/14/2019	19459767 TC-190230	77.27	N
(0) - 0						N
014899 LEONARD, DANIELLE PO BOX 283 COURTLAND, CA 95615	51.30	CAFE REIMB STELLANI	03/07/2019	19458145 PV-190508	51.30	N
(0) - 0						N
000548 LIRAS SUPERMARKET 609 HWY 12 RIO VISTA, CA 94571	788.41	#175 DHW SUPPLIES #135 SUPPLIES #55 RVHS CULINARY SUPPLIES #55 RVHS SUPPLIES	03/12/2019 03/12/2019 03/14/2019 03/14/2019	19459095 PO-190236 19459121 PV-190517 19459757 PO-190516 19459757 PO-190775	11.37 378.85 156.86 241.33	N N N N
(707) 374-5399						N
013206 LOWE'S	1,278.16	MAINT SUPPLIES	03/12/2019	19459096 PO-190148	1,088.41	N

8369 POWER INN ROAD
ELK GROVE, CA 95624-3464

RVHS SUPPLIES

03/12/2019 19459096 PO-190798

189.75 N

(866) 232-7443

N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014891 LUMOS LEARNING PO BOX 1575 PISCATAWAY, NJ 08855 (732) 384-0146	2,378.05	1566 RVHS SUPPLIES	03/14/2019	19459746 PO-190974	2,378.05	N
000711 LYMAN PARTS DEPOT 14301 RAILROAD AVE WALNUT GROVE, CA 95690- (916) 776-1744	1,389.69	13112 MAINT SUPPLIES	03/12/2019	19459081 PO-190149	1,389.69	N
014144 MARTINEZ, SANDRA PO BOX 298 ISLETON, CA 95641 (0) - 0	355.11	F5 SUPPLIES F5 MILEAGE	03/05/2019 03/05/2019	19457411 PO-190265 19457432 TC-190218	36.11 319.00	N N
014819 MAVERICK NETWORKS INC. 7060 KOLL CENTER PKWY#306 PLEASANTON, CA 94566 (925) 931-1900	110.00	1900289 PHONE REPAIRS	03/07/2019	19458137 PV-190500	110.00	N
014811 MCCARTY, HANOCH 12970 SELF ESTEEM LANE GALT, CA 95632 (209) 601-2940	1,089.97	3015 SP ED ASST TECH SERV	03/19/2019	19460510 PO-190907	1,089.97	Y
014107 MCCARTY, MELADEE 12970 SELF-ESTEEM LANE GALT, CA 95632 (209) 601-2940	360.00	SP ED PROF SERVICES	03/07/2019	19458122 PO-190325	360.00	Y
011865 MONTGOMERY, MARSHA 12 HILL COURT	426.05	RVHS CULINARY SUPPLIES	03/12/2019	19459097 PO-190515	426.05	N

RIO VISTA, CA 94571

(0) - 0 N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
012179 MURPHY, KENDALL 135 EDGEWATER DRIVE RIO VISTA, CA 94571	47.56	WG CONF REIMB	03/19/2019	19460526 TC-190237	47.56	N
(0) - 0						N
013877 NORRIS, CARRIE 4833 STEPPE COURT ELK GROVE, CA 95757	82.46	WG SUPPLIES WG SUPPLIES	03/07/2019 03/07/2019	19458123 PO-190262 19458123 PO-190262	41.23 41.23	N N
(0) - 0						N
014016 O'REILLY AUTO PARTS 233 S PATTERSON SPRINGFIELD, MO 65802	1,243.20	23100 TRANS SUPPLIES 23100 TRANS SUPPLIES	03/07/2019 03/14/2019	19458124 PO-190100 19459758 PO-190100	1,001.54 241.66	N N
(0) - 0						N O'REILLY AUTOM
000193 OILWELL MATERIALS & HARDWARE CO INC 506 STATE HIGHWAY 12 RIO VISTA, CA 94571	620.01	676 MAINT SUPPLIES 1608 RVHS AG SUPPLIES 1608 RVHS AG SUPPLIES #822 RVHS SUPPLIES	03/07/2019 03/07/2019 03/07/2019 03/12/2019	19458125 PO-190151 19458125 PO-190607 19458125 PO-190607 19459098 PO-190061	409.75 92.49 92.49 25.28	N N N N
(0) - 0						N
003335 OWENS, SHIRLEY P.O. BOX 172 ISLETON, CA 95641	63.00	TRANS DMV FEES	03/05/2019	19457433 TC-190219	63.00	N
(0) - 0						N
014465 PARKER & COVERT LAW OFFICE 17862 EAST SEVENTEENTH ST#204 EAST BUILDING TUSTIN, CA 92780	1,050.00	70620 ATTY FEES 70620 ATTY FEES 70620 ATTY FEES	03/14/2019 03/14/2019 03/14/2019	19459764 PV-190532 19459764 PV-190532 19459766 PV-190532	400.00 400.00 250.00	Y Y Y
(714) 573-0900						Y PARKER & COVE

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
013692 PATIN, ANGELA 633 MADERE WAY RIO VISTA, CA 94571 (0) - 0 N	67.28	ISLE MILEAGE	03/12/2019	19459140 TC-190229	67.28	N
014392 PAULS, HOLLY PO BOX 511 WALNUT GROVE, CA 95690 (916) 776-1215 N	34.22	WG CONF REIMB	03/19/2019	19460527 TC-190238	34.22	N
013895 PEARSON CLINICAL ASSESSMENT ORDERING PO BOX 599700 SAN ANTONIO, TX 78259 (800) 627-7271 N	99.09	4025759351 ED SV BOOKS 4025759351 ED SV BOOKS 4025759351 ED SV BOOKS	03/19/2019 03/19/2019 03/19/2019	19460518 PV-190536 19460518 PV-190536 19460518 PV-190536	8.05- 99.09 8.05	N N N
013086 PEARSON EDUCATION INC 501 BOLYSTON STREET SUITE 900 BOSTON, MA 02116 (800) 848-9500 N	157.47	4025754559 ED SV BOOKS	03/12/2019	19459082 PO-190989	157.47	N
014310 PEREZ, GABINO 7904 HARTWICK WAY SACRAMENTO, CA 95828 (0) - 0 N	216.96	WG CONF REIMB	03/19/2019	19460528 TC-190239	216.96	N
003270 PG&E 685 EMBARCADERO DRIVE SACRAMENTO, CA 95605 (0) - 0 N	28,599.18	RADIO RIO ELECT GARAGE SHOP DO LIFT PUMP N.NETH DO	03/05/2019 03/07/2019 03/07/2019 03/07/2019 03/07/2019 03/07/2019 03/07/2019	19457421 PV-190491 19458139 PV-190501 19458139 PV-190501 19458139 PV-190501 19458139 PV-190501 19458139 PV-190501 19458139 PV-190501	27.18 242.23 65.71 58.49 9.86 40.70 910.75	N N N N N N N

CMS	03/07/2019	19458139	PV-190501	1,444.22	N
RMS	03/07/2019	19458139	PV-190501	2,233.01	N
DHW	03/07/2019	19458139	PV-190501	3,987.77	N
DHW	03/07/2019	19458139	PV-190501	400.46	N
GARAGE	03/07/2019	19458139	PV-190501	21.62	N
ISLE	03/07/2019	19458139	PV-190501	2,323.50	N
DHS	03/07/2019	19458139	PV-190501	3,707.53	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
003270 PG&E (Continued...)		DHS FIELD LTS	03/07/2019	19458139 PV-190501	1,353.97	N
		DHS GYM	03/07/2019	19458139 PV-190501	3,574.55	N
		DHS LTS	03/07/2019	19458139 PV-190501	31.82	N
		DHS LTS	03/07/2019	19458139 PV-190501	11.48	N
		DHS LTS	03/07/2019	19458139 PV-190501	20.35	N
		RVHS	03/07/2019	19458139 PV-190501	402.97	N
		RVHS	03/07/2019	19458139 PV-190501	7,705.41	N
		DHW ELECT	03/12/2019	19459123 PV-190518	25.60	N
013458 PITNEY BOWES INC 1 ELMCROFT ROAD STAMFORD, CT 06926-0700 (800) 228-1071	370.12	3102948499 POSTAGE MACHINE LS	03/05/2019	19457412 PO-190038	370.12	N
						N
014420 PIZZA FACTORY WALNUT GROVE 14127 RIVER ROAD WALNUT GROVE, CA 95690 (0) - 0	141.72	ED SV SUPPLIES	03/07/2019	19458126 PO-191004	141.72	N
						N
013554 POINT QUEST 6600 44TH STREET SACRAMENTO, CA 95823 (916) 422-0571	22,213.74	31824 SP ED NPS DUES	03/07/2019	19458127 PO-190349	357.50	N
		31779 SP ED NPS DUES	03/07/2019	19458127 PO-190349	7,090.92	N
		31757 SP ED NPS DUES	03/07/2019	19458127 PO-190349	3,025.32	N
		31816 SP ED NPS DUES	03/07/2019	19458127 PO-190349	600.00	N
		437 SP ED INST ASSISTS	03/12/2019	19459083 PO-190348	11,140.00	N
012857 PRISTINE REHAB CARE 706 N. DIAMOND BAR BLVD STE #B DIAMOND BAR, CA 91765 (317) 371-3866	19,699.52	6006/6007/5992 SP ED SPCH THER	03/07/2019	19458128 PO-190058	19,699.52	7
						Y
014859 RIO VISTA BAKERY & CAFE 150 MAIN STREET RIO VISTA, CA 94571 (707) 374-3844	32.47	RVHS SUPPLIES	03/12/2019	19459099 PO-190760	32.47	N
						N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
002751 RIO VISTA FORD 1010 STATE HWY 12 RIO VISTA, CA 94571	105.05	4094 TRANS SUPPLIES	03/12/2019	19459100 PO-190103	105.05	N
(0) - 0						N
010239 RIO VISTA SANITATION P.O. BOX 607 RIO VISTA, CA 94571-0607	2,950.35	DO WASTE SERV DHW WASTE SERV RVHS WASTE SERV	03/07/2019 03/12/2019 03/12/2019	19458138 PV-190502 19459122 PV-190519 19459122 PV-190519	118.88 2,193.30 638.17	N N N
(0) - 0						N
010846 RIOS, ESMERALDA 5075 RYER ROAD EAST WALNUT GROVE, CA 95690	37.93	WG MILEAGE	03/14/2019	19459768 TC-190231	37.93	N
(0) - 0						N
000729 RIVER NEWS HERALD 21 S FRONT STREET RIO VISTA, CA 94571	26.00	6-7563 HR ADVERTISING	03/07/2019	19458140 PV-190503	26.00	N
(0) - 0						N GIBSON PUBLICA
010670 RIVERVIEW-INTERNATIONAL TRUCKS 2445 EVERGREEN AVE P.O. BOX 716 WEST SACRAMENTO, CA 95691	4,502.91	6167 TRANS SUPPIES	03/07/2019	19458129 PO-190104	4,502.91	7
() -						Y
014206 RODRIGUEZ, JENNIFER 110 JANWOOD CT FOLSOM, CA 95630	58.88	CMS SUPPLIES	03/05/2019	19457413 PO-190602	58.88	N
(916) 833-7401						N
013541 ROYS-MINEISHI, KRISTINA	145.99	MIG ED SUPPLIES	03/14/2019	19459759 PO-190925	145.99	N

9870 SPRING VIEW WAY
ELK GROVE, CA 95757

(0) - 0 N

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014510 RSD TOTAL CONTROL 10170 CROYDON WAY SACRAMENTO, CA 95827 (916) 369-0203 N	444.51	37300 MAINT SUPPLIES	03/12/2019	19459101 PO-190155	444.51	N
000119 S & W TIRE SERVICE INC P.O. BOX 377 14400 THORNTON ROAD WALNUT GROVE, CA 95690 (916) 776-1717 N	259.72	1-16468 MAINT TIRES	03/12/2019	19459103 PO-190694	259.72	N
012449 S AND S WORLDWIDE 75 MILL STREET COLCHESTER, CT 06415 (800) 288-9941 N	227.12	100028849 ASP SUPPLIES 100035334 ASP SUPPLIES 100019221 ASP SUPPLIES 100029130 ASP SUPPLIES	03/12/2019 03/12/2019 03/12/2019 03/12/2019	19459102 PO-190525 19459102 PO-190525 19459102 PO-190526 19459102 PO-190527	128.10 14.64 1.33 83.05	N N N N
000095 S M U D P.O. BOX 15555 SACRAMENTO, CA 95852 (0) - 0 N	11,140.73	BATES ELECT WG WG TRANS TRANS BATES WG WG BATES	03/07/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019	19458141 PV-190505 19459124 PV-190523 19459124 PV-190523 19459124 PV-190523 19459124 PV-190523 19459124 PV-190523 19459124 PV-190523 19459124 PV-190523 19459124 PV-190523	28.36 4,440.64 20.30 13.55 134.63 681.48 27.11 693.62 5,101.04	N N N N N N N N N
012225 SACRAMENTO COUNTY COUNTY OF SACRAMENTO 700 H STREET ROOM 1710 SACRAMENTO, CA 95814 (916) 874-8250 N	3,274.25	FISCAL AGENT FEES 18/19 QTR 2 FISCAL AGENT FEES 18/19 QTR 2 FISCAL AGENT FEES 18/19 QTR 2 FISCAL AGENT FEES 18/19 QTR 2 FISCAL AGENT FEES 18/19 QTR 2	03/07/2019 03/07/2019 03/07/2019 03/07/2019 03/07/2019	19458146 PV-190498 19458146 PV-190498 19458147 PV-190498 19458147 PV-190498 19458147 PV-190498	654.85 654.85 654.85 654.85 654.85	N N N N N
011241 SANCHEZ, ROBERT 914 VIRGINIA DRIVE RIO VISTA, CA 94571	7.88	STALEDATE #99418246	03/19/2019	19460529 TC-190240	7.88	N

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014903 SAWUSCH, KIMBERLY 3924 HENDERSON WAY CARMICHAEL, CA 95608	6.98	ISLE CONF REIMB	03/14/2019	19459769 TC-190232	6.98	N
(0) - 0						N
003318 SCHOOL SPECIALTY INC W6316 DESIGN DRIVE GREENVILLE, WI 54942	180.07	308103263870 CMS SUPPLIES 208122468453 MOKE SUPPLIES	03/07/2019 03/12/2019	19458130 PO-190289 19459104 PO-190368	98.84 81.23	N N
(0) - 0						N
000316 SCHOOLS INSURANCE AUTHORITY P.O. BOX 276710 SACRAMENTO, CA 95827-6710	171,591.50	ALL PROPERTY PROGRAM OTHER VEHICLES LIABILITY WORKERS COMP BUSES LIABILITY EAP 032019.13 EAP PROGRAM EAP 032019.13 EAP PROGRAM	03/05/2019 03/05/2019 03/05/2019 03/05/2019 03/12/2019 03/12/2019	19457422 PV-190492 19457422 PV-190492 19457422 PV-190492 19457422 PV-190492 19459125 PV-190525 19459125 PV-190525	27,855.50 14,862.30 108,455.00 19,701.20 365.93 351.57	N N N N N N
(0) - 0						N
013193 SCOE P.O. BOX 269003 10474 MATHER BLVD SACRAMENTO, CA 95826	1,308.60	191191 WG AVID FEE 191609 BUS OFF ENVELOPES 191978 ED SV WRIGHT WORKSHOP 191765 RVHS ACADEMIC DECATHALO	03/12/2019 03/12/2019 03/12/2019 03/14/2019	19459084 PO-190656 19459084 PO-190821 19459084 PO-190884 19459747 PO-191024	675.00 258.60 125.00 250.00	N N N N
(0) - 0						N
014450 SCOTT TECHNOLOGY GROUP 1143 N. MARKET BLVD STE #7 SACRAMENTO, CA 95834	945.89	92611/98649 WG PRINTER CHARGES 94915/98648 F5 PRINTER CHARGES DO PRINTER CHRGS DO PRINTER CHRGS DO PRINTER CHRGS DO PRINTER CHRGS DO PRINTER CHRGS DO PRINTER CHRGS DO PRINTER CHRGS DO PRINTER CHRGS DO PRINTER CHRGS DO PRINTER CHRGS DO PRINTER CHRGS	03/05/2019 03/05/2019 03/19/2019 03/19/2019 03/19/2019 03/19/2019 03/19/2019 03/19/2019 03/19/2019 03/19/2019 03/19/2019 03/19/2019 03/19/2019	19457418 PO-190191 19457418 PO-190271 19460521 PV-190539 19460521 PV-190539 19460521 PV-190539 19460521 PV-190539 19460521 PV-190539 19460521 PV-190539 19460521 PV-190539 19460521 PV-190539 19460521 PV-190539 19460521 PV-190539	118.16 162.78 63.67 85.00 33.25 .27 .01 273.40 21.33 49.76 27.15 41.31 69.80	N N N N N N N N N N N N N
(916) 913-6191		N WIZIX TECHNOLO				

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
013891 SENTINEL FIRE EQUIPMENT CO INC 5702 BROADWAY SACRAMENTO, CA 95820 (916) 455-5630 N	1,434.00	82020 BATES FIRE EXT CHECK 82016 RMS FIRE EXT CHECK 82016 RMS FIRE EXT CHECK 82016 RMS FIRE EXT CHECK 82021 MAINT FIRE EXT CHECK 82021 MAINT FIRE EXT CHECK 82021 MAINT FIRE EXT CHECK 82015 DHW FIRE EXT CHECK 82015 DHW FIRE EXT CHECK 82020 BATES FIRE EXT CHECK 82018 CMS FIRE EXT CHECK 82018 CMS FIRE EXT CHECK 82020 BATES FIRE EXT CHECK 82018 CMS FIRE EXT CHECK 82015 DHW FIRE EXT CHECK 81960/82013/82014 TRANS EXT CH 81960/82013/82014 TRANS EXT CH 81960/82013/82014 TRANS EXT CH	03/05/2019 03/05/2019 03/05/2019 03/05/2019 03/05/2019 03/05/2019 03/05/2019 03/05/2019 03/05/2019 03/05/2019 03/05/2019 03/05/2019 03/05/2019 03/05/2019 03/05/2019 03/07/2019 03/07/2019 03/07/2019	19457414 PO-190156 19457414 PO-190156 19457414 PO-190156 19457414 PO-190156 19457414 PO-190156 19457414 PO-190156 19457414 PO-190156 19457414 PO-190156 19457414 PO-190156 19457414 PO-190156 19457414 PO-190156 19457414 PO-190156 19457414 PO-190156 19457414 PO-190156 19458131 PO-190108 19458131 PO-190108 19458131 PO-190108	2.49 N 3.99- N 310.00 N 3.99 N 42.00 N .54- N .54 N 3.94- N 3.94 N 2.49- N 85.00 N 1.09- N 193.00 N 1.09 N 306.00 N 6.41- N 498.00 N 6.41 N	
013480 SHELDON GAS COMPANY 1 HARBOR CENTER # 310 SUISUN CITY, CA 94585 (707) 425-2951 N	932.52	98902 MOKE PROPANE 98902 MOKE PROPANE 98902 MOKE PROPANE 98991 WG PROPANE 98991 WG PROPANE 98991 WG PROPANE	03/12/2019 03/12/2019 03/12/2019 03/19/2019 03/19/2019 03/19/2019	19459126 PV-190524 19459126 PV-190524 19459126 PV-190524 19460519 PV-190537 19460519 PV-190537 19460519 PV-190537	1.23 N 353.16 N 1.23- N 2.02 N 2.02- N 579.36 N	
014524 SHRED IT PO BOX 101007 PASADENA, CA 91189-1007 (0) - 0 N	121.06	8126697517 SHREDDING	03/05/2019	19457423 PV-190493	121.06 N	
000055 SIA DELTA DENTAL P.O. BOX 276710 SACRAMENTO, CA 95827-6710 (0) - 0 N	3,610.60	MARCH 2019 PREMIUMS MARCH 2019 PREMIUMS	03/07/2019 03/07/2019	19458142 PV-190504 19458142 PV-190504	2,478.98 N 1,131.62 N	
000056 SIA VISION SERVICE P.O. BOX 276710	634.48	MARCH 2019 PREMIUMS MARCH 2019 PREMIUMS	03/12/2019 03/12/2019	19459127 PV-190522 19459127 PV-190522	288.40 N 317.24 N	

SACRAMENTO, CA 95827-6710

MARCH 2019 PREMIUMS

03/12/2019 19459127 PV-190522

28.84 N

(0) - 0 N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
003512 SILVA, SHARON 101 SOUTH FRONT ST. #28 RIO VISTA, CA 94571	7.88	BUS OFF MAA POSTAGE	03/19/2019	19460530 TC-190241	7.88	N
(0) - 0						N
014454 SINGH, PRITIKA 212 WEST HWY 220 RYDE, CA 95680	584.64	PARENT TRANSP	03/05/2019	19457434 TC-190220	584.64	N
(916) 491-0657						N
014400 SLAGLE, ANTONIA 2310 CORK CIRCLE SACRAMENTO, CA 95822	254.77	ISLE SUPPLIES	03/12/2019	19459085 PO-190561	15.00	N
		ISLE SUPPLIES	03/12/2019	19459085 PO-190922	87.36	N
		ISLE SUPPLIES	03/19/2019	19460511 PO-190536	35.22	N
		ISLE SUPPLIES	03/19/2019	19460511 PO-190921	55.00	N
		ISLE SUPPLIES	03/19/2019	19460511 PO-191053	62.19	N
(0) - 0						N
012084 SODEXO INC & AFFILIATES DEPT. 43283 LOS ANGELES, CA 90088-3283	34,516.27	CAFE JAN 2019 MEALS	03/12/2019	19459132 PV-190530	27,809.75	N
		CAFE JAN 2019 MEALS	03/12/2019	19459132 PV-190530	6,706.52	N
(0) - 0						N
012628 SOLANO COUNTY OFFICE OF EDUCATION 5100 BUSINESS CENTER DRIVE FAIRFIELD, CA 94534	874.13	19-01716 TUPE GRANT	03/07/2019	19458143 PV-190506	874.13	N
(707) 399-4415						N
011563 SPEARS, SHANAN 2436 MORaine CIRCLE RANCHO CORDOVA, CA 95670	50.59	DHS AG SUPPLIES	03/07/2019	19458132 PO-190458	25.29	N
		DHS AG SUPPLIES	03/07/2019	19458132 PO-190458	25.30	N
(916) 744-1011						N
013858 SPURR	7,393.76	TRANS	03/19/2019	19460520 PV-190538	280.05	N

1850 GATEWAY BOULEVARD
CONCORD, CA 94520

(888) 400-2155

N

ISLE	03/19/2019	19460520	PV-190538	1,582.21	N
ISLE	03/19/2019	19460520	PV-190538	17.53	N
RMS	03/19/2019	19460520	PV-190538	783.31	N
DHS	03/19/2019	19460520	PV-190538	1,893.92	N
DHW	03/19/2019	19460520	PV-190538	645.30	N
DO	03/19/2019	19460520	PV-190538	171.79	N
STORAGE-PREPAID GAS	03/19/2019	19460520	PV-190538	701.99-	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099

013858 SPURR (Continued...)		RVHS	03/19/2019	19460520 PV-190538	2,408.62	N
		CMS CAFE	03/19/2019	19460522 PV-190538	313.02	N

013526 STANISLAUS COUNTY OFFICE OF ED	255.00	191250 WG MURPHY CONF	03/12/2019	19459086 PO-190664	95.00	N
ATTN: INTERNAL ACCOUNTING		191534 WG ETC CONF	03/12/2019	19459086 PO-190817	160.00	N
1100 H STREET						
MODESTO, CA 95354						
(209) 238-1935	N					

014069 STAPLES ADVANTAGE	2,312.22	3405746301 SP ED SUPPLIES	03/07/2019	19458113 PO-190041	120.33	N
500 STAPLES DRIVE		3404544775 F5 SUPPLIES	03/12/2019	19459105 PO-190270	.04	N
FRAMINGHAM, MA 01702		3404544774 F5 SUPPLIES	03/12/2019	19459105 PO-190270	.06	N
		3404696017 F5 SUPPLIES	03/12/2019	19459105 PO-190270	.09	N
(0) - 0	N	3404696017 F5 SUPPLIES	03/12/2019	19459105 PO-190270	.09	N
		3405089915 F5 SUPPLIES	03/12/2019	19459105 PO-190270	.16	N
		3404696017 F5 SUPPLIES	03/12/2019	19459105 PO-190270	24.55	N
		3405089915 F5 SUPPLIES	03/12/2019	19459105 PO-190270	45.45	N
		3404544774 F5 SUPPLIES	03/12/2019	19459105 PO-190270	.06	N
		3404544775 F5 SUPPLIES	03/12/2019	19459105 PO-190270	12.65	N
		3404544775 F5 SUPPLIES	03/12/2019	19459105 PO-190270	.04	N
		3405089915 F5 SUPPLIES	03/12/2019	19459105 PO-190270	.16	N
		3404544774 F5 SUPPLIES	03/12/2019	19459105 PO-190270	18.09	N
		3399651087 ASP SUPPLIES	03/12/2019	19459105 PO-190519	.03	N
		3399651087 ASP SUPPLIES	03/12/2019	19459105 PO-190519	9.85	N
		3399651087 ASP SUPPLIES	03/12/2019	19459105 PO-190519	.03	N
		3404921710 MIG ED SUPPLIES	03/12/2019	19459087 PO-190894	70.42	N
		3407516887 CBO SUPPLIES	03/14/2019	19459760 PO-190117	51.20	N
		3407516889 WIND RIVER SUPPLIES	03/14/2019	19459762 PO-190408	.14	N
		3407516889 WIND RIVER SUPPLIES	03/14/2019	19459762 PO-190408	40.83	N
		3407516889 WIND RIVER SUPPLIES	03/14/2019	19459762 PO-190408	.14	N
		3407516888 WIND RIVER SUPPLIES	03/14/2019	19459762 PO-190408	165.81	N
		3407736736 WG COPY PAPER	03/14/2019	19459748 PO-190981	1,539.10	N
		3407736736 WG COPY PAPER	03/14/2019	19459748 PO-190981	5.36	N
		3407736736 WG COPY PAPER	03/14/2019	19459748 PO-190981	5.36	N
		3407967272 DHW SUPPLIES	03/19/2019	19460512 PO-190226	15.51	N
		3407902601 ASP SUPPLIES	03/19/2019	19460512 PO-190521	38.02	N
		3407516890 ASP SUPPLIES	03/19/2019	19460512 PO-190521	115.94	N
		3407902596 TRANS SUPPLIES	03/19/2019	19460512 PO-190844	44.47	N

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003646 STATE OF CALIFORNIA 1300 I STREET SUITE 810 SACRAMENTO, CA 95814 (0) - 0 N	64.00	359842 FINGERPRINTING	03/12/2019	19459128 PV-190521	64.00	N
014857 STATE SUPPLY COMPANY 597 E 7TH STREET ST. PAUL, MN 55130 (0) - 0 N	125.45	554842 MAINT SUPPLIES	03/12/2019	19459129 PV-190520	125.45	N
014111 STINE, DENISE 448 HARTWICK LANE FAIRFIELD, CA 94533 (0) - 0 N	245.40	SP ED MILEAGE	03/05/2019	19457435 TC-190221	245.40	N
014075 STROM, JENNIFER PO BOX 733 ISLETON, CA 95641 (0) - 0 N	57.19	RMS CONF REIMB	03/07/2019	19458149 TC-190223	57.19	N
014328 SUMMIT, HEATHER 561 ANDERSON RIO VISTA, CA 94571 (0) - 0 N	135.76	DHW CONF REIMB	03/14/2019	19459770 TC-190233	135.76	N
013947 SUPPLY WORKS PO BOX 742056 LOS ANGELES, CA 90074-2056 (877) 577-1114 N	3,458.90	479565061 ISLE SUPPLIES 479946220 CMS SUPPLIES 479946238 DHS SUPPLIES 474495686 DHS SUPPLIES 474299153 DHS SUPPLIES 474782528 DHW SUPPLIES 477878565 BATES SUPPLIES 474283322 ISLE SUPPLIES	03/07/2019 03/07/2019 03/07/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019	19458133 PO-190034 19458133 PO-190034 19458133 PO-190034 19459106 PO-190034 19459106 PO-190034 19459106 PO-190034 19459106 PO-190034 19459106 PO-190034	142.21 161.04 900.16 17.54 49.64 15.89 8.90 550.43	N N N N N N N N

47892125	ISLE SUPPLIES	03/12/2019	19459106	PO-190034	346.73	N
476268925	DO CREDIT	03/12/2019	19459106	PO-190034	33.41-	N
474248226	DHS SUPPLIES	03/12/2019	19459106	PO-190034	24.81	N
480153311	DO SUPPLIES	03/14/2019	19459761	PO-190034	7.63	N
480385731	WG SUPPLIES	03/14/2019	19459761	PO-190034	1,068.49	N
480395565	DHS SUPPLIES	03/14/2019	19459761	PO-190034	198.84	N

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014430 TAQUERIA MEXICO 133 MAIN ST RIO VISTA, CA 94571 (707) 374-2680 N	169.65	RVHS SUPPLIES	03/05/2019	19457415 PO-190918	169.65	N
014053 TARGET SPECIALTY PRODUCTS 524 GALVENSTON ROAD WEST SACRAMENTO, CA 95691 (916) 374-9900 N	285.23	P10921138 MAINT SUPPLIES	03/12/2019	19459107 PO-190165	285.23	N
010359 THERAPRO INC 225 ARLINGTON ST. FARMINGHAM, MA 01702-8723 (800) 257-5376 N	337.70	474235 SP ED SUPPLIES	03/05/2019	19457424 PV-190494	337.70	N
014873 TPX COMMUNICATIONS PO BOX 509013 SAN DIEGO, CA 92150-9013 (877) 487-2877 N	2,633.01	DO LD DHS LD RVHS LD	03/12/2019 03/12/2019 03/12/2019	19459130 PV-190526 19459130 PV-190526 19459130 PV-190526	335.55 1,146.98 1,150.48	N N N
011930 TRANE PARTS CENTERS 4145 DEL MAR AVENUE ROCKLIN, CA 95677 (0) - 0 N	270.91	134106 MAINT SUPPLIES	03/12/2019	19459108 PO-190168	270.91	N
001896 UNITED PARCEL SERVICE INC 55 GLENLAKE PARKWAY NE ATLANTA, GA 30328 (0) - 0 N	168.24	DO SHIPPING DO SHIPPING DO SHIPPING	03/05/2019 03/07/2019 03/14/2019	19457425 PV-190495 19458144 PV-190507 19459765 PV-190533	45.80 50.21 72.23	N N N
013419 US BANK NATIONAL ASSOCIATION 1310 MADRID ST	324.38	379032709 RVHS LEASE	03/05/2019	19457416 PO-190062	324.38	N

SUITE 101
MARSHALL, MN 56258

(800) 328-5371

N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
013760 VEIRS, RANDALL 523 BARTLETT AVE WOODLAND, CA 95695	791.36	DHS MILEAGE DHS MILEAGE/CONF REIMB DHS MILEAGE/CONF REIMB	03/07/2019 03/19/2019 03/19/2019	19458150 TC-190224 19460531 TC-190242 19460531 TC-190242	212.28 305.32 273.76	N N N
(0) - 0						N
014765 WALROND, JACQUELINE 781 WALKER CT BRENTWOOD, CA 94513	63.69	RMS CONF REIMB	03/07/2019	19458151 TC-190225	63.69	N
(0) - 0						N
000104 WARREN'S MACHINE & WELDING 52270 CLARKSBURG ROAD P.O. BOX 398 CLARKSBURG, CA 95612 (916) 744-1667	19.35	16551 DHS AG SUPPLIES 16551 DHS AG SUPPLIES 16551 DHS AG SUPPLIES 16551 DHS AG SUPPLIES 16551 DHS AG SUPPLIES 16551 DHS AG SUPPLIES	03/12/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019	19459109 PO-190582 19459109 PO-190582 19459109 PO-190582 19459109 PO-190582 19459109 PO-190582 19459109 PO-190582	9.68 .79 .79 9.67 .79 .79	7 N N 7 N N
Y WIGLEY, WARREN						
010906 WASTE MANAGEMENT OF WOODLAND P.O. BOX 78251 PHOENIX, AZ 85062-8251	988.97	DHS WASTE SERVE	03/12/2019	19459131 PV-190527	988.97	N
(0) - 0						N
012247 WELLS FARGO BANK WF 8113 P.O. BOX 1450 MINNEAPOLIS, MN 55485-8113	900.00	SFID AGENT FEES SFID AGENT FEES	03/12/2019 03/12/2019	19459134 PV-190528 19459136 PV-190528	450.00 450.00	N N
(0) - 0						N
013323 WEST ED 730 HARRISON STREET SAN FRANCISCO, CA 94107 (888) 293-7833	19,000.00	19-0587 ED SV PROF SERVICES 19-0587 ED SV PROF SERVICES 19-0587 ED SV PROF SERVICES	03/05/2019 03/05/2019 03/05/2019	19457417 PO-190573 19457417 PO-190573 19457417 PO-190573	10,000.00 1,500.00 7,500.00	N N N
(888) 293-7833						N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
000490 WILCO SUPPLY P.O. BOX 3047 5960 TELEGRAPH AVENUE OAKLAND, CA 94609-3047 (800) 745-5450	36.77	9102453 MAINT SUPPLIES	03/12/2019	19459110 PO-190171	36.77	N
012528 WILLIAMS SCOTSMAN INC 4911 ALLISON PARKWAY VACAVILLE, CA 95688 (707) 451-3000	3,747.84	DHW MODULAR RMS MODULAR RMS MODULAR RVHS MODULAR	03/05/2019 03/05/2019 03/05/2019 03/05/2019	19457426 PV-190496 19457426 PV-190496 19457426 PV-190496 19457426 PV-190496	936.96 936.96 936.96 936.96	N N N N
003308 WRIGHT, KATHERINE 400 SOUTH FRONT STREET RIO VISTA, CA 94571 (0) - 0	721.96	ED SV SUPPLIES ED SV MILEAGE	03/19/2019 03/19/2019	19460513 PO-190355 19460532 TC-190244	43.36 678.60	N N
000585 WRIGHT, STEVE 400 S FRONT STREET RIO VISTA, CA 94571 (0) - 0	229.68	ED SV MILEAGE	03/19/2019	19460533 TC-190243	229.68	N
014706 ZOOM IMAGING SOLUTION 200 S. HARDING BLVD ROSEVILLE, CA 95678 (916) 369-6526	404.28	2064820 DHW MAINT CONTRCT	03/12/2019	19459111 PO-190210	404.28	N
District total:	812,365.39					
Report total:	812,365.39					

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: April 9, 2019

Attachments: X

From: Kathy Wright, Director of Educational Services

Item Number: 10.4

Type of item: (Action, Consent Action or Information Only): Consent Action

SUBJECT:

Requesting the Board's authorization for Mr. Beno to review and approve on behalf of the Board the District Service Agreement (DSA) with Butte County Office of Education Migrant Education Region 2 for Migrant Services in RDUSD for the 2019-2020 school year. Rationale is that the deadline for submitting the DSA to the state is prior to the next regularly scheduled Board meeting.

BACKGROUND:

Each year Migrant Education and RDUSD meet and collaborate on services to bring to district to support the academic needs of our migrant students. In order to receive additional funding from the state to support our efforts a District Service Agreement (DSA) is required to outline the proposed services for both the regular school year and the summer school programming as well.

STATUS:

The proposed services include on-campus, academic support to middle and high school students at CMS, DHS, Bates and Walnut Grove, Latino Family Literacy Program to our Pre-K families, summer school program for all migrant students (Pre-K to 12th grade), parent collaboration and training, college campus field trips as well as offering Speech and Debate Club at DHS and CMS.

PRESENTER: Kathy Wright, Director of Educational Services

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES: No cost to the district-all services provided are 100% funded through Migrant Education.

RECOMMENDATION:

That the Board authorize Mr. Beno to review and approve on behalf of the Board the District Service Agreement (DSA) with Butte County Office of Education Migrant Education Region 2 for Migrant Services in RDUSD for the 2019-2020 school year.

Time allocated: 3 minutes

Migrant Education Plan

River Delta MEP 2019-20

July 1, 2019 - June 30, 2020

DRAFT

Section 1: General Information

Short Description:

Subgrantee Type:

Region:

County:

District:

Performance Period Allocation (85%):

Carryover:

Student Leadership:

School Readiness Amount:

Family Biliteracy Grant Extension:

Speech and Debate:

Regional Parent Conference:

Other:

Total Amount Allocated:

Who is the subgrantee contact?

Name:

Title:

Phone:

Fax:

Email:

Section 2: Allocation & Student Profile

District	Type	Allocation	Students		
			PFS	Non-PFS	Total
River Delta Joint Unified	DSA	\$208,365	150	329	479
		0-2yrs	0	0	0
		3-5yrs	0	59	59
		K	0	20	20
		1	0	29	29
		2	1	29	30
		3	7	22	29
		4	1	19	20
		5	1	26	27
		6	2	15	17
		7	6	19	25
		8	3	18	21
		9	0	28	28
		10	0	18	18
		11	3	13	16
		12	0	14	14

District	Type	Allocation	Students		
			PFS	Non-PFS	Total
	Out of School Youth		125	0	125
	Ungraded		1	0	1
	Parent/Guardian		0	0	0

DRAFT

Section 4: Program Overview

Base Program Description

What are the core strategies, programs, curriculum and services provided by the subgrantee that are designed to address the unique academic needs of all students?

RDUSD provides a comprehensive instructional program for our EL and migrant students. All EL students are ELPAC tested annually and participate 2-3 administrations of NWEA-MAP benchmark testing annually. With these various measures, students are placed in specific targeted instructional programs to support their learning needs and to address any areas of deficits. Each site has an identified ELD specialist to support students both in the general classroom setting, to support their language acquisition and to address basic skills gaps that may be present. All teachers utilize evidence-based strategies during instruction. We have adopted curriculum for middle and high school students, with specific emphasis on our Long Term English Learners (LTEL)' needs being met through supplemental curriculum: English 3D, Read 180 and Read Naturally Online. After school tutoring is consistently available on most of our campuses and those who do not provide it during after school provide it at lunch and during their teachers' preparation periods. Each summer, our K-12 migrant students are offered the opportunity to attend a summer school year program for 13 days, 6.75 hrs a day.

Base Professional Development Description

What professional development activities are offered by the subgrantee that are designed to improve teaching for all students?

RDUSD has a comprehensive professional development plan that is supported by LCFF funding. We are committed to

insuring all teachers continue to receive training in the new ELD frameworks and the new assessments under development. Ongoing training for improvement in instructional strategies and pedagogy to support the learning and access to curriculum that our ELs require is a priority. Our elementary, middle and high school teachers have received AVID training that focus on strategies for student engagement, reading comprehension and literacy development. In addition, all elementary school site have made a commit to implement the AVID Elementary Foundations system into their school programs. We send teams to trainings on academic conversations with an emphasis on academic discourse and language, CABE, and various professional development opportunities offered at Sacramento County Office of Education.

Health and Well-being Supports

What support services are provided by the subgrantee to address the health and social/emotional well-being for all students?

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We have two elementary school counselors who serve two schools each and work closely with our ELs and migrant students through a site-based referral process. Their work with our students is primarily based on social-emotional support and providing support to parents as they strive to improve their parenting skills. Every Spring these two counselor also create 6-year academic plans with all of our 6th Grade students. We have two counselors at both high schools as well that provide academic advising to the students to ensure they are on track for graduation and support the students' learning goals, educational plans, and future career goals. The district provides a licensed social worker to support families with EL, FY, SES and SWD students. She travels to all school in the district to support them. We continue to partner with local universities and have a flourishing social work intern program that is providing direct student mental health services and family outreach services as well. Their services in our district are dependent upon the number of interns available each year. Our nursing staff is available to all EL and migrant students and families in regards to accessing necessary medical, dental and vision services and offering information and advise to parents ranging from proper nutrition and home habits to specific referrals for medical insurance and medical service providers. Finally, we have a small contract with local community-based mental health therapy organization who provides direct services to families in need through a referral process. The majority of this organization's funding is based out of Solano County and, therefore, the services must be rendered within that county. The director of that organization often seeks out additional funding to provide limited services to our families living in Sacramento and Yolo County.

Private School Collaboration

How have subgrantees consulted with private schools to design and develop the migrant education program?

The district is not aware of any students living within our attendance boundaries that are eligible for Migrant Education services and are attending a private school.

Parent Involvement / Family Engagement

How does the subgrantee work with parents and families to improve student learning? Provide a description of the subgrantee's parent education and parent involvement components.

The district works diligently to promote parental involvement, which is well reflected within our LCAP. However, it remains one of more challenging areas. A variety of parental workshops are provided annually at all sites including grade level trainings, CBET programs, parenting classes, literacy programs and computer training classes. These programs are well attended and typically the agendas and topics of trainings are parent-driven. All sites have active PTA/PTC programs, Booster Clubs and Site Councils that are attended by parents and are heavily involved in a variety of activities on campus and in support of campuses. Each site's Single Plan for Student Achievement (SPSA) is aligned to our district LCAP goals, actions and services to promote and increase parental involvement in the classroom, in co-curricular and extra-curricular activities as well as in decision making groups at the district level. RDUSD support staff has designed presentation on standards-based grading, providing survey feedback, understanding state and federal funding systems and programs, how to read and interpret SBAC results, and understanding grade level and subject area learning expectations.

Parent Communication Plan: Describe who, how, and when parents will be informed about all programs for migrant students. Describe who, how, and when parents will be informed about all services for migrant parents (e.g., health workshops, school readiness services, and parent and family engagement services).

Our Migrant and EL parents are offered the opportunity to provide feedback in the LCAP process and have addressed their requests to have the bulk of the meetings in January and February prior to their returning to work which has made a huge impact on their ability to attend the meetings. Each site utilizes the online Parent Portal within the Aeries student information system for parental communication on student progress and classroom information, and regular messaging in English and Spanish goes out via the district auto-dialer program. The Director of Educational Services has prepared and presented to the Parent Advisory Committee on topics of their interest as well as a detailed description and inquiry sessions about the district's DSA for Migrant Education.

Program Coordination

How does the subgrantee coordinate with other programs including, but not limited to, Title I, Part A, Title II, Title III, Title VI, pre-k programs (e.g., Head Start, Even Start, Reading First, etc.), homeless education, etc.

The district continues to implement a series of different strategies, programs and services to meet the needs of all at-risk youth. School sites continue to provide after school interventions in ELA and Math to increase the achievement levels of this particular population of students. Schools hold SST meetings regularly to develop individual plans for success for each student as necessary at an early time in the school year or when a specific need arrives. We offer site-based alternative education CARE program at one of our middle schools to provide an opportunity for at-risk youth to feel more connected to their school community and academic programs. Our Homeless and Foster Youth Liaison is acutely aware of these identified families and develops and maintains a positive relationship with them by educating them about the rights and upholding these rights and services. Many of these students are also low income, EL, and /or eligible for Migrant Education.

Section 5: Regular School Year

1. Speech & Debate Club

Provide an overview description of your service/allowable activity.

Migrant students need additional opportunities to learn academic language, practice public speaking and use the academic language they learn in their content area courses to form an articulate arguments. The extended day speech and debate program will assist migrant students to develop their vocabulary knowledge and improve their English language usage. With guidance, the students are able to write their speech and arguments which build reassurance and confidence within them to successful communicate their viewpoints. The expression increases their self-efficacy and pride by accomplishing something that they oftentimes initially feel apprehensive about but then realize their developed skills and abilities once they are finished competing. The instruction will emphasizes on higher order thinking discussion to develop listening, thinking and speaking skills based on high school level reading passage that tend to be controversial in nature. The teacher is plan for and ask questions on the Level 2-3 of the Depth of Knowledge scale. Students will be expected to reflect on what they have read and discuss with the class by writing in the reflection journals, writing summaries of the discussion and engaging in the writing process for finalizing an associated speech.

When is this service/allowable activity offered?

Regular Year

What type of service/allowable activity is this?

Instructional

Note: Instructional services are those educational activities for preschool age children and instruction in elementary and secondary schools, such as tutoring before and after school. [MEP Fiscal Handbook](#)

Which service areas does this activity address?

- SSDP Focus Area: English Language Arts
- SSDP Focus Area: Mathematics
- SSDP Focus Area: English Language Development
- SSDP Focus Area: High School Graduation/Dropout
- SSDP Focus Area: Out of School Youth
- SSDP Focus Area: Parent and Family Engagement
- SSDP Focus Area: Student Engagement
- Other

When will the service/allowable activity be provided?

- After School
- Before School
- Saturday
- Other:

Where would the service/allowable activity be provided?

- Home-based
- Site/Center-based
- District-wide
- Region-wide

What is the need for this service/allowable activity based on the data?

In 2018 the students identified as English Learners in the English Learner Progress Indicator on the California

Dashboard did not receive a rating due to the fact that California had a new state assessment, ELPAC, and two years of data is necessary to acquire a rating. Approximately one third of our Migrant students who are English Learners (ELs) are still testing in the Somewhat Developed or Beginning as their proficiency level in English development. In Grade 11, more than half of our Migrant students are still not meeting proficiency standards on the English Language Arts and the Mathematics SBAC. In order to enhance their language-based learning experience through the Speech & Debate Club, the teacher needs specific instructional supplies such as binders, paper, pens, white board markers, poster paper, and markers. Students reported that they are hungry after school and need healthy snacks to be re-energized for the class. Parents reported that they are not always able to afford professional attire for the children, which is necessary to participate in the regional and state competition.

Plan

Describe the plan for this service/allowable activity

Key skills to be learned:

Migrant-funded credentialed teachers are recruited and hired to instruct students at each district that has participating students so that they may learn the rules, guidelines, and strategies appropriate for speech and debate competition. This teacher will work with the students in a regular classroom on a 25 to 1 ratio. Migrant students need additional opportunities to learn academic language, practice public speaking and use the academic language they learn in their content area courses to form an articulate arguments. The extended day speech and debate program will assist migrant students to develop their vocabulary knowledge and improve their English language usage. The speech and debate events (area and regional) are a continuation of ongoing ELA instruction during the year and prepare students to actively and successfully participate in the Migrant Education State Speech and Debate Competition using their native language to express themselves in a public forum. With guidance, the students are able to write their speech and arguments which build reassurance and confidence within them to successful communicate their viewpoints. The expression increases their self-efficacy and pride by accomplishing something that they oftentimes initially feel apprehensive about but then realize their developed skills and abilities once they are finished competing. The instruction will emphasizes on higher order thinking discussion to develop listening, thinking and speaking skills based on high school level reading passage that tend

to be controversial in nature. The teacher is plan for and ask questions on the Level 2-3 of the Depth of Knowledge scale. Students will be expected to reflect on what they have read and discuss with the class by writing in the reflection journals, writing summaries of the discussion and engaging in the writing process for finalizing an associated speech. Participating migrant students will be served by certificated teachers, along with MEP support staff, will be provided with transportation, light snacks and meals.

Student/teacher ratio:

25: 1

Instructional strategies:

The staff supporting this service are assigned to work with students researching and preparing for the event. We will recruit and hire a Speech & Debate Coach who will work with students to develop their public speaking skills, research skills, and presentation styles to successfully engage in structured debates and participate in regional competitions. Teachers will engage the students in individual journal writing, small group All Stages of Literacy learning (thinking, listening, speaking, reading and writing), individual, partner, small group and whole group instruction using Step Up to Writing: draft, peer editing, teacher review and final draft, and mock speech competitions in small groups and whole group settings.

Student grouping method:

The students will be grouped in learning teams that most effectively meet their needs.

How instruction will be **differentiated**:

The Speech & Debate Coach will be expected to assess each student's skills and proficiency and tailored their coaching based on that information.

Other strategies besides the SSDP strategies identified for the focus areas:

What SSDP strategies will be used to deliver this service/allowable activity?

English Language Arts

- Principle Strategy 1.0 - Provide supplementary ELA services with a focus on reading and writing for migratory students with targeted intervention for students who are scoring Below or Near Standard.
- Strategy 1.1 - Provide migratory students with opportunities to read various types of expository texts (e.g., description, comparison, cause and effect, problem and solution).
- Strategy 1.2 - Provide migratory students with opportunities to write within various contexts. Integrate explicit instruction for one writing genre unit for program services as appropriate. For example, supplementary science technology engineering and mathematics services should have a strong writing component focusing on expository writing.
- Strategy 1.2a - Provide students with a rubric that outlines the elements required by the genre to write a proficient example and identifies what is needed for different levels of writing proficiency.
- Strategy 1.3 - Provide training in writing instruction during staff development workshops to ensure that migratory teachers and instructional aides provide clear, structured writing instruction.

English Language Development

Strategies will be finalized once ELPAC initial and summative assessments become operational and data becomes available in 2018-19.

Student Engagement

- Principle Strategy 13.0 - Services offered to migratory students need to have a cultural component.
- Strategy 13.1 - Increase student engagement by incorporating activities into services that build migratory students' self-pride (e.g., confidence, self-worth, etc.).
- Strategy 13.2 - Provide professional development to staff on cultural competency.

What evidence-based curriculum will be used in this instructional service?

The Speech & Debate Coach will consult with the Migrant Education Regional Staff to identify the curriculum that is best suited for our students.

Service/Allowable Activity Staff Development

What are the specific staff development activities?

The teacher who is willing to accept this additional assignment must be a credentialed teacher. This teacher would need to have some additional preparation time and more consistent support from the regional staff so he/she can confirm whether or not he/she is on the right track with instructing and advising the students. He/She would need to ensure that they are successful at the regional competition and is hopeful that a partnership with the regional staff would be the key to this success. Region 2 will provide coaching/training to introduce best practices for delivering the service, and the rules associated with the Speech and Debate competition.

What dates approximately will the staff development take place?

Date

10/2019

Service/Allowable Activity Evaluation Plan

What is the expected outcome specific to this service/allowable activity?

100% of the students participating in the speech and debate program will show an overall increase in skills assessed in the pretest of 20% on the posttest at the conclusion of the program. The Speech & Debate Coach and the site administration will observe students to determine the increased knowledge on language skills, public speaking skills, and have more independence in researching topics of interest.

Local Quantitative Measures and Performance Targets

Local Quantitative Measure	Local Performance Target
Pre and Post Assessment	<p>The pre-assessment for our Speech students will deliver a short extemporaneous speech, which will be scored by their coach using the State rubric.</p> <p>Using the same State rubric, student scores from the Area competition, extemporaneous speech, will be the post-assessment.</p> <p>Debate students will participate in a practice debate with their team and will be assessed by their coach using the State rubric.</p> <p>Student scores from the Area Debate Competition will be the post-assessment using the same State rubric.</p> <p>Pre-assessment scores for Speech and Debate students must be submitted to the region prior to the Area competition on February 2020.</p>

Local Qualitative Measures and Performance Targets

Local Qualitative Measure	Local Performance Target
Observation	Speech & Debate Coach and the site administration will observe students to determine the increased knowledge on language skills, public speaking skills, and have more independence in researching topics of interest.

Service/Allowable Activity Migrant Students Served

For this activity, what is the number of students served at each level?

Please specify the number of students that are priority for service (PFS) students and non-PFS students.

Grade	PFS	Non-PFS	Total
Pre	0	0	0
K	0	0	0
1	0	0	0
2	0	0	0
3	0	0	0
4	0	0	0
5	0	0	0
6	0	0	0
7	6	19	25
8	3	18	21
9	0	28	28

Grade	PFS	Non-PFS	Total
10	0	18	18
11	3	13	16
12	0	14	14
Out of School Youth	0	0	0
Ungraded	0	0	0
Total	12	110	122

Service/Allowable Activity Time

Grade Levels	Students Served	Activity Dates	Sessions	Minutes/Session	Total Minutes
7 - 12	25	01/21/2020 - 04/03/2020	12	120	1,440

Service/Allowable Activity Staffing Plan

Instructional Service Staffing: I identify the staff positions needed to provide the instructional service described above (see Fiscal Handbook).

What migrant-funded staffing will support this service/allowable activity?

Title	Classification	Number of	
		Staff	FTE
Speech & Debate Coach	Certificated	1	0.06

Support Service Staffing: I identify the staff positions needed to provide support for the service described above (see Fiscal Handbook).

What migrant-funded staffing will support this service/allowable activity?

Title	Classification	Number of	
		Staff	FTE

Service/Allowable Activity Budget Detail

Object Code	Description & Itemization of costs	Amount
1100 Teachers	Credentialed Teacher Speech and Debate Coach (4 hours/week x 12 wks x \$25.00/hour)	\$1,200
3000 Employee Benefits	Employee Benefits Certificated Benefits (\$1200 x 25%)	\$300
4300 Materials & Supplies	Supplies: Healthy after school snacks (10 students @ \$5.00/student x 12 weeks) Instructional supplies (10 students x \$25.00/student)	\$850
5200 Travel & Conferences	Mileage for the Speech & Debate teacher to travel to and from the Area and Regional competition	\$300
Total:		\$2,650

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2. Academic Support & Intervention

Provide an overview description of your service/allowable activity.

The services will be provided in the Grade 4-6 classrooms at the elementary level and in the core content area classrooms in the secondary level. The instructional aides will rotate through the classrooms during the school day supporting the teachers' efforts to provide instruction for critical standards in ELA and Math. The students will develop skills in listening and speaking, reading expository and literature-bred texts and writing in multiple genres. Students will increase their confidence and self-worth by being able to produce more efficiently and effectively. Their increased productivity will contribute to an increase in self-efficacy. The opportunity to attend College and Career Readiness events on college campuses will be offered to each Grade 7-12 Migrant student. Each Migrant student in Grades 7-12 will be offered the opportunity to go on a field trip to 2 different colleges to tour the campuses and listen to a presentation about admissions and college life.

When is this service/allowable activity offered?

Regular Year

What type of service/allowable activity is this?

Support Service

Note: Instructional services are those educational activities for preschool age children and instruction in elementary and secondary schools, such as tutoring before and after school. [MEP Fiscal Handbook](#)

Which service areas does this activity address?

- SSDP Focus Area: English Language Arts
- SSDP Focus Area: Mathematics
- SSDP Focus Area: English Language Development

- SSDP Focus Area: High School Graduation/Dropout
- SSDP Focus Area: Out of School Youth
- SSDP Focus Area: Parent and Family Engagement
- SSDP Focus Area: Student Engagement
- Other

When will the service/allowable activity be provided?

- After School
- Before School
- Saturday
- Other:

Where would the service/allowable activity be provided?

- Home-based
- Site/Center-based
- District-wide
- Region-wide

What is the need for this service/allowable activity based on the data?

Based on CAASPP data from the 2017-2018 school year shown in the CA Dashboard, RDUSD students are scoring 21.7 points below Level 3 on the statewide English Language Arts assessment. Our Migrant Education students continue to struggle with the increased academic language and literacy-based performance tasks that are a critical part of Common Core State Standards and its aligned summative assessments, SBAC in ELA. The 2018 SBAC revealed that there is an achievement gap between all students and our Migrant Education students in ELA in most grade levels. In Grades 4, 5, 8, and 11 the gap is 10% or less. In Grade 6, the Migrant students

are outperforming the All Students data by 7%. The largest gap in ELA is in Grades 3 (Grade 5 in 2019-2020), where all students are 47.3% and our migrant students score 25%. The verbal feedback parents, the in-district regional center and discussions at the PAC meetings revealed that parents are requesting to continue additional assistance for their children during the school day and opportunities to increase their knowledge on understanding their pre-adolescent and adolescent children.

Plan

Describe the plan for this service/allowable activity

Key skills to be learned:

The service will be provided in the Grade 4-6 classrooms at the elementary level and in the core content area classrooms in the secondary level. The instructional aides will rotate through the classrooms during the school day supporting the teachers' efforts to provide instruction for critical standards in ELA and Math. The students will develop skills in listening and speaking, reading expository and literature-bred texts and writing in multiple genres. Students will increase their confidence and self-worth by being able to produce more efficiently and effectively. Their increased productivity will contribute to an increase in self-efficacy.

The school counselors will work with the AVID site coordinators and elective teachers, and the MEP instructional aide to research, organize, coordinate, and attend the college trips.

Student/teacher ratio:

10:1 (academic support from IAs)

25:1 (college campus trips)

Instructional strategies:

Communications between the general education teacher, special education teachers, and the instructional assistant to determine what the students are struggling with will occur on a daily basis. The instructional assistant will participate actively in the instructional lesson integrating his/herself into the students' learning groups. She/He will use an inquiry based method to strengthen listening skills and stimulate academic-based conversation to develop and strengthen the students' speaking skills. When appropriate the instructional assistant will provide help in content-focused reading and writing of multiple genres. Students will be provided with a writing rubric to understand what is being expected of him/her. If necessary, the instructional assistant will utilize related supplemental materials to assist the students in becoming more proficient in the task assigned.

Student grouping method:

This service would be primarily focused on supporting the daily academic instruction from the classroom teacher. The instructional assistant will maintain acute awareness regarding the students' need for assistance and respond and provide it immediately. Only when necessary will the instructional assistant separate the students from their learning groups/partners.

How instruction will be **differentiated**:

Use of the student native language will be utilized if necessary to deepen the students' understanding of the content. When appropriate the instructional assistant to gather a small group of students to reinforce concepts taught by the credentialed teacher.

Other strategies besides the SSDP strategies identified for the focus areas:

What SSDP strategies will be used to deliver this service/allowable activity?

English Language Arts

- Principle Strategy 1.0 - Provide supplementary ELA services with a focus on reading and writing for migratory students with targeted intervention for students who are scoring Below or Near Standard.
- Strategy 1.1 - Provide migratory students with opportunities to read various types of expository texts (e.g., description, comparison, cause and effect, problem and solution).
- Strategy 1.2 - Provide migratory students with opportunities to write within various contexts. Integrate explicit instruction for one writing genre unit for program services as appropriate. For example, supplementary science technology engineering and mathematics services should have a strong writing component focusing on expository writing.
- Strategy 1.2a - Provide students with a rubric that outlines the elements required by the genre to write a proficient example and identifies what is needed for different levels of writing proficiency.
- Strategy 1.3 - Provide training in writing instruction during staff development workshops to ensure that migratory teachers and instructional aides provide clear, structured writing instruction.

Student Engagement

- Principle Strategy 13.0 - Services offered to migratory students need to have a cultural component.
- Strategy 13.1 - Increase student engagement by incorporating activities into services that build migratory students' self-pride (e.g., confidence, self-worth, etc.).
- Strategy 13.2 - Provide professional development to staff on cultural competency.

What evidence-based curriculum will be used in this instructional service?

Mc Graw Hill Harcourt Wonders (Gr TK-6), Study Sync (Gr 7-12) in ELA & ELD, the RDUSD Board-adopted curriculum, will be used in the classroom.

Service/Allowable Activity Staff Development

What are the specific staff development activities?

We will research and provide training in research-based intervention strategies, reading strategies and writing instruction during staff development workshops to ensure that migratory teachers and instructional aides provide clear, structured writing instruction. The administrative staff, teachers and instructional assistant will be attend series a cultural relevance and equity trainings.

What dates approximately will the staff development take place?

Date
08/2019
11/2019
03/2020

Service/Allowable Activity Evaluation Plan

What is the expected outcome specific to this service/allowable activity?

The curriculum-based assessments, teacher-created formative assessment, the NWEA-MAP results and SBAC results will be analyzed to determine if the students are increasing their proficiency level in ELA. We expect to see a 10% increase in these results for our migratory students.

Local Quantitative Measures and Performance Targets

Local Quantitative Measure	Local Performance Target
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Local Quantitative Measure	Local Performance Target
Survey	The parent and teacher surveys will reflect an increase in their personal assessment of the capabilities of their children/students. There will be a 5% increase in rating of the Student Support section of the survey.

Local Qualitative Measures and Performance Targets

Local Qualitative Measure	Local Performance Target
Pre and Post Assessment	The target for each grade level varies in specific scores but overall we expect to see a 10% increase in percentage of students scoring within the proficient range.

Service/Allowable Activity Migrant Students Served

For this activity, what is the number of students served at each level?

Please specify the number of students that are priority for service (PFS) students and non-PFS students.

Grade	PFS	Non-PFS	Total
Pre	0	0	0
K	0	0	0
1	0	0	0
2	0	0	0
3	7	22	29
4	1	19	20
5	1	26	27
6	2	15	17

Grade	PFS	Non-PFS	Total
7	6	19	25
8	3	18	21
9	0	28	28
10	0	18	18
11	3	13	16
12	0	14	14
Out of School Youth	0	0	0
Ungraded	0	0	0
Total	23	192	215

Service/Allowable Activity Time

Grade Levels	Students Served	Activity Dates	Sessions	Minutes/Session	Total Minutes
3 - 12	115	08/07/2019 - 06/05/2020	720	60	43,200

Service/Allowable Activity Staffing Plan

Instructional Service Staffing: I identify the staff positions needed to provide the instructional service described above (see Fiscal Handbook).

What migrant-funded staffing will support this service/allowable activity?

Title	Classification	Number of	
		Staff	FTE

Support Service Staffing: Identify the staff positions needed to provide support for the service described above (see Fiscal Handbook).

What migrant-funded staffing will support this service/allowable activity?

Title	Classification	Number of	
		Staff	FTE
Instructional Assistant II	Classified	1	1.00
Instructional Assistant II	Classified	1	1.00

Service/Allowable Activity Budget Detail

Object Code	Description & Itemization of costs	Amount
1100 Teachers	Substitute teachers for trips to college campuses (6 trips x 2 teachers) + (3 trips x 1 teacher) x \$160/trip= \$2,400	\$2,400
2100 Instructional Aides	2 FTE x \$15/hr x 6 hrs/day x 202.51 days	\$36,452
3000 Employee Benefits	Classified Employee Benefits: (\$36,452 x 30.925%) + (2 IAs x \$8,448)= \$28,169	\$28,169
4100 Textbooks Curricula Materials	Extra set of curricular materials, if necessary in a language other than English	\$2,000
4300 Materials & Supplies	Backpacks, school supplies, flash drives, and supplemental curricular materials	\$2,000
5200 Travel & Conferences	\$12,000 for training registration fees, mileage, lodging, meals & substitute costs for 2 Instructional Assistant II (3 trainings x 2 IAs x \$2,000=\$12,000)	\$12,000
5700 Transfers of Direct Costs	District Transportation for College and Career Readiness Events on College Campuses (3 trips x 2 campuses x \$350=\$2,100)	\$2,100
5800 Prof/Cons/Serv & Operating Exp.	Contracted Transportation for College Campus Tours and Presentations for CMS/DHS, RMS, & RVHS (6 trips x \$1,500/trip=\$9,000)	\$9,000
5800 Prof/Cons/Serv & Operating	Educational Technology Software Licenses (2 Site licenses x \$2,500= \$5,000)	\$5,000

Object Code	Description & Itemization of costs	Amount
Exp.		
Total:		\$99,121

DRAFT

Section 6: Summer/Intersession

1. K-8 ELA/Math Summer Academy

Provide an overview description of your service/allowable activity.

We are planning to have a Summer School Academy for our K-8 Migrant students. The members of the Parent Advisory Committee requested to hold all of the instructional days in June for an extended amount of hours, which is the reason why we submitted a waiver. The teachers will plan their lesson to reflect instruction for critical standards in ELA and Math. The students will develop skills in listening, speaking, reading and writing, basic math computation skills, and interest-based science concepts which are integrated into the literacy instruction. For the past two summers, the Region has provided a binational teacher who will provide cultural enrichment through the arts and we hope to be selected for the program in 2020.

When is this service/allowable activity offered?

Summer

What type of service/allowable activity is this?

Instructional

Note: Instructional services are those educational activities for preschool age children and instruction in elementary and secondary schools, such as tutoring before and after school. [MEP Fiscal Handbook](#)

Which service areas does this activity address?

- SSDP Focus Area: English Language Arts
- SSDP Focus Area: Mathematics
- SSDP Focus Area: English Language Development

- SSDP Focus Area: High School Graduation/Dropout
- SSDP Focus Area: Out of School Youth
- SSDP Focus Area: Parent and Family Engagement
- SSDP Focus Area: Student Engagement
- Other

When will the service/allowable activity be provided?

- After School
- Before School
- Saturday
- Other:

Where would the service/allowable activity be provided?

- Home-based
- Site/Center-based
- District-wide
- Region-wide

What is the need for this service/allowable activity based on the data?

Based on CAASPP data from the 17-18 school year shown in the CA Dashboard, RDUSD students are scoring 21.7 points below Level 3 on the statewide English Language Arts assessment. In Mathematics, RDUSD students in grades 3-8 and 11 are scoring 51.1 points below Level 3. Our Migrant Education students continue to struggle with the increased academic language and literacy-based performance tasks that are a critical part of Common Core State Standards and its aligned summative assessments, SBAC in ELA, Mathematics, and Science. The 2018 SBAC revealed that there is an achievement gap between all students and our Migrant

Education students in ELA in most grade levels. In Grades 4, 5, 8, and 11 the gap is 10% or less. In Grade 6, the Migrant students are outperforming the All Students data by 7%. The largest gap in ELA is in Grades 3 (Grade 5 in 2019-2020), where all students are 47.3% and our migrant students score 25%. The largest gaps in Math is in Grade 3 (Grade 5 in 2019-2020), where all students are scoring 43.4% proficiency and our migrant students are scoring at 31.3%. The achievement gap between All Students and Grades 4-8 and Grade 11 was 5% or lower for each grade level. The teacher, administrator and support staff surveys from the 2018 Summer School informed the district that June has proven to be a better month to offer the summer school experience because the students are more focused on learning and teachers are more willing to extend their regular school year rather than beginning the future one early. Recruiting students to attend and teachers to teach our Summer School has been a challenge for several years. It also informed us that there is a need for more teacher training and planning time for the teachers. As communication and collaboration is always a crucial component to any successful program, planning and facilitating a staff meeting is a necessity before starting the 2020 Summer School. Students often do not have access to school supplies in their homes and need for these basic supplies to be provided for them. Feedback from parents revealed that communicating with the teachers is very difficult at times because of the language barriers. At times they are unable to deeply understand how much academic progress their child (ren) are making throughout the Summer School program. In the 2018 Summer School program we were once again able to staff 4 bilingual high school tutors, which was helpful to the parents and teachers. In 2019 we would like to continue to staff a bilingual parent liaison to assist in improving parent communication even further.

Plan

Describe the plan for this service/allowable activity

Key skills to be learned:

We are planning to have the 2020 Summer School from June 10-26, 2019 for 6.75 hours per day. We plan to have 1 full day dedicated to training and a staff meeting on June 8, 2020 and 1 full day dedicated to planning and preparation for the teachers on June 10, 2020. These two days will be held on the two days previous to the first day of the 2020 Summer School. Four certificated teachers will be recruited and hired to teach the following combination classes: K-1, 2-3, 4-6, 7-8. Following a schedule with a designated time for each class and during

recess, they will provide physical activity instruction to the students two days a week. We seek to hire a Teacher on Special Assignment (TOSA) for Summer School Curriculum Development and Instructional Coaching to analyze the 2019 Summer School assessment results and re-design a coherent and comprehensive instructional program, research content-aligned STEM assemblies and SCOE Sly Park presentations, plan culminating activity days, train the teachers on the program plan and available curriculum, and support the teachers as they implement the program plan by team teaching and providing instructional coaching to ensure the most effective instructional program in the classrooms. Using the data from the pre and post survey will be a primary responsibility for the TOSA to determine the direction for the future program. We hope to hire have clerical and custodial support prior to and during our 2020 Summer School program. Finally, we hope to hire a fully credentialed site administrator to serve as the principal of the 2020 Summer School program. The principal will also be responsible for preparing the informational flyer for our Migrant families, create, distribute, and collect registration documents, recruit and hire teachers, provide any necessary assertive discipline, and communicating with families. Because our district is so vast in geographic area, it is imperative for us to provide transportation for our students. Two school buses are needed for 13 days with routes starting at our Courtland bus garage and our Rio Vista bus garage. The teachers will plan their lesson to reflect instruction for critical standards in ELA and Math. The students will develop skills in listening, speaking, reading and writing, basic math computation skills, and interest-based science concepts which are integrated into the literacy instruction. For the past two summers, the Region has provided a binational teacher who will provide cultural enrichment through the arts and we hope to be selected for the program in 2020.

Student/teacher ratio:

22:1 in accordance with the River Delta Unified Teachers Association certificated employees contract

Instructional strategies:

Students will be provided with direct instruction focused development in academic conversation, vocabulary and literacy in ELA, Math and Science. Hands-on STEM activities will be included into all classroom instruction with

the incorporation of assemblies, project based learning and various activities. In order to appropriately implement the Technology component of STEM, we will have Chromebooks available for the students to use. There are integrated technology platforms that allow the students to apply the concepts they are learning in their STEM activities to a real life situation or project. Additionally, we believe this applied learning will provide the stimulation and interaction the students need in maintaining interest and attendance in a summer program. We intend to contract once again with Sacramento County Office of Education's Sly Park Environmental School to give a presentation focused on environmental science that is aligned to the instruction they are receiving in their class. In order to ensure that classroom instruction is highly interactive and engaging, each teacher will plan their lesson focused on expository literature.

Student grouping method:

Our student grouping methods for class assignments will be based on regular school year grade level assignments. Within the classroom setting, students will be grouped in learning groups based on the academic ability levels determined from their Spring benchmark assessment results produced from NWEA's Measurement on Academic Progress reports.

How instruction will be **differentiated**:

For the third summer in a row, we intend to recruit and hire four high school-aged students, with first priority to Grade 9-12 Migrant students, to serve classroom tutors. Each classroom teacher will have one of the student tutors working primarily with the Priority For Service (PFS) students to provide academic intervention for the skills that they are lacking. The goal is for the tutors to increase the PFS students' graded level proficiency in basic ELA and Math skills. In response to our feedback from our parents, we want to hire a bilingual parent liaison to work with teachers and parents to communicate on a weekly basis the details about their child (ren)'s progress and suggestions for maintaining or improving family engagement in the child (ren)'s learning. To ensure our students have learning supplies in their home, we intend on ordering Kits for Kidz. Kits for Kidz have been

developed and refined to contain 30 essential, age-appropriate items that will last the entire school year. All items are packaged in a durable corrugated school supply box with color-coded handles representing each grade level for easy distribution.

Other strategies besides the SSDP strategies identified for the focus areas:

What SSDP strategies will be used to deliver this service/allowable activity?

English Language Arts

- Principle Strategy 1.0 - Provide supplementary ELA services with a focus on reading and writing for migratory students with targeted intervention for students who are scoring Below or Near Standard.
- Strategy 1.1 - Provide migratory students with opportunities to read various types of expository texts (e.g., description, comparison, cause and effect, problem and solution).
- Strategy 1.2 - Provide migratory students with opportunities to write within various contexts. Integrate explicit instruction for one writing genre unit for program services as appropriate. For example, supplementary science technology engineering and mathematics services should have a strong writing component focusing on expository writing.
- Strategy 1.2a - Provide students with a rubric that outlines the elements required by the genre to write a proficient example and identifies what is needed for different levels of writing proficiency.
- Strategy 1.3 - Provide training in writing instruction during staff development workshops to ensure that migratory teachers and instructional aides provide clear, structured writing instruction.

Mathematics

- Principle Strategy 2.0 - Offer supplemental math services focused on teaching concepts and procedures as well as problem solving and modeling data for migratory students scoring Below Standard on either Claim 1 or Claim 2.
- Strategy 2.1 - Offer Math Literacy Family Nights, targeting PFS and migratory students scoring Below Standard, focused on math CCSS and learning strategies to use at home.

- Strategy 2.2 - Provide professional development opportunities for MEP staff to understand student math achievement data, increase their knowledge and skill set for teaching concepts and procedures, problem solving and data modeling and communicating and reasoning in mathematics.

English Language Development

Strategies will be finalized once ELPAC initial and summative assessments become operational and data becomes available in 2018-19.

Student Engagement

- Principle Strategy 13.0 - Services offered to migratory students need to have a cultural component.
- Strategy 13.1 - Increase student engagement by incorporating activities into services that build migratory students' self-pride (e.g., confidence, self-worth, etc.).
- Strategy 13.2 - Provide professional development to staff on cultural competency.

What evidence-based curriculum will be used in this instructional service?

During on teacher preparation days in the summer of 2019, the teachers worked collaboratively to design curriculum-based unit of instruction and targeted lessons to differentiate the instruction for our students. In 2020 we will be researching and purchasing additional curriculum to supplement these teacher-created units. We are working with the textbook publisher, McGraw Hill, to review English Language Arts instructional materials and Houghton Mifflin Harcourt to review Mathematics instructional materials that are appropriate for a 13-day Summer School program. TOSA and teacher-created science-based ELA curriculum and specific units from the Math Expressions and Big Ideas Mathematics Curriculum will also be utilized.

Service/Allowable Activity Staff Development

What are the specific staff development activities?

We plan to have 1 full day dedicated to training and a staff meeting on June 8, 2020. The TOSA will train the teachers on the program plan and available curriculum. The district representatives from Mc Graw Hill and Houghton Mifflin Harcourt will train the teachers on the supplement curriculum purchased for ELA and Math. Teachers will be better prepared to deliver effective instruction in their classrooms and acknowledge their increased capacity to deliver meaningful language development lessons through science content.

What dates approximately will the staff development take place?

Date
06/2020

Service/Allowable Activity Evaluation Plan

What is the expected outcome specific to this service/allowable activity?

Students will demonstrate progress in their basic skills in ELA and math along with improving in their language acquisition skills and academic vocabulary. Students will also benefit from hands-on science experience which will strengthen their ability to use their academic language and vocabulary in context.

Local Quantitative Measures and Performance Targets

Local Quantitative Measure	Local Performance Target
Pre and Post Assessment	All students will score at least 8/10 on the post-assessment in ELA and Mathematics.

Local Qualitative Measures and Performance Targets

Local Qualitative Measure	Local Performance Target
Interview	The TOSA and principal will have informal verbal conversations daily with staff members to assess the effectiveness of the instructional design for the program. The staff will serve as a feedback focus group for recognizing and celebrating achievements and address areas of concern.
Survey	Students attending the program will complete a brief survey asking about their experience at the Summer School program. Summer school staff will analyze the survey results and collaborate on necessary supports, differentiation and strategies to address students' concerns and accelerate the areas of commendations.
Observation	<p>The TOSA and Summer School principal will complete weekly observations in each classroom to determine the effectiveness of the instruction and facilitate instructional coaching conversations focused on continuous instructional improvement.</p> <p>The Director of Educational Services will observe in the classrooms and attend culminating activities to assess their relevance and determine if they will be continued in future years.</p>

Service/Allowable Activity Migrant Students Served

For this activity, what is the number of students served at each level?

Please specify the number of students that are priority for service (PFS) students and non-PFS students.

Grade	PFS	Non-PFS	Total
Pre	0	0	0
K	0	20	20
1	0	29	29
2	1	29	30
3	7	22	29

Grade	PFS	Non-PFS	Total
4	1	19	20
5	1	26	27
6	2	15	17
7	6	19	25
8	3	18	21
9	0	0	0
10	0	0	0
11	0	0	0
12	0	0	0
Out of School Youth	0	0	0
Ungraded	0	0	0
Total	21	197	218

Service/Allowable Activity Time

Grade Levels	Students Served	Activity Dates	Sessions	Minutes/Session	Total Minutes
K - 8	88	06/10/2020 - 06/26/2020	13	405	5,265

Service/Allowable Activity Staffing Plan

Instructional Service Staffing: I identify the staff positions needed to provide the instructional service described above (see Fiscal Handbook).

What migrant-funded staffing will support this service/allowable activity?

Title	Classification	Number of	
		Staff	FTE
Teachers	Certificated	4	4.00

Support Service Staffing: Identify the staff positions needed to provide support for the service described above (see Fiscal Handbook).

What migrant-funded staffing will support this service/allowable activity?

Title	Classification	Number of	
		Staff	FTE
High School Tutors	Classified	4	4.00
TOSA	Certificated	1	1.00

Service/Allowable Activity Budget Detail

Object Code	Description & Itemization of costs	Amount
1100 Teachers	1 TOSA: \$25.00/hr x 8 hrs/day x 7 days (5 planning days and 2 preservice days) + \$25.00/hr x 7hrs/day x 13 days to plan for, coach and monitor the instructional program and expected outcomes.	\$3,675
1100 Teachers	4 credentialed teachers (\$25/hr x 8hrs/day x 2 days (Preservice PD) + \$25.00/hr x 7 hours/day x 13 days).	\$10,700
2200 Support Services Salaries	1 Bilingual Parent Liaison (1 x \$15/hr x 7 hrs/day x 15 days)	\$1,575
2200 Support Services Salaries	4 High School Tutors (\$13/hr x 7 hrs/day x 15 days)	\$5,460
3000 Employee Benefits	Certificated benefits: \$14,375 x 31% = \$4,457 Classified benefits: \$7,035 x 31% = \$2,181	\$6,638

Object Code	Description & Itemization of costs	Amount
4100 Textbooks Curricula Materials	Consumable replacements for curriculum (88 students x \$10/book x 2 curriculums)	\$1,760
4300 Materials & Supplies	Basic classroom and office supplies, grade level literature and content based materials for each classroom, supplemental curriculum (\$200/classroom x 4 classrooms + \$200 for the office; Kits for Kidz: \$13.50 x 88 students)	\$2,188
5700 Transfers of Direct Costs	2 district buses: Two roundtrips daily: Courtland to Clarksburg to WG to Courtland (\$2.50/mile x 51 miles/day x 13 days x 2 trips + \$30/hr x 4 hr/day x 13 days=\$4,875) Two roundtrips daily: Rio Vista to Isleton to Walnut Grove to Rio Vista (\$2.50/mile x 30 miles/day x 13 days x 2 trips + \$30/hr x 4 hr/day x 13 days =\$3,510)	\$8,385
5800 Prof/Cons/Serv & Operating Exp.	STEM assemblies: Explorit, Cosumnes River Preserve, and WOW Museum (\$1,500) , Sly Park presentation: environmental awareness (\$500) , & Last Day of Summer School Celebration: Cultural, Visual and Performing Arts presentations, culinary experience and professional dancers performance (\$1,000)	\$4,016
Total:		\$44,397

2. Credit Recovery Summer School

Provide an overview description of your service/allowable activity.

Migrant students who have failed one or more content area classes will be offered a spot in the Credit Recovery Summer School. The students are required to take a pre-assessment for the courses they are enrolled in to determine which assignment, quizzes, tests and projects they will need to complete. With the support of their assigned teacher, they are expected to complete their classwork independently and pass the course(s) with 60% or higher on their final grade. If the student is able to do so, his/her failing grade will be replaced with the passing grade on his/her official transcript.

When is this service/allowable activity offered?

Summer

What type of service/allowable activity is this?

Instructional

Note: Instructional services are those educational activities for preschool age children and instruction in elementary and secondary schools, such as tutoring before and after school. [MEP Fiscal Handbook](#)

Which service areas does this activity address?

- SSDP Focus Area: English Language Arts
- SSDP Focus Area: Mathematics
- SSDP Focus Area: English Language Development
- SSDP Focus Area: High School Graduation/Dropout
- SSDP Focus Area: Out of School Youth

SSDP Focus Area: Parent and Family Engagement

SSDP Focus Area: Student Engagement

Other

When will the service/allowable activity be provided?

After School

Before School

Saturday

Other:

Where would the service/allowable activity be provided?

Home-based

Site/Center-based

District-wide

Region-wide

What is the need for this service/allowable activity based on the data?

Based on CAASPP data from the 2017-2018 school year shown in the CA Dashboard, RDUSD students are scoring 21.7 points below Level 3 on the statewide English Language Arts assessment. In Mathematics, RDUSD students are scoring 51.1 points below Level 3. Our Migrant Education students continue to struggle with the increased academic language and literacy-based performance tasks that are a critical part of Common Core State Standards and its aligned summative assessments, SBAC in ELA, Mathematics, and Science. The 2018 SBAC revealed that there is an achievement gap between all students and our Migrant Education students in ELA. In Grade 11 the gap is 10.5%. The achievement gap in Mathematics between All Students and Grade 11 students was less than 5%. The teacher, administrator and support staff surveys from the 2018 and 2019 Summer School informed the district that June has proven to be a better month to offer the summer school experience because the students are more focused on learning and teachers are more willing to

extend their regular school year rather than beginning the future one early. Recruiting students to attend and teachers to teach our Summer School has been a challenge for several years.

Plan

Describe the plan for this service/allowable activity

Key skills to be learned:

Migrant students who have failed one or more content area classes will be enrolled in the summer school academy session. In addition, high school students who are not failing coursework or in need of credit recovery will be invited to participate in various educational excursions. The Academic Counselor at each high school will review the records for each Migrant Education student and determine the courses he/she needs to recover credits for.

The administrative staff will contact the student and his/her family to inform them of the summer school opportunity. The assigned teacher will enroll the student and assign the students the appropriate courses in Odysseyware. Students will arrive at summer school and will be offered a district-funded breakfast. Students will take a pre-assessment for the class they are assigned and begin completing the assignments, quizzes, tests and projects for the course. The teacher will proctor their progress and provide one-to-one intervention when needed. The teacher will monitor the progress and grade the completed work. The teachers will have one-on-one conferences with each student to provide guidance for successful completion of the courses.

Student/teacher ratio:

20:1

Instructional strategies:

The teachers will be incorporating the collaborative study group strategies they have been studying and learning how to use during the regular school year into their summer school instruction. Peer interaction coupled with the online courses is essential for the student's success in passing these credit recovery courses.

Student grouping method:

Students will be grouped based on their language support needs and content area deficiencies.

How instruction will be **differentiated**:

Instruction will be differentiated for students by assessing what their immediate support needs are and making every effort to attend to those needs and supports as they progress through the online coursework.

Other strategies besides the SSDP strategies identified for the focus areas:

What SSDP strategies will be used to deliver this service/allowable activity?

High School Graduation/Dropout

- Principle Strategy 5.0 - Offer case management services to migratory students at risk of not graduating high school.
- Strategy 5.1 - Offer credit accrual and recovery services to migratory 11th and 12th grade migratory high school students who are credit deficient and are at risk of not graduating.
- Principle Strategy 6.0 - Offer case management services to migratory students at risk of not graduating high school.

- Strategy 6.1 - Offer credit accrual and recovery services to migratory 11th and 12th grade migratory high school students who are credit deficient and are at risk of not graduating.

What evidence-based curriculum will be used in this instructional service?

Odysseyware courses are all aligned to the Common Core standards and are a-g approved.

Service/Allowable Activity Staff Development

What are the specific staff development activities?

There is always a need for more teacher training on our credit recovery program, Odysseyware, as it is ever-changing for improvement purposes and providing preparation time for the teachers is essential. Teachers need training on both credit recovery programs offered and how to utilize the program to assign classes, monitoring the students' progress on assignments and assessments, verify credits earned to best meet students' needs. We will be utilizing our in-house expertise to train the teachers working in the Credit Recovery Summer School. As communication and collaboration is always a crucial component to any successful program, planning and facilitating a staff meeting is a necessity before starting the 2020 Summer School.

What dates approximately will the staff development take place?

Date
06/2019

Service/Allowable Activity Evaluation Plan

What is the expected outcome specific to this service/allowable activity?

The percentage of migrant students passing all required coursework and making progress towards graduation will increase.

Local Quantitative Measures and Performance Targets

Local Quantitative Measure	Local Performance Target
Pre and Post Assessment	The students will be assessed using the embedded assessments in the online program. Students enrolled in the online classes will recover credit for at least one class they earned a failing grade in during the regular school year. The students and number of credit needing to be recovered will be determined in April 2020.

Local Qualitative Measures and Performance Targets

Local Qualitative Measure	Local Performance Target
Interview	Meetings with high school academic counselors, district and site administrators and teachers monitoring and providing support for the online classes.
Observation	The TOSA will be observing and providing technology support for both sites and manage each of the student cases online. He will provide feedback to the Director of Educational Services for improvements for our future program.

Service/Allowable Activity Migrant Students Served

For this activity, what is the number of students served at each level?

Please specify the number of students that are priority for service (PFS) students and non-PFS students.

Grade	PFS	Non-PFS	Total
Pre	0	0	0

Grade	PFS	Non-PFS	Total
K	0	0	0
1	0	0	0
2	0	0	0
3	0	0	0
4	0	0	0
5	0	0	0
6	0	0	0
7	0	0	0
8	0	0	0
9	0	28	28
10	0	18	18
11	3	13	16
12	0	14	14
Out of School Youth	0	0	0
Ungraded	0	0	0
Total	3	73	76

Service/Allowable Activity Time

Grade Levels	Students Served	Activity Dates	Sessions	Minutes/Session	Total Minutes
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Grade Levels	Students Served	Activity Dates	Sessions	Minutes/Session	Total Minutes
9 - 12	40	06/08/2020 - 06/26/2020	15	240	3,600

Service/Allowable Activity Staffing Plan

Instructional Service Staffing: I identify the staff positions needed to provide the instructional service described above (see Fiscal Handbook).

What migrant-funded staffing will support this service/allowable activity?

Title	Classification	Number of	
		Staff	FTE
Teacher	Certificated	2	2.00

Support Service Staffing: I identify the staff positions needed to provide support for the service described above (see Fiscal Handbook).

What migrant-funded staffing will support this service/allowable activity?

Title	Classification	Number of	
		Staff	FTE

Service/Allowable Activity Budget Detail

Object Code	Description & Itemization of costs	Amount
1100 Teachers	2 Credentialed Teachers x \$25.00/hour x 4.5 hours/day x 15 days	\$3,375
3000 Employee Benefits	Certificated Employee Benefits (\$3,375 x 31%)	\$1,050
5200 Travel & Conferences	Educational Enrichment Experience/Field Trip	\$9,000

Object Code	Description & Itemization of costs	Amount
5800 Prof/Cons/Serv & Operating Exp.	Transportation using district buses (Round Trip= Courtland to Clarksburg to WG to Courtland. One trip in mid-afternoon and one round trip in the late afternoon = 102 miles/day (Labor: \$1,560 + Mileage: \$3,315)	\$4,875
Total:		\$18,300

DRAFT

Section 7: School Readiness Regular School Year

1. Latino Family Literacy Project

Provide an overview description of your service/allowable activity.

This family literacy program for parents and their preschool children. Families with children from ages three to five are given priority for services. Its main objective is to support the children's early childhood development and guides parents with positive parenting skills that nurture child's oral language and helps prepare the child to succeed in Kindergarten.

When is this service/allowable activity offered?

Regular Year

What type of service/allowable activity is this?

Support Service

Note: Instructional services are those educational activities for preschool age children and instruction in elementary and secondary schools, such as tutoring before and after school. [MEP Fiscal Handbook](#)

Which service areas does this activity address?

SSDP Focus Area: School Readiness

When will the service/allowable activity be provided?

After School

Saturday

Before School

Other:

Where would the service/allowable activity be provided?

Home-based

District-wide

Site/Center-based

Region-wide

What is the need for this service/allowable activity based on the data?

Because of the rural setting and geographic distance that our district encompasses, our families are oftentimes disconnected with information and resources that would help them increase their parenting capacity. Our families are in need of a structure program that teaches them to be engaged in their child's academic development.

Plan

Describe the plan for this service/allowable activity

Key skills to be learned:

The Latino Family Literacy Program is a program that will better prepare children entering Transitional Kinder and/or Kindergarten during the following academic year and acclimate them socially and academically.

Student/teacher ratio:

25:1

Instructional strategies:

Student grouping method:

How instruction will be **differentiated**:

Other strategies besides the SSDP strategies identified for the focus areas:

What SSDP strategies will be used to deliver this service/allowable activity?

School Readiness

- Principle Strategy 7.0 - Offer primary and secondary language services for dual language learners (during a time when parents are available to participate).
- Strategy 7.1 - Provide training and resources to parents:
 - Workshops to increase awareness of school readiness skills including the importance of and strategies to develop primary language skills
 - Workshops to teach strategies that support early learning at home
- Principle Strategy 8.0 - Include social emotional development strategies in school readiness services.
- Strategy 8.1 - Provide training and resources to parents:
 - Workshops to increase social emotional well-being for students
 - Workshops to teach strategies that support early learning at home

What evidence-based curriculum will be used in this instructional service?

Service/Allowable Activity Staff Development

What are the specific staff development activities?

Emphasis is greatly given to early literacy, English Language Development (ELD), math, and social/emotional development, guided on the California Preschool Learning Foundations and Curriculum Frameworks.

This program is a research-based curriculum. It embeds early literacy activities and support families literacy activities and parenting skills. The teacher will receive ongoing Professional Development focusing on best practices and current California Curriculum Frameworks and as well as receive training in the Latino Family Literacy Program directly from the agency that developed it. Onsite coaching and classroom support can be accessed through a regional coach to further support in implementing key strategies.

What dates approximately will the staff development take place?

Date
08/2019

Service/Allowable Activity Evaluation Plan

What is the expected outcome specific to this service/allowable activity?

The parents will be able to communicate three additional effective parenting skills they acquired from completing the program.

Local Quantitative Measures and Performance Targets

Local Quantitative Measure	Local Performance Target
Pre and Post Assessment	100% of the parents who attend 80% of the LFLP classes will be able to list three additional effective

Local Quantitative Measure	Local Performance Target
	parenting skills in comparison to their pre-assessment.

Local Qualitative Measures and Performance Targets

Local Qualitative Measure	Local Performance Target
Observation	The teacher will observe the parents interacting with other parents and their child to determine their self efficacy and increase parenting capacity.

Service/Allowable Activity Migrant Students Served

For this activity, what is the number of students served at each level?
Please specify the number of students that are priority for service (PFS) students and non-PFS students.

Grade	PFS	Non-PFS	Total
Pre	0	0	0
K	0	0	0
1	0	0	0
2	0	0	0
3	0	0	0
4	0	0	0
5	0	0	0
6	0	0	0
7	0	0	0

Grade	PFS	Non-PFS	Total
8	0	0	0
9	0	0	0
10	0	0	0
11	0	0	0
12	0	0	0
Out of School Youth	0	0	0
Ungraded	0	0	0
Total	0	59	59

Service/Allowable Activity Time

Grade Levels	Students Served	Activity Dates	Sessions	Minutes/Session	Total Minutes
0-2yrs - 3-5yrs	50	09/16/2019 - 05/29/2020	10	180	1,800

Service/Allowable Activity Staffing Plan

Instructional Service Staffing: I identify the staff positions needed to provide the instructional service described above (see Fiscal Handbook).

What migrant-funded staffing will support this service/allowable activity?

Title	Classification	Number of	
		Staff	FTE
Instructional Aide III	Classified	2	2.00

Support Service Staffing: Identify the staff positions needed to provide support for the service described above (see Fiscal Handbook).

What migrant-funded staffing will support this service/allowable activity?

Title	Classification	Number of	
		Staff	FTE

Service/Allowable Activity Budget Detail

Object Code	Description & Itemization of costs	Amount
2100 Instructional Aides	4 IAs x 30 hours x 2 sessions x \$15/hour (Two for parent class and two for child class)	\$3,600
3000 Employee Benefits	Classified Benefits for 2 IAs \$3600 x 31% = \$1116	\$1,116
4200 Books & Reference Materials	Infant and Preschool Lending Library (2 libraries x 2 sets x \$1520)	\$6,080
4300 Materials & Supplies	Supplies for learning activities for the child class	\$1,204
5700 Transfers of Direct Costs	Balanced Meal for 10 sessions (10 sessions x 75 participants x \$10/person)	\$7,500
5800 Prof/Cons/Serv & Operating Exp.	Latino Family Literacy Project Training 2 trainings x \$200 = \$400	\$400
Total:		\$19,900

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Section 10: Identification and Recruitment

For this section include any and all Identification and Recruitment (I&R) activities that will be provided during the school year

Eligible migrant students will be identified and recruited in a proper and timely manner.

To qualify for the Migrant Education Program, a child is considered "migratory" if his or her parent or guardian is a migratory worker in the agricultural, dairy, lumber, or fishing industries or the child is actually a migratory out-of-school youth (OSY) who works in agricultural, dairy, lumber, or fishing industries. In addition, the youth or family must have a qualifying move during the past three years. A qualifying move can range from moving across school district boundaries or from one state to another for the purpose of finding temporary or seasonal employment. The eligibility period for the MEP is three years from the date of the last move, and eligibility is established through an interview conducted by a migrant education recruiter who visits the home, employment, or other community locations.

I &R Program Overview

Provide an overview of your organizational structure, including the activities and personnel that are administered locally and the activities and personnel that are administered by subgrantees through a DSA or MOU if applicable.

I &R Quality Control Plan

Provide a copy of the Regions I&R Quality Control Plan as a separate document to the application. *The Regions Plan may be modeled after the States Quality Control Plan; however, the States Plan may not be substituted in lieu of the Regions Plan.*

Title	File Name	Last Update
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District Staff Roles in the I&R Quality Control Process

What are the roles and responsibilities of your I&R staff members within the region's or district's quality control processes?

Describe how you will utilize I&R staff to identify and recruit eligible migrant students; include the community and school-based activities.

Local Community

What are the characteristics of the community in your local recruiting area?

Migration Pattern Adjustment

What strategies will your I&R staff employ to look for families outside the traditional locales? In some communities, migration patterns are well established and recruiters know where migrant families and youths live; however, migration, employment, and housing patterns change over time.

Regional I & R Coordination

How will your I&R staff coordinate recruitment activities with local districts to create effective recruitment partnerships? How do you ensure that recruitment efforts are robust without being duplicative?

Recruitment Activities

Provide the numbers of individuals assigned to conduct eligibility interviews and make eligibility determinations, the full-time equivalent that they spend performing I&R activities, and how and where the recruiting is carried out.

Type	Recruiters	FTE	Description
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I &R Staff

Please provide the number of staff in each I&R supervisory and control staff position, the full-time equivalent that they spend performing I&R activities, and the specific tasks carried out in each position. (Note: the budget for I&R activities is part of the Administration section of this application.)

Title	Number of		Description
	Staff	FTE	

I &R Budget

What is the specific budget for I&R activities?

Object Code	Description & Itemization of costs	Amount
Total:		\$0

Section 11: Parent Advisory Council

Explain how parents and community members are recruited and selected for membership in the PAC. Provide local timelines to ensure PAC compliance with State regulations.

The River Delta Unified School District Migrant Education Parent Advisory Council (PAC) consists of a President, Vice President, Secretary and three alternates. The PAC officials are nominated and elected to their respective posts by the overall migrant education program membership which consists of currently eligible migrant parents in the district. The President and Vice President must have current eligibility status in the Migrant Education Program but the Secretary may be a non-migrant member of the community. The PAC must follow the adopted District PAC bylaws and conduct their meetings following the guidelines set forth in Robert's Rules of Order. PAC meetings are held monthly for a minimum of six meetings during the year in a place accessible to most of the migrant parents and at a time voted on by the members at large. All PAC meetings are open to the public. The public is encouraged to voice their opinions but cannot vote on issues concerning the Migrant Education Program.

Describe the PAC involvement in the review of the Needs Assessment, planning, and development of the regional application, implementation of services provided to students, and program evaluation.

The PAC will review the results of the Parent Needs Assessment at the second meeting of the school year. The parents in attendance will be asked to provide feedback regarding the results of the completed surveys and make recommendations specific to the areas requiring attention. During the Spring, the PAC members are introduced to the draft of District Service Agreement (DSA) application and then again when it has been approved by CDE. If the application is unavailable, the submitted draft is presented. The migrant parents provide feedback on the content and student achievement data that is included. The PAC feedback and recommendations are analyzed and decisions for revisions are made.

What are the specific staff development activities planned based on local data? What are the expected outcomes?

The purpose of the PAC Duties and Responsibilities Training is to empower, engaged and effectively educate the PAC officers so that can facilitate meaningful meeting with their membership. PAC officers learn their assigned duties, roles and responsibilities to the program as well as develop an understanding of the associated regulations. Migrant Education staff and district administration will analyze the feedback, make a decisions about the type of training that is needed, and work collaboratively to identify trainers. Any trainer who is not an employee of the district is required to complete a professional contract, which must be submitted for Board approval.

What are the specific PAC member development activities to meet the need? Include dates, vendors, or providers if applicable.

There is a need for the PAC members to learn and understand the relevant state regulations codes and provisions to the programs within and associated with Migrant Education. Parents express the need to sharpen their skills to analyze the DSA applications and budget and align their feedback accordingly.

Topics for PAC and Staff Development Activities

- Review key provisions of Title I Part, C ESSA (New)
- Identifying local needs of migratory students and parents: data analysis and determining strategies to meet identified needs.
- Meeting engagement, management and facilitation (applicapable, such as Greene Act)
- Instructional strategies for use with parent groups

Leadership workshops

Other

PAC Members

Include a list of PAC member's names.

District/School	First Name	Last Name	Eligible Migrant Parent?
RDUSD/Isleton, Riverview, & RVHS	Karla	Chavez	Yes
RDUSD/CMS & DHS	Maria Guadalupe	Cervantes	Yes
RDUSD/Walnut Grove	Claudia	Diaz	Yes
RDUSD/Bates	Maria Guadalupe	Lopez	Yes
RDUSD/CMS & Delta Charter	Marbella	Estrada	Yes
RDUSD/Isleton	Martha Herlin	Garica	Yes

PAC Staffing

What migrant-funded staffing will support PAC activities?

Title	Classification	Staff
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PAC Budget

What is the specific budget for PAC activities? (Costs related to SPAC conference are not included in this section.)

Object Code	Description & Itemization of costs	Amount
1100 Teachers	Compensation for Child Care (6 meetings x 2 hrs x \$25/hr=\$300)	\$300
2100 Instructional Aides	Compensation for classified staff to assist with the child care (6 meetings x 2 hrs x \$15/hr=\$180)	\$180
3000 Employee Benefits	Benefits for certificated staff to supervise child care (\$300 x 31%=\$93)	\$93
3200 Other Classified Benefits	Benefits for classified staff to assist with child care (\$180 x 31%= \$56)	\$56
4300 Materials & Supplies	Healthy Snacks (\$150 x 6 meetings)	\$900
4300 Materials & Supplies	Supplies for Educational Child Care Activities (\$150 x 6 meetings)	\$900
5800 Prof/Cons/Serv & Operating Exp.	Professional Expert to provide training for PAC members and Executive Board	\$1,000
Total:		\$3,429

Section 13: Administration: Staffing Plan

Indirect Cost Charges

Approved Indirect Rate %

Place a checkmark next to services rendered by indirect cost charges

Accounting and budgeting

Communications

Payroll preparation

Technology support

Personnel management

Other: (List Below)

Purchasing

Data Processing

Warehousing

Facilities

Maintenance

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I certify that the business office was consulted to determine indirect cost charged items.

Administration Staffing Plan

Personnel Needed to Administer ALL Services Described in the Application

Identify personnel needed to administer all services. A MEP administrator is a professional staff member, other than a

teacher or counselor. A MEP administrator may have administrative duties, such as a project director or regional director. Generally, if the personnel are MEP funded professional staff, not paraprofessionals, and they perform MEP administrative duties, then the LEA may consider them as MEP administrators in their job classifications. (See [fiscal handbook](#))

Title	Type(s)	Classification	Number of	
			Staff	FTE
Principal (K-8 ELA/Math)	SS	Certificated	1	1.00
Custodian	SS	Classified	1	1.00
Secretary	SS	Classified	1	1.00

Administration Budget Detail

Please identify all costs related to administration of all services of the MEP for the Regular School Year, Summer School, etc. For each line item, refer to and use the object codes provided in the instructions.

Regular School Year

Object Code	Description & Itemization of costs	Amount
7000 Indirect Cost	\$101,771 x 4.69%	\$4,773
Total:		\$4,773

Summer/Intersession

Object Code	Description & Itemization of costs	Amount
1300 Supervisor/Administrators	K-8 Summer School Principal (\$40/hr X 7 hrs/day X 20 days)	\$5,600

Object Code	Description & Itemization of costs	Amount
2200 Support Services Salaries	Custodian (15 days x 8 hrs/day x \$15/hr)	\$1,800
2400 Clerical, Technical and Office Staff	Clerical Assistant (15 days x 7 hrs/day x \$15/hr)	\$1,575
3000 Employee Benefits	Certificated Employee Benefits (5,600 x 31%)	\$1,736
3000 Employee Benefits	Classified Employee Benefits (3,375 x 31%)	\$1,050
7000 Indirect Cost	\$61,681 x 4.69%	\$2,893
Total:		\$14,654

School Readiness Summer/Intersession

Object Code	Description & Itemization of costs	Amount
7000 Indirect Cost	\$20,880 x 4.69%	\$980
Total:		\$980

Parent Advisory Council

Object Code	Description & Itemization of costs	Amount
7000 Indirect Cost	\$3429 x 4.69%	\$161
Total:		\$161

Section 14: Legal Assurances & Certifications

<https://www.cde.ca.gov/fg/fo/r28/documents/legalassurance1920.docx>

Upload signed Legal Assurances

Title	File Name	Last Update
Lobbying Form	Lobbying_Form_2019-20_MEP_DSA.pdf	04/03/2019 7:41 PM
Drug Free Workplace Form	Drug_Free_Workplace_Form_MEP_DSA_2019.2020.pdf	04/03/2019 7:41 PM

Migrant Education Program Inventory list

Title	File Name	Last Update
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Official Job duty statements from the local Human Resources office for all MEP staff

Title	File Name	Last Update
Custodian I	CUSTODIAN_I.pdf	04/02/2019 11:12 PM
School Secretary	SECRETARY_-_school.pdf	04/02/2019 11:13 PM
Principal	PRINCIPAL.pdf	04/02/2019 11:13 PM
TOSA	TOSA_SS_Mig_Ed_Duties_Job_Description_2017.doc.pdf	04/02/2019 11:22 PM
Instructional Aide II & III	INSTRUCTIONAL_ASSIST_I_II_III.pdf	04/02/2019 11:24 PM
Student Tutors	STUDENT_OFFICE_ASSISTANT.pdf	04/02/2019 11:26 PM
Teacher	TEACHER.pdf	04/02/2019 11:27 PM

Per the Migrant Data Security Guidance Letter released on May 12, 2016, the California Department of Education (CDE) Migrant Education Office (MEO) is requesting from the Migrant Education Program (MEP) subgrantees the current Data Device Inventory information for data

devices purchased with migrant funds.

The migrant program will upload the migrant data device inventory, updated for the current fiscal year, if applicable.

If migrant fund was used to purchase data devices that are used to access, store, and/or process student personally identifiable information for the past five year starting from the current fiscal year, the RA and DFDSA migrant programs must upload the latest migrant device inventory in the template provided by the state Migrant Education Office via the link in orange color. This inventory must contain all migrant data devices, including those from the DSAs and MOUs.

For a DSA/MOU district, the migrant program must upload the latest migrant device inventory in the template provided by the state Migrant Education Office via the link in orange color. This district level migrant data device inventory may be filed by the regional office for record keeping. The district may consult with the regional office for inventory completion guidance.

Inventory Template

Migrant Data Device Inventory

Title	File Name	Last Update
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Organizational Chart of Migrant Education

Title	File Name	Last Update
RDUSD Organizational Chart	MEP_Staff_Organization_Chart_w_names_RDUSD_2019.2020.pdf	04/02/2019 11:12 PM

Migrant Education Program Summer Waiver Request Form

Summer Waivers

Title	File Name	Last Update
2020 Summer School Waiver	2020_Summer_School_Waiver.pdf	04/03/2019 7:42 PM

Cover Page

The cover page is created when the plan is approved.

Once it is created, the plan creator uploads the cover page signed by the Superintendent or Designee and Parent Council Representative.

Finally, the Migrant Education Program Director or Designee signs the cover page and this final version is uploaded.

[Download current cover page.](#)

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**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: April 9, 2019

Attachments: X

From: Kathy Wright, Director of Educational Services

Item Number: 10.5

Type of item: (Action, Consent Action or Information Only): Consent Action

SUBJECT:

Request to approve the Mathematics Session Agreements with Mathematics Education Collaborative (MEC) to provide two sessions of the Number Talk Institute at a cost not to exceed \$13,800.

BACKGROUND:

The Mathematics Education Collaborative provided River Delta Unified School District with a two day Number Talk Institute in January 2019. Positive feedback and immediate implementation into daily instruction by the teachers who completed the training confirmed the decision to move forward with this future offering of staff development.

STATUS:

MEC will provide a one (1) day Number Talk Institute on June 10th, 2019 and a two (2) day Number Talk Institute June 26, 2019 - June 27, 2019.

PRESENTER:

Kathy Wright, Director of Educational Services

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES:

Not to exceed \$13,800 paid by Educational Services funding.

RECOMMENDATION:

Request to approve the Mathematics Session Agreements with Mathematics Education Collaborative (MEC) to provide staff development at a cost not to exceed \$13,800.

Time allocated: 3 minutes

MATHEMATICS SESSION AGREEMENT

THIS AGREEMENT is made on March 29, 2019, by and between **Mathematics Education Collaborative (MEC)**, a Washington nonprofit corporation (herein referred to as MEC), and the **RIVER DELTA UNIFIED SCHOOL DISTRICT ("RDUSD")**.

RECITALS

- A. MEC promotes partnerships with school districts to provide improved mathematical instruction and to work with school districts to design and deliver a plan of instruction, which addresses the needs of a particular school district.
- B. RDUSD desires to retain the services of MEC, as described herein, and has determined that such services will improve student learning and/or achievement.

In consideration of the mutual covenants and promises contained herein, the parties hereby agree as follows:

1. MEC Mathematics Session. MEC offers a one (1)-day Number Talk Session (the "Session") of study for educators. Attached hereto and incorporated herein by reference is a description of the one (1)-day Mathematics Session: "**Number Talk Session.**"
2. Date of Session. The Session will run **June 10 (Monday), 2019.**
3. Participants and Fee Payable to MEC. The cost to RDUSD shall be Four Thousand Six Hundred Dollars (\$4,600.00) for up to 35 participants plus Ninety Dollars (\$90.00) per additional participant, up to fifty (50) total participants. A total of more than fifty (50) participants will require an updated contract as a second facilitator or an additional Session will be needed. The parties hereto acknowledge that it is not cost effective to proceed with the Session unless there are a certain number of participants. Therefore, a guaranteed number of participants are required to hold the Session. Accordingly, RDUSD agrees to use its best efforts to solicit thirty-five (35) participants who will attend the Session.
4. Verification of Number of Participants. No later than fourteen (14) days prior to the first day of the Session, RDUSD shall notify MEC of the number of registered participants.
5. Delivery of Course Materials. MEC shall deliver to RDUSD a sufficient number of Session materials, including, but not limited to, manipulatives and written Session materials. RDUSD shall be responsible for storing the materials provided by MEC in a safe and secure area.
6. Other Duties of the Parties. In connection with the hosting of the Session, the parties further agree at their sole expense to do the following:
 - (a) Each party shall provide the other a contact person prior to and during the Session, e.g., name, address, telephone number, and email address.
 - (b) RDUSD shall forward and deliver informational flyers to prospective participants. RDUSD shall manage registration and payment for the Session.
 - (c) RDUSD shall provide the location and facility for holding the Session and shall provide access to such location and facility to MEC and its employees or agents one (1) day prior to the first day of the Session for MEC's review and to allow MEC to set up its Session. MEC will also be allowed to leave the session set up between session days.
 - (d) RDUSD shall provide the necessary furniture, e.g., tables and chairs, and equipment, e.g., audio-visual equipment for holding the Session. MEC will provide RDUSD with an equipment list and room set-up diagram.
 - (e) RDUSD shall provide hot water and coffee for the duration of the Session. RDUSD shall provide custodial care during the Session.

**MEC Mathematics Session Agreement
made between MEC & RDUSD, for 1-day Number Talk Session, June 2019**

7. Recording Prohibited. There shall be no audio and/or visual recording of the MEC presentations during the Session without the express prior written consent of the President or Executive Director of MEC, whose consent may be withheld for any reason whatsoever.
8. Post-Session Obligations. After the Session ends, MEC shall box all of its materials and supplies used in connection with the Session and shall place such boxes in a safe and secure place designated by RDUSD. RDUSD agrees to provide the shipping company or carrier, who is retained by MEC to pick up and ship these boxes, access to such boxes on the Monday following the last day of the Session. MEC shall be responsible for all shipping costs.
9. Indemnification. RDUSD shall indemnify, defend, and hold MEC harmless from all suits, claims, actions, damages or losses whatsoever, including its costs and reasonable attorneys' fees, which are incurred and which result from: (i) a breach by RDUSD of a term or condition of this Agreement; and/or (ii) any act of omission of RDUSD, its employees, agents, and subcontractors in connection with the performance of its duties hereunder. MEC shall indemnify, defend, and hold RDUSD harmless from all suits, claims, actions, damages or losses whatsoever, including costs and reasonable attorneys' fees, which are incurred and which result from: (i) a breach by MEC of a term or condition of this Agreement; and/or (ii) any act of omission of MEC, its employees, agents, and subcontractors in connection with the performance of its duties hereunder.
10. Confidentiality. RDUSD acknowledges that MEC is the sole owner of the information and materials developed and provided to RDUSD by MEC and are protected under the copyright laws of the United States. Therefore, RDUSD agrees not to disclose or use such information and/or materials in any manner which violate MEC's rights under the copyright laws and under any other federal or state law.
11. Default and Remedies. If any party hereto breaches a term or condition of this Agreement, the non-breaching party shall be entitled to seek any remedy available in law or in equity. The remedies available to the non-breaching party may be pursued concurrently or consecutively by the non-breaching party at its own election and the pursuit of one remedy shall not constitute a waiver of the other remedies.
12. Authorized Signatures. Each individual signing this Agreement on behalf of a party warrants and represents to the other party that he/she is authorized to sign this Agreement on behalf of such party and that this Agreement shall be binding upon such party.
13. Entire Agreement and Amendment. This Agreement represents the entire agreement by the parties regarding the subject matter hereof and supersedes any prior oral or written agreement and this Agreement may be amended only by a written document, signed by both MEC and RDUSD.
14. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the California and the venue of any legal proceedings regarding this Agreement shall be in Solano County, California.

Mathematics Education Collaborative / MEC

By: Debbie Olson

Print Name: Debbie Olson

Its: CEO

Dated: March 29, 2019

Federal Tax I.D. No.: 91-1906808

Mailing Address: 4439 Salt Spring Drive
Ferndale, WA 98248

RIVER DELTA UNIFIED SCHOOL DISTRICT / RDUSD

By: Katherine E Wright

Print Name: Katherine E Wright

Its: Director of Educational Services

Dated: 4-2, 2019

Federal Tax I.D. No.: _____

**MEC Mathematics Session Agreement
made between MEC & RDUSD, for 1-day Number Talk Session, June 2019**

MATHEMATICS INSTITUTE AGREEMENT

THIS AGREEMENT is made on March 29, 2019, by and between **Mathematics Education Collaborative (MEC)**, a Washington nonprofit corporation (herein referred to as MEC), and the **RIVER DELTA UNIFIED SCHOOL DISTRICT ("RDUSD")**.

RECITALS

- A. MEC promotes partnerships with school districts to provide improved mathematical instruction and to work with school districts to design and deliver a plan of instruction, which addresses the needs of a particular school district.
- B. RDUSD desires to retain the services of MEC, as described herein, and has determined that such services will improve student learning and/or achievement.

In consideration of the mutual covenants and promises contained herein, the parties hereby agree as follows:

1. MEC Mathematics Institute. MEC offers a two (2)-day Number Talk Institute (the "Institute") of study for educators. Attached hereto and incorporated herein by reference is a description of the two (2)-day Mathematics Institute: "**Number Talk Institute.**"
2. Date of Institute. The Institute will run **June 26 (Wednesday) through June 27 (Thursday), 2019.**
3. Participants and Fee Payable to MEC. The cost to RDUSD shall be Nine Thousand Two Hundred (\$9,200.00) for up to 35 participants plus Two Hundred Dollars (\$200.00) per additional participant, up to fifty (50) total participants. A total of more than fifty (50) participants will require an updated contract as a second facilitator or an additional Institute will be needed. For this fee, MEC will provide a copy of the book Making Number Talks Matter for each participant. The parties hereto acknowledge that it is not cost effective to proceed with the Institute unless there are a certain number of participants. Therefore, a guaranteed number of participants are required to hold the Institute. Accordingly, RDUSD agrees to use its best efforts to solicit thirty-five (35) participants who will attend the Institute.
4. Verification of Number of Participants. No later than fourteen (14) days prior to the first day of the Institute, RDUSD shall notify MEC of the number of registered participants.
5. Delivery of Course Materials. MEC shall deliver to RDUSD a sufficient number of Institute materials, including, but not limited to, manipulatives and written Institute materials. RDUSD shall be responsible for storing the materials provided by MEC in a safe and secure area.
6. Other Duties of the Parties. In connection with the hosting of the Institute, the parties further agree at their sole expense to do the following:
 - (a) Each party shall provide the other a contact person prior to and during the Institute, e.g., name, address, telephone number, and email address.
 - (b) RDUSD shall forward and deliver informational flyers to prospective participants. RDUSD shall manage registration and payment for the Institute.
 - (c) RDUSD shall provide the location and facility for holding the Institute and shall provide access to such location and facility to MEC and its employees or agents one (1) day prior to the first day of the Institute for MEC's review and to allow MEC to set up its Institute. MEC will also be allowed to leave the institute set up between session days.
 - (d) RDUSD shall provide the necessary furniture, e.g., tables and chairs, and equipment, e.g., audio-visual equipment for holding the Institute. MEC will provide RDUSD with an equipment list and room set-up diagram.
 - (e) RDUSD shall provide hot water and coffee for the duration of the Institute. RDUSD shall provide custodial care during the Institute.

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: April 9, 2019

Attachments: _____

From: Shanan Spears, Ag Teacher at Delta High School

Item Number: 10.6

Type of item: (Action, Consent Action or Information Only): _____ Consent Action

SUBJECT: The Delta FFA Ag Boosters would like to host a Texas Hold 'Em game night to raise \$5000 for Delta FFF members to attend National FFA Convention.

BACKGROUND:

The Agriculture Department/FFA of Delta High school attends the National FFA Convention in a rotation every other year. Delta FFA members, the Ag Boosters and Mrs. Spears are actively seeking fundraising opportunities to offset the costs in order to broaden the number of students who are able to attend. The Ag Boosters group would like to host a Texas Hold 'Em poker night. This event has been done previously at Rio Vista by their Athletic Boosters (2016). The event is tentatively scheduled for Friday, June 28, 2019. The event will be held at the VFW Hall in West Sacramento at 5:30pm. The Heavenly Boosters are in compliance with all applicable laws and have registered with the State of California Department of Justice to obtain their Charity Registration number and have contracted with a company that handles this type of event. Tickets are \$100 per person to attend. No money will be given out. Participants will be provided dinner and can win prizes and gift cards. All proceeds will be used to support the students, staff, and parents who will attend the convention.

STATUS:

This event was previously approved for November of 2018, but had to be re-scheduled.

Fundraising toward this trip will be ongoing in order to offset costs for FFA members.

PRESENTER:

Shanan Spears, Ag Teacher

OTHER PEOPLE WHO MIGHT BE PRESENT:

Laura Uslan, Principal

COST AND FUNDING SOURCES:

The cost of the fundraiser is being paid by the Delta High School Ag Boosters.

RECOMMENDATION:

That the Board approves the Texas Hold "Em fundraiser to be sponsored by the Delta High School Ag Boosters on June 28, 2019.

Time allocated: 3 minutes

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: April 9, 2019

Attachments: X

From: Kathy Wright, Director of Educational Services

Item Number: 10.7

Type of item: (Action, Consent Action or Information Only): Consent Action

SUBJECT:

Request to approve the Independent Contract for Services Agreement with Brittingham Professional Development Seminars to provide staff development at a cost not to exceed \$7,500.

BACKGROUND:

MaryAnn Brittingham is a nationally acclaimed behavior management trainer whose mission is to build teachers' capacity to effectively implement realistic research-based behavior management strategies that will make a difference in how teachers and school support staff respond to our students' behavior choices. She comes highly recommended from River Delta Unified School District teachers and administrative staff because they were inspired by her useful message and wanted to give every teacher and staff members an opportunity to experience and learn from it.

STATUS:

Brittingham Professional Development Seminars will be available to provide a districtwide presentation for all teachers and interested support staff on Friday, August 2, 2019.

PRESENTER:

Kathy Wright, Director of Educational Services

OTHER PEOPLE WHO MIGHT BE PRESENT:

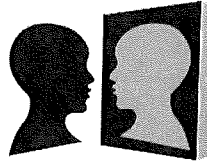
COST AND FUNDING SOURCES:

Not to exceed \$7,500 paid by Educational Services funding

RECOMMENDATION:

That the Board approves Independent Contract for Services Agreement with Brittingham Professional Development Seminars to provide staff development at a cost not to exceed \$7,500.

Time allocated: 3 minutes



BRITTINGHAM
PROFESSIONAL DEVELOPMENT SEMINARS
REFLECTING A BETTER YOU

Quote for Staff Development

MaryAnn Brittingham
1530 Indian Springs Rd
Pine Bush, NY 12566

maryann@mbrittingham.com
www.mbrittingham.com

Date

3/13/19

Name/ Address

D.H. WHITE ELEMENTARY
500 ELM WAY
RIO VISTA, CA 94571

Date of Seminar

8/2/2019

Description			Total
Staff Presentation 8:30 – 3:00 for 125 people. Grades K-12			\$7800.00
This fee includes airfare, hotel, car rental, tolls, parking, gas and meals.			
School agrees to make copies of the handouts			
One-time discount \$200			\$200
Total amount:			\$7500

This quoted price is good for 2 weeks as airfare prices change rapidly.

MaryAnn Brittingham
President, Brittingham Professional Development Seminars

1530 Indian Springs Road • Pine Bush, NY 12566 • 845-744-3213 • Fax: 845-744-3250
MaryAnn@MBrittingham.com • www.MBrittingham.com



RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street
Rio Vista, California 94571-1651
(707) 374-1700 Fax (707) 374-2995
<http://riverdelta.org>

INDEPENDENT CONTRACT FOR SERVICES AGREEMENT

THIS AGREEMENT is entered into by and between the River Delta Unified School District hereinafter referred to as "DISTRICT," and Brittingham Professional Development Seminars hereinafter referred to as "CONSULTANT."

IT IS HEREBY MUTUALLY AGREED that Consultant will provide services under the following terms and conditions and the terms of this agreement shall supersede any conflicting provision in a contract provided by the Consultant which may be attached to this agreement. Consultant acknowledges and agrees that performance on this Agreement shall be subject to availability of District funds.

1. TERM: The term of this agreement is from July 1, 2019 through June 30, 2020. Extension or renewal requires approval of DISTRICT Superintendent or authorized representative. Unless compensation is fixed on the basis of a daily or hourly rate, compensation will not be increased upon extension of the agreement without approval of the DISTRICT Superintendent or authorized representative. It is the right of the District to contact references, perform background checks, and/or audit data security procedures of the Consultant.

This agreement may be terminated at the convenience of either party upon 30 days advance written notice to the other party. In the event of termination, CONSULTANT shall immediately suspend any further performance of services pursuant to this agreement, except as otherwise authorized by the DISTRICT in writing, and Consultant shall be compensated only for services provided up through the date of termination.

CONSULTANT SERVICES: CONSULTANT agrees to perform, during the term of this agreement, the tasks, obligations and services detailed as follows (extra pages may be added but must be identified as part of this paragraph): To provide a districtwide presentation for staff on August 2, 2019 for up to 125 people.

PAYMENT FOR SERVICES: CONSULTANT shall receive compensation at the rate of:

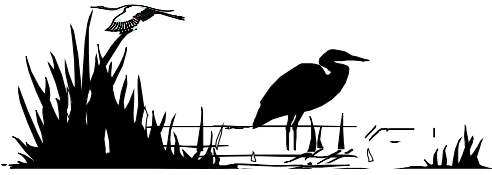
Not to exceed \$7,500. This fee includes a staff presentation, airfare, hotel, car rental, tolls, parking, gas and meals.

In the event the CONSULTANT is required to travel outside Solano, Yolo or Sacramento Counties at the request of the DISTRICT, it is agreed that actual and necessary expenses incurred while performing such services shall be reimbursed but must be pre-approved. All payments will be based on invoices submitted to DISTRICT by CONSULTANT and approved by DISTRICT'S authorized representative. The CONSULTANT shall provide an itemization of costs on submitted invoice with receipts attached.

2. RECORDS: CONSULTANT will maintain full and accurate records in connection with this agreement and will make them available to DISTRICT for inspection at any time. The District maintains the right to monitor the performance of Consultant and may require consultant to submit appropriate reports including but not limited to financial reports, audit reports, and/or internal control reports as determined by the District. In addition, the Consultant understands and agrees that Consultant's work product shall be subject disclosure in accordance with the Public Records Act (Gov. Code §§ 6250 *et seq.*).

Creating Excellence To Ensure That All Students Learn

Bates School Isleton School Walnut Grove School Delta High School Wind River School
Clarksburg Middle Riverview Middle D.H. White Elementary Rio Vista High School Mokelumne High School
River Delta High/Elementary School River Delta Community Day School.....Delta Elementary Charter School
Delta Elementary Charter School



RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street

Rio Vista, California 94571-1651

(707) 374-1700 Fax (707) 374-2995

<http://riverdelta.org>

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

To the fullest extent permitted by law, Brittingham Professional Development Seminars, (Contractor/Consultant) agrees to defend, indemnify, hold harmless and waive all rights of subrogation against River Delta Joint Unified School District, its Board of Trustees, officers, agents and employees (collectively the "District") from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages, injuries and liabilities, whether active or passive, arising from any death or injury negligently caused by the Contractor/Consultant to any person or tangible property because of, arising out of, or in any way related to the Contract/Consultant's performance of this Agreement, except that Contractor/Consultant shall not be liable to defend, indemnify or hold harmless the District for the negligent or intentional acts of the District. It is understood and agreed that such indemnity shall survive the termination of this agreement. Contractor/Consultant shall maintain their own contractual liability insurance to cover its obligations under this Agreement. This indemnification is independent of and shall not in any way be limited by insurance carried by the Contractor/Consultant.

In the case of Facility Use Agreements, Contractor/Consultant further agrees to comply with the insurance requirements attachment to that contract and shall name the District as an additional insured via separate endorsement from its insurance carrier, and provide acceptable proof thereof to the District.

If the Contractor/Consultant should sublet any work to another party (i.e., subcontractor), Contractor/Consultant guarantees that such subcontractor shall indemnify the District prior to permitting subcontractor to commence its work. Contractor/Consultant shall obtain a signed agreement from such subcontractor indemnifying the District as set forth above. In addition, Contractor/Consultant shall require in its purchase orders that each supplier indemnify Contractor/Consultant and the District from any and all losses arising from any materials, products, or supplies included in such work.

In the case of any conflict with these requirements and the provisions of the Agreement to which it is attached, these provisions shall prevail.

Signature of Authorized Representative

Date Signed

Typed/Printed Name of Authorized Representative

Company Name

Address, Email & Phone: _____

By SY of AALRR

Creating Excellence To Ensure That All Students Learn

Bates School	Isleton School	Walnut Grove School	Delta High School	Wind River School
Clarksburg Middle	Riverview Middle	D.H. White Elementary	Rio Vista High School	Mokelumne High School
River Delta High/Elementary School	River Delta Community Day School.....	Delta Elementary Charter School		
	Delta Elementary Charter School			

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: April 9, 2019

Attachments: _____

From: Victoria Turk

Item Number: 10.8

Type of item: (Action, Consent Action or Information Only): Consent

SUBJECT:

Declare screen print machine as surplus and deem it as zero value

BACKGROUND:

Screen print machine needs repairs. Parts to repair cost more than purchasing a new one.

STATUS:

Surplus items need Board approval

PRESENTER:

Victoria Turk, Principal

OTHER PEOPLE WHO MIGHT BE PRESENT:

Megan brooks, Elias Rivera

COST AND FUNDING SOURCES:

Not applicable

RECOMMENDATION:

That the Board deems the screen print machine as surplus and deem it as zero value

Time allocated: 3 minutes

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: March 12, 2019

Attachments: None

From: Don Beno, Superintendent

Item Number: 10.9

Type of item: (Action, Consent Action or Information Only): Consent Action

SUBJECT:

Donations

BACKGROUND:

Donations to Receive and Acknowledge:

D.H. White Elementary School

Casey's Auto Body, Inc – College Day T-Shirts - \$250

Meredith Bird-Marinucci – Student Store - \$100

Riverview Middle School

Beth Brockhouse - \$89.74

Isleton Elementary School – United States and California Flags

Isleton Fire Department - \$80

STATUS:

PRESENTER:

Don Beno, Superintendent

OTHER PEOPLE WHO MIGHT BE PRESENT:

Staff

COST AND FUNDING SOURCES:

RECOMMENDATION:

That the Board acknowledge and approve the receipt of these donations

Time allocated: 2 minutes

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: April 9, 2019

Attachments: X_____

From: Elizabeth Keema-Aston, Chief Business Officer

Item Number: 11_____

Type of item: (Action, Consent Action or Information Only): Action item_____

SUBJECT:

Request Approval to Seek a Request for Proposal (RFP) for a Food Service Management Contractor (FSMC).

BACKGROUND:

The District is in the final year of its contract with Sodexo, the District's current Food Service Management Contractor (FSMC). The district will need to secure a new contract to start July 1, 2019.

STATUS:

District staff would like to invite proposals through the RFP process to identify a FSMC to start Fiscal Year 2019-20 as of July 1, 2019. The Contract will be for one-year with four (4) consecutive one-year renewal options.

The advantages of having a FSMC administer the food services program are a more efficient daily operation, enhanced meal offerings, greater student participation, economic gain, and a reduction of some administrative details. The services is expected to be cost neutral or better. RFP's do not obligate the district to enter into a contract if the proposals are not in the best interest of the district.

PRESENTER:

Elizabeth Keema-Aston, Chief Business Officer

OTHER PEOPLE WHO MIGHT BE PRESENT: N/A

COST AND FUNDING SOURCES:

Advertising costs to be paid thru Unrestricted General Funds.

RECOMMENDATION:

That the Board approve inviting proposals for Food Service Management Contractor through the RFP process.

Time allocated: 5 minutes

California Department of Education

Request for Proposal
and
Fixed-Price Contract

For
River Delta Unified School District

School Food Authorities
Procuring the Services of a
Food Service Management Company



Procurement Resources Unit
Nutrition Services Division
Systems Support Branch
April 2019

Notice of Request for Proposals

Food Service Management Company RFP 1819-1

Notice is hereby given that the Governing Board of the **River Delta Unified School District** (hereinafter referred to as **SFA**) is requesting proposals for a food service management company (hereinafter referred to as **Respondent[s]**) to assist with the SFA's food service program.

Respondents should not construe from this legal notice that the SFA intends to enter into a fixed-price contract with the Respondent unless, in the opinion of the SFA, it is in the best interest of the SFA to do so. The SFA reserves the right to negotiate final contractual terms with the successful Respondent.

The Request for Proposal (RFP) documents are available by
River Delta Unified School District Web site at www.Riverdelta.org

To request the RFP documents by e-mail, postal mail, or fax, please contact
Elizabeth Keema-Aston
e-mail ekaston@rdusd.org
Postal Mail: **445 Montezuma St, Rio Vista, CA 94571**
fax **(707) 374-2995**

The SFA will record and provide answers to any questions or requests for clarifying information about the RFP during the question and answer period.

The SFA will hold a **Mandatory Tour** of the SFA facilities on
WEDNESDAY, April 17, 2019 beginning at 9:00 a.m.
Location: **Rio Vista High School**
410 South Fourth Street
Rio Vista, CA 94571

All potential Respondents must attend in order to submit a proposal

The SFA will hold a **Mandatory Taste Testing** for a group of parents and administrators
FRIDAY, May 17, 2019 beginning at 2:30 pm.
Location: **Rio Vista High School**
410 South Fourth Street
Rio Vista, CA 94571

All potential Respondents must attend as part of the evaluation.

Respondents must submit written proposals in a sealed package labeled
"Proposal - Food Service Management Company 1819-1"
Addressed to the SFA at **River Delta Unified School District**
445 Montezuma St, Rio Vista, CA 94571
Attn: **Elizabeth Keema-Aston**

The SFA will accept all proposals received on or before **Friday, May 10, 2019 by 4:00 p.m.** The SFA will not accept proposals that are received after the deadline. The SFA will open proposals at **10:00 a.m. on May 13, 2019**

The SFA reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. The SFA will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of the SFA. Following the review and analysis of all responsive proposals, the SFA will make a recommendation to their Board of Education at its regularly scheduled meeting.

River Delta Unified School District

**REQUEST FOR PROPOSAL
FOOD SERVICE MANAGEMENT COMPANY
Cover Page**

CONTACT INFORMATION

1819-1

by

River Delta Unified School District
FOOD SERVICE PROGRAM

ADDRESS ALL PROPOSALS TO:

Elizabeth Keema-Aston
Chief Business Officer

445 Montezuma St., Rio Vista, CA 94571

(707) 374-1700

Ekaston@rdusd.org

(707) 374-2995, Fax Number

Request for Proposal

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Introduction/Purpose of Solicitation

The purpose of this Request for Proposal (RFP) is to enter into a fixed-price contract with a food service management company (FSMC) that will provide **River Delta Unified School District** (hereinafter referred to as the school food authority [SFA]) with food service management assistance for their food service operation. The FSMC will provide services to the SFA as described in the Scope of Work in the Model Fixed-price Contract.

The SFA's food service goals are to provide nutritious, high-quality meals to students and participants in **National School Lunch Program, School Breakfast Program, After School Meal Supplements, At-Risk Snack, Child and Adult Care Food Program, At-Risk Supper Program and Seamless Summer Feeding Option**, to accommodate special diets where medically necessary, improve the nutritional quality of meals, and maintain a financially viable food service program. General food service goals are to:

- Provide an appealing and nutritionally sound program for students as economically as possible, with a conscience effort to include locally grown products.
- Stimulate both student and adult participation in the program through improved relations with students, staff, and the community by creating awareness of the direct correlation between adequate nutrition for students and their ability to learn
- Increase participation at all levels of the food service program by improving meal quality, seeking student and parent input, offering menu variations, and improving planning
- Maintain reasonable prices for students and adults participating in the food service program
- Maintain student and staff morale at a high level
- Maintain a better than breakeven budget with reserves sufficient to cover the cost of capital expenditures as they arise.

SFAs shall conduct all procurement transactions in a manner that provides maximum open and free competition consistent with Title 2, *Code of Federal Regulations* (2 CFR), Part 200.319(a)(1-7). The SFA must share with every Respondent all information necessary for submitting a competitive proposal. The release of this RFP, evaluation of Respondents, and award of a contract will use competitive bidding standards established in all applicable California state and federal statutes and regulations.

Outlined below are competitive bidding basic standards:

- The purpose of soliciting competitive proposals is to secure public objectives in the most effective manner and avoid the possibilities of graft, fraud, collusion, etc.
- The SFA released this RFP to benefit the SFA and not the Respondents.

- Fulfillment of RFP specifications is based on full and fair competition and acceptance by the SFA of the most responsive and responsible Respondent to the SFA's requirements, as determined by the SFA when evaluating proposals based on the criteria contained in the RFP.
- The RFP must provide a basis for full and fair competition among Respondents to a common standard, free of restrictions that tend to stifle competition.

The above four points are for illustrative purposes only, and do not include all California state and federal requirements to achieve competitive bidding.

To respond to this RFP, interested FSMCs must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this RFP. The SFA will measure this evidence by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Respondent must:

- Carefully read the entire RFP, attachments, exhibits, addenda, and SFA responses to questions before submitting a proposal
- Ask appropriate questions or request clarification before the deadline in the RFP
- Submit all required responses by the required deadlines
- Follow all instructions and requirements of the RFP thoroughly and appropriately

If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Respondent shall immediately notify the SFA of the error in writing and request clarification or a modification of the RFP. If the Respondent fails to notify the SFA of the error prior to the date for submission of proposals, and is awarded the contract, the Respondent shall not be entitled to additional compensation or time by reason of the error or its later correction.

Schedule of Events
for
RFP # 1819-1

- | | | |
|---|-----------|---------|
| • Board Meeting – RFP Approval | Tuesday | 4/09/19 |
| • Release of RFP | Wednesday | 4/10/19 |
| • First Public Notice | Wednesday | 4/10/19 |
| • Mandatory Tour* | Wednesday | 4/17/19 |
| • Respondent Question Submission Deadline | Tuesday | 4/23/19 |
| • SFA Provides Answers | Wednesday | 5/01/19 |
| • Deadline for Submission of Sealed Proposal | Friday | 5/10/19 |
| • Proposals Opened | Monday | 5/13/19 |
| • Mandatory Taste Testing (Breakfast & Lunch) | Friday | 5/17/19 |
| • Proposals Evaluated | Thursday | 5/23/19 |
| • Board Meeting – Proposal Approval | Tuesday | 6/11/19 |
| • Anticipated Contract Award Date | Tuesday | 6/14/19 |

The SFA will make every effort to adhere to the schedule. However, the SFA reserves the right to amend the schedule, as necessary, and will post a notice of said amendment at www.riverdelta.org

*All interested Respondents must attend the Mandatory Tour. The SFA will reject proposals from Respondents that do not attend. (Attachment A)

General Instructions for Respondents

1. Prepare proposals simply and economically. Provide a straightforward concise description of the Respondent's capability to satisfy the SFA's requirements. Emphasis should be placed on completeness and clarity of content.
2. Submit proposals for the performance of all the services described within this RFP. The SFA will not consider any deviation from these specifications and will reject such proposals.
3. The SFA may reject a proposal if the proposal is conditional or incomplete, deemed nonresponsive, or if it contains any alterations of form or other irregularities of any kind. The SFA may reject any or all proposals or waive any immaterial deviation in a proposal. The SFA's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Respondent from full compliance with all other requirements if awarded the contract.
4. Respondents are responsible for the costs of developing proposals, and shall not charge the SFA for any preparation costs.
5. The SFA asks Respondents that do not intend to submit a proposal to notify the SFA in writing.
6. Respondents may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline. The SFA will not consider proposal modifications offered in any other manner, either oral or written.
7. The Respondent shall provide payment terms within their proposal.
8. The Respondent shall maintain records to support the SFA's Claim for Reimbursement and report claim information to the SFA promptly at the end of each month. Such records shall be made available to the SFA upon request and shall be retained in accordance with 7 CFR, Section 210.16(c)(1).
9. The Respondent shall secure State or local health certification for any facility outside the school in which it prepares meals. The Respondent shall maintain this certification for the duration of the contract.[7 CFR Section 210.16(a)[7]
10. The SFA participates in meal programs that require the use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A 'domestic commodity or product' is defined as one that is either produced in the U.S. or is processed in the U.S. substantially (51% or more by weight or volume) using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d) 220.16(d) and SP 38-2017.
11. The Respondent will document why a non-domestic food is being substituted for domestic foods. The documentation is intended to indicate if the alternative food is due to the cost of domestic being significantly higher than non-domestic foods and/or the domestic foods are not produced or manufactured in sufficient and reasonable available quantities of a satisfactory quality. The Respondent will provide documentation justifying their use of exceptions to the Buy American Provision.

12. The Respondent will provide documentation about the percentage of domestic product in any processed end product. If the percentage is less than 51% then the respondent will notify the SFA of the non-domesticity of the processed end product.
13. The Respondent will provide certification of domestic origin for products which do not have country of origin labels.
14. The Respondent will not, directly or indirectly restrict the sale or marketing of fluid milk at any time or in any place on school premises or at any school-sponsored event. [7 CFR, Section 210.21(e)]
15. The Respondent shall include a 21 Day Cycle menu. (7 CFR, Section 210.10)
16. The Respondent shall include meal pattern requirements for after school snacks, as per 7 CFR, Section 210.10?
17. The Respondent shall include meal pattern requirements for breakfast, as per 7 CFR, Section 220.8?
18. The Respondent must credit the recipient agency for the value of all donated foods received for use in the recipient agency's meal service in the school year or fiscal year (including both entitlement and bonus foods), and including the value of donated foods contained in processed end products. [7 CFR, Section 250.51(a)]
19. The Respondent will provide the method and frequency by which the crediting will occur and document that the value of all donated foods will be credited. [7 CFR, Section 250.51(b)]
20. The Respondent will provide the method of determining the donated food values to be used in crediting. [7 CFR, Section 250.51(c)]
21. The Respondent shall agree to penalties for nonperformance. [7 CFR, Section 210.16(b)(2)]
22. Small Businesses and Minority Business - (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. (b) Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section. (Title 2, Code of Federal Regulations, Section 200.321(a)(b)(1-6))

23. Respondents may withdraw their proposal by submitting a written withdrawal request to the SFA, signed by the Respondent or their authorized agent, through the contact person named in the "Contact Information" provided on page iv of this RFP. Thereafter, a Respondent may submit a new proposal prior to the proposal submission deadline. Respondents may not withdraw their proposal without cause after the proposal submission deadline.
24. The SFA may modify the RFP prior to the date given for submission of proposals by posting an addendum on [the SFA website at www.Riverdelta.org](http://www.Riverdelta.org). The SFA will notify Respondents so they can obtain any addenda from the SFA's Web site, or request it by e-mail, postal mail, or fax.
25. The SFA reserves the right to reject all proposals for reasonable cause. If the costs of all proposals are excessive, the SFA is not required to award a contract.
26. The SFA will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Respondent has submitted more than one proposal for work contemplated herein will cause the SFA to reject all proposals submitted by the Respondent. If there is reason to believe that collusion exists among the Respondents, the SFA will not consider any of the participants of such collusion in this or future solicitations.
27. The SFA will not consider a joint proposal submitted by two or more entities.
28. Additional charges for regular or express delivery, drayage, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.
29. All proposals shall include the forms provided as attachments to this RFP. Respondents may copy these forms. A proposal is considered responsive if it follows the required format, includes all attachments, and meets all deadlines and other requirements outlined in this RFP.
30. The SFA shall not accept proposals after the submission deadline specified in the RFP and shall return the unopened proposals to the respective Respondents. The SFA will not consider late proposals under any circumstances.
31. Respondents are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submitting it.
32. Respondents are responsible for bringing food for a group of parents and administrators for a mandatory tasting event scheduled for May 17, 2019. Points will be assigned to determine the overall ranking.
33. Respondents may submit their questions regarding the information presented in this RFP to [Elizabeth Keema-Aston](mailto:ekaston@rdusd.org) in writing by postal mail at 445 Montezuma Street, Rio Vista, CA 94571 e-mail at ekaston@rdusd.org or fax at (707) 374-2995 no later than **April 23, 2019 at 4:00 p.m.** The SFA will answer all questions received by the deadline in writing without

exposing the query source. This will be the sole process for asking and answering questions regarding this RFP. Respondents may not contact SFA employees directly to ask questions.

34. SFA representatives reserve the right to inspect a Respondent's other food service operations prior to any award of a contract.
35. The SFA reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided the SFA considers such negotiation to be in its best interest. Any change in the terms and conditions must not create a material change, which is any alteration or modification to the original terms stated in the RFP that would have resulted in different proposals from all respondents. A material change will require the SFA to rebid the contract.
36. Interested Respondents are required to inspect the SFA's premises prior to submitting a proposal in order to determine all requirements associated with the proposed contract. The inspection of premises will occur during the Mandatory Tour.
37. Respondents shall submit 4 paper copies and 4 copies in digital format (e.g., CD, DVD, flash drive, etc.).
 - a. The paper copies must contain the original signature of the individual(s) authorized to bind the Respondent contractually and be labeled "Master Copy."
 - b. The Respondent must ensure the digital copy is complete and inclusive of all materials contained in the paper copy, including any required signatures. If there is an inconsistency between the paper and digital copies, the paper copy will take precedence.
 - c. The sealed proposal envelopes must be marked legibly with the SFA's RFP number and title, and the SFA name and address, as shown in the following example:

Proposal—Food Service Management Company

[Enter FSMC Name Submitting RFP]

RFP #1819-1

Food Service Management Company

River Delta Unified School District

Elizabeth Keema-Aston

445 Montezuma Street, Rio Vista, CA 94571

Proposal Requirements

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Respondents must complete, label, and separate each section, and number all pages. The content and sequence of the proposal will be as follows:

Section 1 - Administrative Requirements

A. Cover Letter

Only the individual(s) authorized to bind the Respondent contractually may sign the cover letter, which shall be a part of the proposal package. If the cover letter is unsigned, the SFA will reject the proposal. The SFA may reject the proposal if the Respondent fails to include the following required information:

- Name and address of responding company
- Organizational structure of the responding company (e.g., corporation, partnership, etc.)
- Respondent's Federal Employee Identification Number and Corporate Identification Number, if applicable
- Name, title phone number, fax number, and e-mail address of the representative who will be designated as the primary liaison to the SFA
- Name, title, phone number, and e-mail address of the representative(s) authorized to bind the Respondent in a contract if different from the primary liaison
- A statement expressing the Respondent's willingness to perform the services described in this RFP
- A statement expressing the Respondent's ability to perform the services required in the Scope of Work, including availability of staff and other required resources to meet all deliverables as described in this RFP
- A statement regarding the Respondent's proprietary information; if applicable, the Respondent must clearly mark in the upper right hand corner those pages to be considered proprietary (**Note:** the Respondent cannot consider the entire proposal to be proprietary)
- The following certification:

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

B. Table of Contents

Immediately following the cover letter, include a comprehensive Table of Contents that lists all submitted proposal sections, subsections, attachments, and materials.

Section 2 – Required Attachments

A. Attachment Checklist

The Respondent shall include all documents identified in the Attachments Checklist (Attachment A). The SFA may reject proposals that do not include the proper required attachments.

B. Mandatory Tour (optional)

It is optional for the SFA to hold a mandatory tour. If the SFA holds a Mandatory Tour, the tour will include an escorted tour. The tour schedule includes the sites. Prospective Respondents may not contact any sites or employees outside of the scheduled visit. The SFA requests that Respondents do not take pictures during the tour as the SFA has not obtained releases from parents, students, and employees.

C. Minimum Qualifications

The SFA will only consider Respondents that **meet all minimum qualifications** (as listed on Attachment C).

D. FSMC Professional Standards

Establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs (as listed on Attachment D).

E. Proposal Questionnaire

The Proposal Questionnaire (Attachment D) is intended to provide the SFA with specific information concerning the Respondent's capability to provide services as described in this RFP. Respondents should limit their responses to the number of pages noted in the questionnaire and answer each question in the same order.

F. Respondent References

Respondents must provide three references on the Respondent References form (Attachment E). The SFA reserves the right to contact any of the references listed, and retains the right to conduct reference checks with individuals and entities beyond those listed.

G. Authorization Agreement

The Respondent or their authorized representative must sign the Authorization Agreement (Attachment F) and return it with the proposal package.

H. Fee Proposal

The Respondent must complete the Fee Proposal (Attachment G) and return it with the proposal package.

I. Certifications

The Respondent must complete the certifications (Attachments I) and return them with the proposal package.

J. Certificate of Price Determination

The Respondent must complete the certifications (Attachments I) and return them with the proposal package.

K. 21 Day Cycle Menu

The **Respondent** must submit a 21 Day Cycle menu with the proposal package.

L. Mandatory Taste Test

The **Respondent** must participate in a group sampling event.

Evaluation of Proposals

Proposals will be opened on or after the date and time specified in the Schedule of Events. During the evaluation process, the SFA may ask Respondents to clarify information in the proposals, but Respondents may not change their proposals.

An error in the proposal may cause the SFA to reject that proposal; however, the SFA may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, the SFA will consider the conformance of the proposal to the format and content required by the RFP and that the Respondent's intent is clearly established based on review of the whole proposal. Based on that established intent, the SFA may choose to correct errors such as obvious grammatical or punctuation errors and arithmetic errors. The Master Copy of the proposal shall have priority over additional proposal copies.

The SFA will open proposals to determine if they contain all the required information in accordance with this RFP. The SFA will evaluate qualifying proposals using the following criteria:

CRITERIA	MAXIMUM POINTS
Cost	25
Administrative Requirements: did the Respondent include all required information in accordance with the General Instructions and Proposal Requirements?	10
Experience with School Breakfast and National School Lunch Programs. Respondents ability to incorporate scratch cooking and reduce the use of processed foods.	20
Mandatory Taste Testing event. The Respondent participated in the group sample testing event.	20
Based on the Proposal Questionnaire responses and the Cover Letter, the Respondent demonstrates a complete understanding of the SFA's food service program and its service requirements, as described in the RFP and the Scope of Work, and can perform those services to the SFA's satisfaction.	15
The financial stability of the Respondent.	10
Corporate capability and experience as measured by performance record, years in the industry, relevant experience, number of SFAs served, client retention and satisfaction, and references.	20
TOTAL POINTS	120

The SFA will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. The SFA will recommend awarding the contract to the most responsive and responsible Respondent with the highest total proposal score.

Attachment A: Attachments Checklist

Respondent Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or "x" next to each item submitted to the SFA. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Attachment	Attachment Name
_____ A	Attachments Checklist
_____ B	Mandatory Tour
_____ C	Minimum Qualifications
_____ D	FSMC Professional Standards
_____ E	Proposal Questionnaire
_____ F	Respondent References
_____ G	Authorization Agreement
_____ H	Fee Proposal
_____ I	Certifications Regarding Lobbying Activities, Debarment, Suspension and Other Responsibility Matters
_____ J	Certificate of Independent Price Determination
_____ K	21 Day Cycle Menu (Include)
_____ L	Mandatory Taste Testing

Attachment B: Mandatory Tour

The Mandatory Tour will include an escorted tour.

- The tour schedule includes the sites listed below.
- Prospective Respondents may not contact any sites or employees outside of the scheduled visit.
- The SFA requests that Respondents do not take pictures during the tour as the SFA has not obtained releases from parents, students, and employees.

TOUR SCHEDULE

April 17, 2019

Tour begins at 9:00 a.m.
Where: Rio Vista High School
410 South Fourth Street
Rio Vista, CA 94571

Second Site Tour begins at 9:45 a.m.
Where: D.H. White Elementary School
500 Elm Way
Rio Vista, CA 94571

Third Site Tour begins at 11:00 a.m.
Where: Delta High School
52810 Netherlands Road
Clarksburg, CA 95612

The SFA thanks all Respondents for abiding by our request to keep the disruption caused by the visit to a minimum.

Attachment C: Minimum Qualifications

A Respondent must meet all of the following minimum qualifications to the SFA's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

As of **July 1, 2019**, both the Respondent's company and its key personnel meet all of the following minimum qualifications:

1. The Respondent has at least **5** of experience with food service programs.

Yes _____ No _____

2. The Respondent has the resources and ability to provide **support for the production of 290,000** of meals per fiscal year.

Yes _____ No _____

3. The Respondent has knowledge and experience with the School Breakfast Program and National School Lunch Program, **After School Meal Supplements, Child and Adult Care Food Program, At-Risk Snack, At-Risk Supper Program and Seamless Summer Feeding Option.**

Yes _____ No _____

4. The Respondent has professional references that demonstrate and evidence the ability to perform the required services.

Yes _____ No _____

5. The Respondent is licensed to do business in the state of California.

Yes _____ No _____

Attachment D: FSMC Professional Standards

FSMC Employees Professional Standards

Federal Register Vol. 80, No. 40, dated March 2, 2015, referred to as the “Final Rule,” establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs. In the Final Rule, the following definitions are established:

1. **School Nutrition Program Director.** The school nutrition program director is any individual directly responsible for the management of the day-to-day operation of school food service for all participating schools under the jurisdiction of the school food authority.
2. **School Nutrition Program Manager.** The school nutrition manager is any individual directly responsible for the management of the day-to-day operation of school food service for a participating school(s).
3. **School Nutrition Program Staff.** School nutrition program staff are those individuals, without managerial responsibilities, involved in day-to-day operations of school food service for a participating school(s).

The Final Rule establishes that these definitions apply to the function/role rather than the specific title within the school food service structure, and that the definitions apply whether or not the school food service is operated by an FSMC. Therefore, as of the effective date of this contract, the minimum professional standards established by the Final Rule, and described therein, shall apply to FSMC staff performing any of the duties described above.

The FSMC shall only place staff for work in the school district that meet the minimum professional standards outlined in 7 *CFR*, Section 210.30, which can be viewed at the following Web page:

http://www.fns.usda.gov/sites/default/files/cn/profstandards_flyer.pdf.

- The SFA shall ensure that all staff the FSMC proposes for placement meet the minimum professional standards.
- The FSMC shall ensure their employees take the required annual training as outlined in the professional standards and provide certification of such training to the SFA. The FSMC shall remove from the SFA premises any staff who fail to take the required annual training.
- The FSMC shall provide the SFA with a list of proposed employees and evidence that they meet the professional standards.

Attachment E: Proposal Questionnaire

This proposal questionnaire is intended to provide the SFA with specific information concerning the Respondent's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.
2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing food service management services (consulting, food purchase, etc.) and related services as described in this RFP. In addition, provide the duration and extent of experience the company has with similar SFA food management services.
3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.
4. Provide a complete list of SFAs that have discontinued or terminated your company's services in the last five years and the reason(s) why.
5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.
6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation.
7. Provide a description of promotional and marketing materials you will use to attract students to the program.
8. Provide a recommended transition plan that describes the steps the Respondent will take to begin providing the services described in this RFP.

Attachment F: Respondent References

List three references to which the Respondent has provided food service management services within the past 5 year(s).

Failure to complete and return this Attachment will cause your proposal to be rejected.

Reference 1		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 2		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 3		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Attachment G: Authorization Agreement

Request for Proposal for Food Service Management Company
RFP Number: 1819-1

We, *[Enter FSMC Name]*, by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year.
4. That we have carefully examined all terms and conditions set forth in the Model Fixed-price Contract issued by *River Delta Unified School District*.
5. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for *River Delta Unified School District*.
6. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

FSMC Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Web Site Address: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative

Date Signed: _____

Attachment H: Fee Proposal

Respondents must provide a breakdown of all costs included in the fixed fee in the SCHEDULE OF COSTS section below, provide personnel costs in the PERSONNEL COSTS section below, and provide a cost per meal in the COST PER MEAL table below.

All costs are based on average daily participation of 438 Breakfast and 825 lunches served on 180 number of school days.

COST BREAKDOWN

Respondent Instructions

- ⇒ Provide a breakdown of all costs included in the fixed price, including personnel costs.
- ⇒ Provide the cost per meal; base all food costs **on the attached 21-day cycle menu**.
- ⇒ **Clearly identify all costs**

Item #	Description <i>(Include All Goods and Services included in the Fixed Price)</i>	Annual Cost
1.		\$
2.		\$
3.		\$
4.		\$
Sub Total		\$
Personnel Costs		Annual Cost
5.	Management Fee Per Meal	\$
6.	Consultant Fee Per Meal	\$
Sub Total		\$
GRAND TOTAL		\$

COST PER MEAL

Respondent Instructions:

- ⇒ Provide the cost per meal; base all food costs **on the attached 21-day cycle menu**.
- ⇒ Prices must not include values for USDA Foods and must include all meal programs applicable.

1. LINE ITEM	2. UNITS	3. RATE	4. TOTAL
Breakfast	78,703	\$	\$
Lunch	148,492	\$	\$
Snacks	16,221	\$	\$
Dinner	43,539		
Seamless Summer	3,045		
Nonreimbursable Meals		\$	\$
TOTAL	290,000	\$	\$

Attachment I: Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 7 *CFR*, Part 3018, "New Restrictions on Lobbying," 7 *CFR*, Part 3017, "Government-wide Debarment and Suspension (Nonprocurement)," and 7 *CFR*, Part 3021, "Government-wide Requirements for Drug-Free Workplace (Grants)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the SFA determines to award the covered transaction, grant, or cooperative agreement.

LOBBYING

As required by Title 31, *U.S. Code* (31 *U.S.C.*) Section 1352, and implemented at 7 *CFR*, Part 3018, for a person entering into a grant or cooperative agreement over \$100,000, as defined at 7 *CFR*, Section 3018.105, the applicant certifies that:

- a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with these instructions; and
- c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Disclosure of Lobbying Activities and Instructions

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See next page for public burden disclosure)

Approved by
OMB

<p>1. Type of Federal Action:</p> <p>a. Contract <input type="checkbox"/></p> <p>b. Grant <input type="checkbox"/></p> <p>c. Cooperative agreement <input type="checkbox"/></p> <p>d. Loan <input type="checkbox"/></p> <p>e. Loan guarantee <input type="checkbox"/></p> <p>f. Loan insurance <input type="checkbox"/></p>	<p>2. Status of Federal Action:</p> <p>a. Bid/Offer/Application <input type="checkbox"/></p> <p>b. Initial Award <input type="checkbox"/></p> <p>c. Post-Award <input type="checkbox"/></p>	<p>3. Report Type:</p> <p>a. Initial filing <input type="checkbox"/></p> <p>b. Material change <input type="checkbox"/></p> <p>For Material Change Only:</p> <p>Year _____ Quarter _____</p> <p>Date of last report _____</p>	
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee <input type="checkbox"/> Tier, if known</p> <p>Congressional District, if known: _____</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known: _____</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>		
<p>8. Federal Action Number, if known: _____</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>		
<p>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI)</p>		
<p>11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p>		
	<p>Print Name: _____</p>		
	<p>Title: _____</p>		
	<p>Telephone No: _____ ()</p>	<p>Date: _____</p>	
<p>FEDERAL USE ONLY:</p>		<p><i>Authorized for Local Reproduction</i> Standard Form (SF—LLL (Rev. 7-97))</p>	

INSTRUCTIONS

Disclosure of Lobbying Activities (SF-LLL)

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget (OMB) for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include but are not limited to subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state, and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, U.S. Department of Agriculture, Food and Nutrition Service.
7. Enter the federal program name or description for the covered federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in item 1 (e.g., RFP number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter last name, first name, and middle initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and phone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, for prospective participants/Respondents in primary covered transactions:

- A. The contractor certifies that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Contractor/Company Name

Award Number, Contract Number, or Project Name

Name(s) and Title(s) of Authorized Representatives

Signature(s)

Date

Attachment J: Certificate of Independent Price Determination

Both the SFA and FSMC shall execute this Certificate of Independent Price Determination.

Name of FSMC

Name of SFA

- A. By submission of this offer, the offeror (FSMC) certifies and, in the case of a joint offer, each party thereto certifies as to its own organization that in connection with this procurement:
1. The prices in this offer have been arrived at independently—without consultation, communication, or agreement—for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
 2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening the case of an advertised procurement, directly or indirectly to any other offeror or to any competitor; and
 3. No attempt has been made or will be made by the offeror to induce any person or firm to submit, or not to submit, an offer for the purpose of restricting competition.
- B. Each person signing this offer on behalf of the offeror certifies that:
1. He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
 2. He or she is not the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this vendor and its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows (provide detail):

Signature of FSMC's
Authorized Representative

Title

Date

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred to above.

Signature of SFA's
Authorized Representative

Title

Date

Note: Accepting a Respondent's offer does not constitute award of the contract.

Attachment K: 21 Day Cycle Menu
Please attach to your Proposal

Attachment L: Mandatory Taste Test

The Mandatory Taste Test will involve Respondent bringing food for a group of parents and administrators for a tasting event. Each participant will be given a ranking sheet to select their top three choices from 1-3. Points will be assigned to determine the overall 1st, 2nd and 3rd choices:

3 points for 1st choice selection
2 points for 2nd choice selection
1 point for 3rd choice selection

First, second and third ranked proposals will be awarded the following points (max 20)

20 points to the overall 1st choice
15 points to the overall 2nd choice
10 points to the overall 3rd choice

Exhibit 1: Model Fixed-Price Contract
For
FOOD SERVICE MANAGEMENT COMPANY

River Delta Unified School District
FOOD SERVICE PROGRAM

445 Montezuma Street
Rio Vista, CA 94571

(707) 374-1700 Phone

(707) 374-2995 Fax

Model Fixed-Price Contract

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Contract Summary

FOOD SERVICES CONTRACT	CONTRACT NUMBER
	REGISTRATION NUMBER

1 This contract is entered into between the school food authority and the food service management company named below:

SCHOOL FOOD AUTHORITY NAME

River Delta Unified School District

FOOD SERVICE MANAGEMENT COMPANY NAME

2 The term of this Contract is for one year, commencing on **July 1, 2019** and ending on **June 30, 2020**

3 The maximum dollar amount of this Contract is equal to the fixed price per meal multiplied by the number of meals served **\$**

4 The parties herein agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Contract.

- Request for Proposal Released Enter page(s)
- Contractor Proposal Received Enter page(s)
- Attached Terms and Conditions Enter page(s)
- Exhibit A: Scope of Work Enter page(s)
- Exhibit B: Schedule of Fees Enter page(s)

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

FOOD SERVICE MANAGEMENT COMPANY		<i>California Department of Education Use Only</i>
NAME of FSMC (if other than an individual, state whether a corporation, partnership, etc.)		
BY (Authorized Signature) 	DATE SIGNED (do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
SCHOOL FOOD AUTHORITY		
NAME of SFA River Delta Unified School District		
BY (Authorized Signature) 	DATE SIGNED (do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Elizabeth Keema-Aston, Chief Business Officer		
		<input type="checkbox"/> Exempt per:

Model Fixed-Price Contract

I. Introduction

The **River Delta Unified School District**, hereinafter referred to as the school food authority (SFA), enters into this Contract with **[food service management company name]**, hereinafter referred to as the food service management company (FSMC) to provide food service management assistance for the SFA’s food service program, hereinafter referred to as “Services.” **During the term of this Contract, the FSMC will provide services to the SFA as described in the Scope of Work (Exhibit A) of this Contract.**

II. General Terms and Conditions

A. Term

The term of this contract is one year. The FSMC shall commence providing Services under the Contract on **July 1, 2019** and continue through **June 30, 2020**. After careful consideration, the SFA may annually renew this Contract for four additional one year periods upon agreement between both parties. Execution of all contracts and amendments is contingent on approval by the California Department of Education (CDE). The SFA may cancel this Contract upon notification from the CDE that it or any part of the bidding process has been determined noncompliant with state and federal laws and regulations (Title 7, *Code of Federal Regulations* [7 CFR], Section 210.16[d]).

B. Designated Contract Liaisons

SFA Liaison for Services		FSMC Liaison for Services	
Name: Elizabeth Keema-Aston		Name:	
Title: Chief Business Officer		Title:	
Phone: (707) 374-1700	Cell Phone:	Phone:	Cell Phone:
Fax (707) 374-2995	E-mail: ekaston@rdusd.org	Fax:	E-mail:

Respondents shall serve or deliver by postal mail all legal notices to:

SFA	FSMC
Name: Elizabeth Keema-Aston	Name:
Title: Chief Business Officer	Title:
Address: 445 Montezuma St., Rio Vista, CA 94571	Address:

C. Fees

1. Fixed-price Contracts

The SFA will pay the FSMC at a fixed rate per meal. The fixed rate per meal includes all fees and charges indicated in the Schedule of Fees (Exhibit B) of this Contract. The SFA must determine, and the FSMC shall credit the SFA for, the full value of U.S. Department of Agriculture (USDA) Foods. The FSMC's fixed-price invoice will be fully compliant with procurement requirements for the National School Lunch, School Breakfast, and Special Milk Programs, set forth in Title 7, *Code of Federal Regulations (7 CFR)*, parts 210, 215, and 220, and the USDA Food and Nutrition Service (FNS) Final Rule issued Wednesday, October 31, 2007. The FSMC shall take discounts, rebates, and other credits into account when formulating their prices for this fixed-price contract (Title 2, *Code of Federal Regulations [2 CFR]*, sections 200 & 400).

2. Payment Terms

The FSMC shall submit **monthly** invoices by **the 10th** of the following month that reflect all activity for the previous **calendar month**. The FSMC must submit detailed cost documentation **monthly** to support all charges to the SFA. Charges and expenses are included in the Schedule of Fees (Exhibit B). All costs, charges, and expenses must be mutually agreeable to the SFA and the FSMC, and must be allowable costs consistent with the cost principles in 2 *CFR*, parts 200 or 400, as applicable. The SFA will pay invoices submitted by the FSMC within **45 calendar days** of the invoice date. The SFA will pay invoices received by its accounting department by the **30th of the month**, if the invoices pass the SFA's audit (7 *CFR*, sections 210.14[a] 210.19[a], 210.21[c][3]). The SFA will notify the FSMC of invoices that do not pass audit, which the SFA will not pay until the invoices have passed audit, with no penalty accruing to the SFA (7 *CFR*, sections 210.19[a][1], 210.14[a], 210.21[f]).

3. Interest, Fines, Penalties, and Finance Charges

Interest, fines, penalties, and finance charges that may accrue under this contract are not allowable expenses to the nonprofit school food service (cafeteria fund). The SFA will not pay unallowable expenses from the SFA's cafeteria fund (2 *CFR*, Section 200.449).

4. Spoiled or Unwholesome Food

The SFA shall make no payment to the FSMC for food that, in the SFA's determination, is spoiled or unwholesome at the time of delivery, does not

meet detailed food component specifications as developed by the SFA for the meal pattern, or does not otherwise meet the requirements of this Contract (7 *CFR*, Section 210.16[c][3]).

D. Contract Cost Adjustment

The contract price (which can include General and Administrative Expense and Management Fees) may be increased on an annual basis by the Yearly Percentage Change in the Consumer Price Index for All Urban Consumers, as published by the U.S. Department of Labor, Bureau of Labor Statistics, Food Eaten Away from Home, West Region (CPI). Such increases shall be effective on a prospective basis on each anniversary date of this Contract and will be allowed only if approved in advance by the SFA. CPI Fee increases for the upcoming Contract renewal year must be submitted to the SFA.

The renegotiation of price terms under this Contract is permitted only upon the occurrence of unpredictable, unexpected conditions beyond the control of both parties. If those conditions create a significant and material change in the financial assumptions upon which the price terms of this contract were based, then those price terms so affected may be renegotiated by both parties. Renegotiation of price terms under such conditions must be mutual and both parties must agree on any changes in price terms. Any adjustments so negotiated and agreed upon must accurately reflect the change in conditions. The occurrence of contingencies that are foreseeable and predictable, but not certain, should be calculated into the defined price terms, to the extent possible, with the goal of minimizing the need for renegotiation of price terms during the term of the Contract. Substantive changes of the Contract will require the SFA to rebid the Contract.

E. Availability of Funds

Every payment obligation of the SFA under this Contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. The SFA may terminate this Contract at the end of the period for which funds are available if funds are not allocated and available for the continuance of this Contract. In the event the SFA exercises this provision, no liability shall accrue to the SFA and the SFA shall not be obligated or liable for any future payments or for any damages resulting from termination under this provision.

F. Timeliness

Time is of the essence in this Contract.

G. Approval

This Contract has no force or effect until it is signed by both parties and is approved by the CDE (7 *CFR*, Section 210.19 [a][5]).

H. Amendment

No amendment or variation of the terms of this Contract shall be valid unless made in writing, signed by both parties, and approved by the CDE. Any oral understanding or agreement not incorporated into the Contract in writing and approved by the CDE is not binding on either party (7 *CFR*, Section 210.19[a][5]).

I. Substantive Changes to Contract

Any change to this Contract that results in a material change or any proposed renewals of this Contract may, at the determination of the CDE, either void this Contract or require the SFA to rebid the Contract. Following are examples of substantive changes that could require the SFA to rebid the Contract (2 *CFR*, Section 200.324 [b][5]):

- The addition of a program
- A major shift in responsibilities for FSMC/SFA staff
- A modification that changes the scope of the Contract or increases the price of the Contract by more than the applicable federal, state, or local small purchase threshold (2 *CFR*, Section 200.324 [b][4])

J. Subcontract/Assignment

No provision of this Contract shall be assigned or subcontracted without prior written approval of the SFA. If subcontracts are let, the FSMC should have taken steps to contract with small and minority businesses, women's business enterprises, and labor surplus area firms when possible

K. Written Commitments

Any written commitment by the FSMC relative to the services herein shall be binding upon the FSMC. Failure of the FSMC to fulfill any such commitment shall render the FSMC liable for damages due to the SFA. Such written commitments include, but are not limited to:

- Any warranty or representation made by the FSMC in any publication, drawing, or specifications accompanying or referred to in the proposal pertaining to the responsiveness of the proposal

- Any written notifications, affirmations, or representations made by the FSMC in, or during the course of, negotiations that are incorporated into a formal amendment to the proposal

L. Trade Secrets/Copyrights

The FSMC and SFA shall designate any information they consider confidential or proprietary—including recipes, surveys and studies, management guidelines, operational manuals, and similar documents—that the SFA and FSMC regularly use in the operation of their business or that they develop independently during the course of this Contract. Information so designated and identified shall be treated as confidential by the FSMC and the SFA, and the FSMC and the SFA shall exercise the same level of care in maintaining the confidences of the other party as they would employ in maintaining their own confidences, unless disclosure is otherwise required under the law. All such materials shall remain the exclusive property of the party that developed them and shall be returned to that party immediately upon termination of this Contract. Notwithstanding, the federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, the following for federal government purposes:

- The copyright in any work developed under a federal grant, subgrant, or contract under a grant or subgrant (7 *CFR*, Section 200.315)
- Any rights of copyright to which a grantee, subgrantee, or a contractor purchases ownership with federal grant support (2 *CFR*, Section 200.315[B])

M. Severability

Should any provision(s) of this Contract be declared or found to be illegal, unenforceable, ineffective, and/or void, then each party shall be relieved of any obligations arising from such provision(s). The balance of this Contract, if capable of performance, shall remain and continue in full force and effect.

N. Counterparts

This Contract may be executed in counterparts, each of which shall be deemed an original, but all of which together will constitute one and the same instrument.

O. Silence/Absence/Omission

Any silence, absence, or omission from the Contract specifications concerning any point shall mean that only the best commercial practices are to prevail. Only those materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.

P. Indemnification

The FSMC shall indemnify and hold harmless the SFA, or any employee, director, agent, or Board Member of the SFA, from and against all claims, damages, losses, and expenses (including attorney's fees and court costs incurred to defend litigation), and decrees or judgments whatsoever arising from any and all injuries, including death or damages to or destruction of property resulting from the FSMC's acts or omissions, willful misconduct, negligence, or breach of the FSMC's obligations under this Contract by the FSMC, its agents, employees, or other persons under its supervision and direction.

The FSMC shall not be required to indemnify or hold harmless the SFA from any liability or damages arising from the SFA's sole acts or omissions.

Q. Penalties

For the breach of the Contract and associated benefits:

Costs resulting from the SFA's violations, alleged violations of, or failure to comply with, Federal, State, tribal, local, or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the federal award, or with prior written approval of the federal awarding agency (2 *CFR*, Section 200.441).

R. Sanctions

If the FSMC fails to perform the contract terms:

1. FSMC will be required to provide in writing to the SFA how they will ensure future contract compliance,
2. Continued nonperformance will result in termination of this contract
3. FSMC may be prohibited from bidding on future contracts with the SFA

S. Breach of Contract

For the breach of the Contract and associated benefits:

If the FSMC causes the breach, the FSMC assumes liability for any and all damages, including excess cost to the SFA in procuring similar services, and is liable for administrative, contractual, and legal remedies, as applicable.

T. Small and Minority Businesses - Prime Contractors and Subcontractors

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. (b) Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section. (2 *CFR*, Part 200.321[a][b][1-6])

U. The FSMC shall comply with the provisions referenced in Appendix II to 2 *CFR* Part 200, which include but are not limited to:

- a) Equal Employment Opportunity (for contracts in excess of \$10,000)
- b) Davis Bacon Act (for construction contracts in excess of \$2,000)
- c) Rights to Inventions Made Under a Contract or Agreement (if applicable)
- d) Byrd Anti-Lobbying Amendment [31 U.S.C. 1352] (Appendix II to 2 *CFR*, Part 200 (for contracts worth \$100,000 or more])

V. Force Majeure

1. Neither party shall be liable to the other for delay in, or failure of, performance nor shall any such delay in, or failure of, performance constitute default if such delay or failure is caused by force majeure. Force majeure means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Force majeure may include, but is not restricted to, acts of God, the public enemy, acts of the state in its sovereign capacity, fires, floods, power failure, disabling strikes, epidemics, quarantine restrictions, and freight embargoes.
2. Force majeure does not include any of the following occurrences:
 - Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market

- Late performance by a subcontractor, unless the delay arises out of a force majeure occurrence
 - Inability of either the FSMC or any of its subcontractors to acquire or maintain any required insurance, bonds, licenses, or permits
3. If either party is delayed at any time in the progress of work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as practicable and no later than the following work day or the commencement thereof, and shall specify the causes of such delay. Such notice shall be delivered by hand or sent by postal mail with a certified return receipt requested and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time for completion shall be extended by contract amendment, as long as the amended period does not violate 7 *CFR* Section 210.16(d).
 4. Any delay or failure in performance by either party caused by force majeure shall not constitute default, nor give rise to any claim for damages or loss of anticipated profits.

W. Nondiscrimination

Both the SFA and FSMC agree that no child who participates in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Summer Food Service Program (SFSP), or Child and Adult Care Food Program (CACFP) will be discriminated against on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income derived from any public assistance program or protected genetic information in employment or in any program or activity conducted or funded by the USDA. (Not all prohibited bases will apply to all programs and/or employment activities (2 *CFR*, Section 210.23[b])

X. Compliance with the Law

The FSMC shall comply with all laws, ordinances, rules, and regulations of all applicable federal, state, county, and city governments, bureaus, and agencies regarding purchasing, sanitation, health, and safety for the food service operations and shall procure and maintain all necessary licenses and permits. The SFA shall cooperate, as necessary, in the FSMC's compliance efforts.

The FSMC shall comply with 2 *CFR*, Part 200, 7 *CFR*, parts 210 (NSLP), 220 (SBP), 225 (SFSP), 226 (CACFP), 245 (Determining Eligibility for Free and Reduced Price Meals) as applicable, 250 (Donation of Foods for Use in the United States, its Territories and Possessions and Areas Under its Jurisdiction, USDA FNS

Instructions and policy, federal laws and regulations, California *Education Code (EC)*, and California laws and regulations, where applicable.

Y. Choice of Law

This Contract shall be construed under the laws of the state of California, where applicable, without giving effect to the principles of conflict of laws. Any action or proceeding arising out of this Contract shall be heard in the appropriate courts in California.

Z. Advice of Counsel

Each party acknowledges that, in executing this Contract, such party has had the opportunity to seek the advice of independent legal counsel and has read and understood all of the terms and provisions of this Contract.

III. Relationship of the Parties

- A.** The FSMC's relationship with the SFA will be that of an independent contractor and not that of an employee of or supervisor for the SFA. The FSMC will not be eligible for any employee benefits, nor will the SFA make deductions from payments made to the FSMC for taxes; all of which will be the FSMC's responsibility. The FSMC agrees to indemnify and hold the SFA harmless from any liability for, or assessment of, any such taxes imposed on the SFA by relevant taxing authorities. The FSMC will have no authority to enter into contracts that bind the SFA or create obligations on the part of the SFA (*EC Section 45103.5*).
- B.** Where the SFA is a public school district or program operated by the county Office of Education, the FSMC, as an independent contractor, shall have no authority to supervise food service classified personnel operating the NSLP, SBP, or Afterschool Meal Supplements (AMS), At-Risk Snack and At-Risk Supper Program, Child and Adult Care Food Program and Seamless Summer Feeding Program under the NSLP (*EC Section 45103.5*).
- C.** All services to be performed by the FSMC will be as agreed between the FSMC and the SFA. The FSMC will be required to report to the SFA concerning the services performed under this Contract. The SFA shall determine the nature and frequency of these reports.
- D.** The SFA is the responsible authority, without recourse to USDA or CDE, for the settlement and satisfaction of all contractual and administrative issues arising in any way from this Contract. Such authority includes, but is not

limited to, source evaluation, protests, disputes, claims, or other matters of a contractual nature.

IV. Food Service Program

1. The SFA shall ensure that the food service operation is in conformance with the SFA's Permanent Single Agreement with the CDE and will monitor the food service operation through periodic on-site visits (7 *CFR*, sections 210.16[a][2] and 210.16[a][3]).
2. The SFA shall retain control of the quality, extent, and general nature of the food service program and establish all program and nonprogram meal and a la carte prices (7 *CFR*, sections 210.09(b)(1) and 210.16[a]).
3. The SFA may not contract with the FSMC to provide only nonprogram food (e.g., a la carte and adult meals) unless the FSMC offers free, reduced price, and paid reimbursable lunches to all eligible children (7 *CFR*, Section 210.16[a]).
4. SFAs with more than one school shall perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction. The on-site review shall take place prior to February 1 of each school year. Further, if the review discloses problems with a school's meal counting or claiming procedures, the SFA shall ensure that the school implements corrective action and, within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problem. Each on-site review shall ensure that the school's claim is based on the counting system authorized by the CDE under 7 *CFR*, Section 210.7(c) and that the counting system, as implemented, yields the actual number of reimbursable free, reduced-price, and paid lunches respectively, served for each day of operation (7 *CFR*, Section 210.8[a][1]).
5. The SFA shall retain control of the nonprofit school service account and overall financial responsibility for the nonprofit food service operation; the quality, extent, and the general nature of its food service; and the prices children are charged for meals (7 *CFR*, Section 210.16[a][4]).
6. The SFA shall retain responsibility for developing the meal pattern for students with disabilities, when their disability restricts their diet, and for those students without disabilities who are unable to consume the regular lunch because of medical or other special dietary needs (7 *CFR*, Section 210.10[m]).

7. The SFA shall retain signature authority for the food services application, agreements, Free and Reduced-Price Policy Statement, monthly Claim for Reimbursement, reports, program renewal, the verification of applications, letters to households, and all correspondence to the CDE relating to the food service program (7 *CFR*, Section 210.16[a][5]).
8. The SFA shall retain signature authority and be responsible for all contractual agreements entered into in connection with the food service program (7 *CFR* Section 210.21).
9. The SFA shall be responsible for the establishment and maintenance of the free and reduced-price meals eligibility roster (*EC* Section 49558).
10. The SFA shall be responsible for the development, distribution, and collection of the letter to households and Application for Free and Reduced-Price Meals and/or Free Milk. (*EC* Section 49558 and 7 *CFR*, Section 245.6).
11. If the SFA uses direct certification of eligibility, the SFA shall be responsible for obtaining the direct certification list at least annually (*EC* Section 49558).
12. The SFA shall be responsible for the determination of eligibility for free and reduced-price meals and shall disclose the eligibility status of individual students or confidential information provided on the application for free or reduced-price meals to the FSMC, to the extent that such information is necessary for the FSMC to fulfill its obligations under this Contract. The FSMC will not disclose the eligibility status of individual students or confidential information provided.
13. The SFA shall be responsible for conducting any hearings related to determinations regarding free and reduced-price meal eligibility (*EC* Section 49558 and 7 *CFR*, Section 245.7).
14. The SFA shall be responsible for verifying applications for free and reduced-price meals as required by federal regulations (7 *CFR*, sections 245.6 and 245.6a).
15. The SFA shall establish and maintain an advisory board composed of parents, teachers, and students to assist with menu planning (7 *CFR*, Section 210.16[a][8]).
16. The SFA shall maintain applicable health certification and ensure that all state and local regulations are being met at an SFA facility (7 *CFR*, Section 210.16[a][7]). Meals are prepared by the **SFA, on-site**.

V. Buy American Requirements

A. Food Service Management Company Responsibilities

1. The Food Service Management Company (FSMC) must submit statements for all processed agricultural products to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume (USDA Policy Memo [SP 38-2017](#)).
2. The FSMC must notify the SFA in writing at least 10 days prior to delivering a nondomestic agricultural commodity or product and request prior approval for delivery of a nondomestic agricultural commodity or product. This written notification must list alternative domestic substitutes for the SFA to consider and provide an explanation for the following:
 - a. Why the domestic product is not produced or manufactured in sufficient and reasonably available quantities of a satisfactory quality; and/or
 - b. Why competitive bids reveal the cost of domestic product are significantly higher [this must be defined by the SFA] than the nondomestic product.

B. School Food Authority Responsibilities

1. The SFA shall maintain documentation outlining the justification for supporting their use of an exception to the Buy American requirement prior to accepting nondomestic agricultural commodities or products. This documentation will be kept on file for the term of the contract plus any extensions and three additional school years thereafter. This will be made available during an onsite administrative review and an offsite procurement review.
2. The SFA shall monitor the contract to ensure that the correct domestic food components contracted for are delivered as required by 2 *CFR*, Section 200.318(b) unless the FSMC has received prior approval from the SFA for nondomestic agricultural commodity or product.
3. The SFA must ensure FSMC compliance with the Buy American Provision in accordance with their procurement procedures. These procedures, at a minimum, must include the requirement to include Buy American Provision language in solicitations and contracts as well as the process for requiring

FSMCs to certify the domestic percentage of the agricultural food component of products.

VI. U.S. Department of Agriculture Foods

A. Food Service Management Company Responsibilities

1. The FSMC shall fully use, to the maximum extent possible, USDA Foods made available by the SFA solely for the purpose of providing benefits for the SFA's nonprofit school food program (7 *CFR*, Section 210.16[a][6]).
2. In accordance with 7 *CFR* Section 250.53, the FSMC shall comply with the following provisions relating to the use of USDA Foods, as applicable:
 - a. The FSMC must credit the SFA for the value of all USDA Foods (including both entitlement and bonus foods) received for use in the SFA's meal service in the school year or fiscal year. The credit must include the value of USDA Foods contained in processed end products if the FSMC procures processed end products on behalf of the SFA, or acts as an intermediary in passing on the USDA Food value of processed end products to the SFA (7 *CFR*, Section 250.51[a])
 - b. The FSMC shall account for the full value of USDA Foods (7 *CFR*, Section 250.51) by:
 - i) Subtracting the value of all USDA Foods received for use in the SFA's food service from the SFA's (monthly/quarterly) invoice, and
 - ii) Using the Average Price File for the school year that the USDA Foods are received by the SFA. This listing is available from the USDA Food Distribution Web page at <http://www.fns.usda.gov/fdd/processor-pricing-reports>
3. The FSMC will be responsible for any activities relating to USDA Foods in accordance with 7 *CFR*, Section 250.50(d)(2), (3), and (4), and will ensure that such activities are performed in accordance with the applicable requirements in 7 *CFR*, Part 250.
4. The FSMC shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA Foods.

5. The FSMC must use all donated beef, pork, and all processed end products, in the recipient agency's food service, and must use all other donated foods, or commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods, in the recipient agency's food service (unless the contract specifically stipulates that the donated food, and not such commercial substitutes, be used) (7 *CFR*, Section 250.51[d]).
6. According to 7 *CFR*, Section 250.53(a)(7), the FSMC shall ensure that the processing agreement's value will be used in crediting the SFA for the value of USDA Foods contained in end products.
7. The FSMC will provide assurance that it will not itself enter into the processing agreement with the processor required in subpart C of 7 *CFR* Part 250.
8. The FSMC will provide assurance that it will comply with the storage and inventory requirements for USDA Foods (7 *CFR*, Section 250.53[a][9]).
9. The distributing agency, subdistributing agency, the CDE, SFA, the Comptroller General, the USDA, or their duly authorized representatives, may perform on-site reviews of the FSMC's food service operation, including the review of records, to ensure compliance with requirements for the management and use of USDA Foods (7 *CFR*, Section 250.53[a][10]).
10. The FSMC will maintain records to document its compliance with requirements relating to USDA Foods, in accordance with 7 *CFR*, Section 250.54(b).
11. Any extensions or renewals of the Contract, if applicable, are contingent upon the fulfillment of all Contract provisions relating to USDA Foods (7 *CFR*, Section 250.53[a][12]).

B. School Food Authority Responsibilities

1. The SFA shall retain title to all USDA Foods and ensure that all USDA Foods received by the SFA and made available to the FSMC accrue only for the benefit of the SFA's nonprofit school food service and are fully used therein (7 *CFR*, Section 210.16[a][6]).
2. The SFA shall accept and use, in as large quantities as may be efficiently used in its nonprofit food service program, such foods as may be offered as a donation by USDA (7 *CFR*, Section 210.9[b][15]).

3. The SFA will maintain records to document its compliance with requirements relating to USDA Foods and conduct reconciliation (at least annually and upon termination of the Contract) to ensure that the FSMC has credited the value of all USDA Foods in accordance with 7 *CFR*, sections 250.54(a) and (c).
4. The SFA will not extend or renew any Contract if the FSMC did not fulfill all Contract provisions relating to donated foods (7 *CFR*, Section 250.53[a][12]).

VII. Meal Responsibilities

B. The SFA shall:

1. Offer free, reduced-price, and paid reimbursable meals to all eligible children through the SFA's food service program (7 *CFR*, Section 210.16[a]).
2. Provide meals through the SFA's food service program that meet the requirements as established in 7 *CFR*, Part 210.
3. Retain sole control of the preparation, delivery, and service of meals.

VIII. Food Service Management Company Employees

- A.** The FSMC shall only place employees for work in the SFA that meet the minimum professional standards outlined in 7 *CFR*, Section 210.30 which can be viewed at the following Web page:
http://www.fns.usda.gov/sites/default/files/cn/pofstandards_flyer.pdf.

The SFA shall ensure that all employees the FSMC proposes for placement meet the minimum professional standards. The FSMC shall ensure their employees take the required annual training as outlined in the professional standards. The FSMC shall track the trainings completed by each employee and maintain documentation to validate that training was completed. The FSMC shall remove from the SFA premises any employee who fails to take the required training.

The FSMC shall provide the SFA with a list of employees and evidence that they meet the professional standards.

- A.** The SFA reserves the right to interview and approve the on-site food service consultant(s)/employee(s).

- B.** The FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries, and work hours. The FSMC will provide specific locations and assignments to the SFA **two** calendar weeks prior to the commencement of operation.
- C.** The FSMC shall comply with all wage and hours of employment requirements of federal and state laws. The FSMC will be responsible for supervising and training their personnel.
- D.** The FSMC agrees to assume full responsibility for the payment of all contributions and assessments, both state and federal, for all of its employees engaged in the performance of this Contract.
- E.** The FSMC agrees to furnish the SFA, upon request, a certificate or other evidence of compliance with state and federal laws regarding contributions, taxes, and assessments on payroll.
- F.** The FSMC will be solely responsible for all personnel actions regarding employees on its respective payroll. The FSMC shall withhold and/or pay all applicable federal, state, and local employment taxes and payroll insurance with respect to its employees, insurance premiums, contributions to benefit and deferred compensation plans, licensing fees, and workers' compensation costs, and shall file all required documents and forms. The FSMC shall indemnify, defend, and hold the SFA harmless from and against any and all claims, liabilities, and expenses related to, or arising out of, the indemnifying party's responsibilities set forth herein.

IX. Books and Records

- A.** The SFA and the FSMC must provide all documents as necessary for an independent auditor to conduct the SFA's single audit. The FSMC shall maintain such records as the SFA will need to support its Claims for Reimbursement. Such records shall be made available to the SFA upon request and shall be retained in accordance with *7 CFR*, Section 210.16(c)(1).
- B.** The SFA and the FSMC shall, upon request, make all accounts and records pertaining to the nonprofit food service program available to the CDE and USDA FNS for audit or review at a reasonable time and place. Each party to this Contract shall retain such records for a period of three (3) years after the date of the final Claim for Reimbursement for the fiscal year in which this Contract is terminated, unless any audit findings have not been resolved. If audit findings have not been resolved, then records shall be retained beyond the three-year period as long as

required for resolution of issues raised by the audit (7 *CFR*, Section 210.9(b)(17) and 2 *CFR*, Section 200.336[a]).

- C. The FSMC shall not remove state or federally required records from the SFA premises upon contract termination.
- D. The SFA and the FSMC shall allow the CDE, USDA, the Comptroller General of the United States, or any of their duly authorized representatives access to any books, documents, papers, and records of the FSMC that are directly pertinent to the Contract for the purpose of making any audit, examination, excerpts, and transcriptions (2 *CFR*, Section 200.336[a]).

X. **Monitoring and Compliance**

- A. The SFA shall monitor the food service operation through periodic on-site visits in order to develop recommendations for improvement of the food service program
- B. The FSMC warrants and certifies that in the performance of this Contract it will comply with all applicable statutes, rules, regulations, and orders of the United States and the state of California.
- C. The SFA shall establish internal controls that ensure the accuracy of lunch counts prior to the submission of the monthly Claim for Reimbursement in accordance with 7 *CFR*, Section 210.8(a). At a minimum, these internal controls shall include all of the following:
 - An on-site review of the lunch counting and claiming system employed by each school within the jurisdiction of the SFA (7 *CFR*, Section 210.8[a][1])
 - Comparisons of daily free, reduced-price, and paid lunch counts against data that will assist with the identification of lunch counts in excess of the number of free, reduced-price, and paid lunches served each day to children eligible for such lunches
 - A system for following up on lunch counts that suggest the likelihood of lunch counting problems.

XI. Equipment, Facilities, Inventory, and Storage

- A. The SFA will make available to the FSMC, without any cost or charge, area(s) of the premises agreeable to both parties in which the FSMC shall render its services. The SFA shall provide the FSMC with local telephone service. The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA's premises. Meals are prepared by the **SFA on-site**.
- B. The FSMC shall notify the SFA of any equipment belonging to the FSMC on the SFA's premises within 10 days of its placement on the SFA's premises.
- C. The premises and equipment provided by the SFA for use in its nonprofit food service program shall be in good condition and maintained by the SFA to ensure compliance with applicable laws concerning building conditions, sanitation, safety, and health including, without limitation, Occupational Safety and Health Administration regulations. The SFA further agrees that any structural or nonstructural modifications or alterations to the workplace or the premises necessary to comply with any statute or governmental regulation shall be the responsibility of the SFA and shall be at the SFA's expense. This provision shall survive termination of this Contract.
- D. The SFA shall have access, with or without notice, to all of the SFA's facilities used by the FSMC for purposes of inspection and audit.
- E. Ownership of the beginning inventory of food and supplies shall remain with the SFA.
- F. All USDA Foods shall remain with the SFA (7 *CFR*, Section 210.16[a][6]).
- G. Ownership of all nonexpendable supplies and capital equipment shall remain with the SFA. However, the FSMC must take such measures as may be reasonably required by the SFA for protection against loss, pilferage, and/or destruction.

XII. Certifications

- A.** The FSMC warrants and certifies that in the performance of this Contract, it will comply with the rules and regulations of the CDE and the USDA, and any additions or amendments thereto, including but not limited to 2 *CFR*, Part 200 and 7 *CFR*, parts 210, 215, 220, 225, 245, 250, and USDA FNS Instruction and policy, as applicable. The FSMC agrees to indemnify the SFA and the CDE against any loss, cost, damage, or liability by reason of the FSMC's violation of this provision.
- B.** The FSMC shall comply with Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; and any additions or amendments to any of these regulations.
- C.** The SFA and FSMC shall comply with all applicable standards, orders, or regulations issued, including:
- A. Section 306 of Clean Air Act (42 *U.S.C.* 1847[h]):
<http://www.gpo.gov/fdsys/pkg/USCODE-2013-title42/pdf/USCODE-2013-title42-chap85-subchapIII-sec7602.pdf>
 - B. Section 508 of the Clean Water Act (33 *U.S.C.* 1368):
<http://www.gpo.gov/fdsys/pkg/USCODE-2013-title33/pdf/USCODE-2013-title33-chap26.pdf>
 - C. Executive Order 11738: <http://www.epa.gov/isdc/eo11738.htm>
 - D. Environmental Protection Agency (EPA) regulations at Title 40, *Code of Federal Regulations*, Part 15, et seq. (http://www.ecfr.gov/cgi-bin/text-idx?SID=9ed90ed6fc9c89c5c8465c743584c79a&tpl=/ecfrbrowse/Title40/40tab_02.tpl). Environmental violations shall be reported to the USDA and the U.S. EPA Assistant Administrator for Enforcement, and the FSMC agrees not to use a facility listed on the EPA's List of Violating Facilities
- D.** Debarment Certification
- The USDA Certification Regarding Debarment must accompany each subsequent four (4) additional one-year renewals (2 *CFR*, sections 180 and 417). Contract renewals that do not include this certification will not be accepted for consideration.

E. Lobbying

The Certification Regarding Lobbying and a Disclosure of Lobbying Activities form (2 *CFR*, Section 418) must accompany each subsequent four (4) additional one-year renewals (2 *CFR*, sections 180 and 417). Contract renewals that do not include this certification will not be accepted for consideration.

F. Energy Policy and Conservation Act:

<http://legcounsel.house.gov/Comps/EPCA.pdf>.

The SFA and the FSMC shall recognize mandatory standards and policies relating to energy efficiency which are contained in the state conservation plan issued in compliance with the Energy Policy and Conservation Act.

G. Contract Work Hours and Safety Standards Act Compliance:

<http://www.dol.gov/compliance/laws/comp-cwhssa.htm>.

FSMC will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standard Act.

XIII. Insurance

The parties shall maintain the following insurances:

A. Workers' Compensation Insurance

Each party shall maintain Workers' Compensation Insurance coverage as required by state law, and Employers' Liability in the amount of one million dollars (\$1,000,000.00) for each accident covering all employees employed in connection with child nutrition program operations.

B. Comprehensive or Commercial Insurance

The FSMC shall maintain during the term of this Contract, for protection of the SFA and the FSMC, Comprehensive or Commercial General Bodily Injury and Property Damage Liability Insurance with a Combined Single Limit of not less than five million dollars (\$5,000,000.00) for each occurrence, including, but not limited to, Personal Injury Liability, Broad Form Property Damage Liability on the FSMC-owned property, Blanket Contractual Liability, and Products Liability, covering only the operations and activities of the FSMC under the Contract and, upon request, shall provide the SFA with a certificate evidencing such policies. The insurance policies shall contain covenants by the issuing company that the policies shall not be canceled without 30 days prior written notice of cancellation to the SFA. With the

exception of Workers' Compensation Insurance, the SFA shall be named as an additional insured under the FSMC's policies of insurance to the extent the SFA is indemnified pursuant to this Contract.

C. Property Insurance

The SFA shall maintain, or cause to be maintained, a system of coverage either through purchased insurance, self-insurance, or a combination thereof to keep the buildings, including the premises, and all property contained therein insured against loss or damage by fire, explosion, or other cause normally covered by standard broad form property insurance.

XIV. Termination

Either party may terminate this Contract at any time upon 60-days' written notice (7 *CFR*, Section 210.16[d]).

Either party may cancel for cause with a 60-day notification if either party breaches a provision of this Contract (7 *CFR*, Section 210.16[d]). The nonbreaching party shall give the other party notice of such cause. If the cause is not remedied within 10 days, the nonbreaching party shall give a 60-day notice to the breaching party of their intent to terminate this Contract upon expiration of the 60-day period (2 *CFR*, Section 200.339[a][3]). This Contract may be terminated, in whole or in part, for convenience by the SFA with the consent of the FSMC, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated (2 *CFR*, Part 200). The Contract may also be terminated, in whole or in part, by the FSMC upon written notification to the SFA, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, in the case of a partial termination, if the SFA determines that the remaining portion of the Contract will not accomplish the purposes for which the Contract was made, the SFA may terminate the Contract in its entirety under 2 *CFR*, Part 200, Appendix II(B). The rights of termination referred to in this Contract are not intended to be exclusive and are in addition to any other rights or remedies available to either party at law or in equity.

Scope of Work

1. Overview of River Delta Unified School District Food Service Program

- A. Scale The SFA employs 10 people who provide food service to approximately 2368 children at 10 schools in this rural district located in the Sacramento River Delta. The food service prepares approximately 290,000 meals annually.
- B. Financial Goals. The financial goals of the SFA are to run at least a break-even or better food service program that maintains a level of reserve that will cover the cost of capital expenditures as they arise. An additional goal of the SFA is to maintain reasonable competitive prices in the program.
- C. Management Goals. The SFA expects the FSMC to provide consulting and management assistance to the SFA in running an efficient and effective food service department, including consultation to assist the SFA to increase meal participation and educating students and families about the importance of eating healthy foods. FSMC will provide procurement, inventory management, and menu planning assistance. The SFA expects that FSCM menu planning assistance will adhere to the National School Lunch Program and School Breakfast Program for meals to be 'reimbursable'.
- D. Food Quality. The SFA expects the FSMC to demonstrate the ability to incorporate scratch cooking, where feasible, and reduce the use of processed foods.
- E. Food Service Office and Staff. Three District Office full time employees work a percentage of their time in support of the Food Service Program. The District Chief Business Officer is responsible for management of the Food Service Program.
- F. National School Lunch Program and School Breakfast Program. (Provide specific information, as applicable, regarding reimbursable meals or snacks.)

Participation [add rows as needed or attach as a separate page]:

PROGRAM	GRADES	MAX ENROLLMENT*	AVERAGE DAILY PARTICIPATION	FULL PAY*	FREE*	REDUCED*
National School Lunch (NSLP)	PreK-12	2368	844	207	545	93
School Breakfast Program (SBP)	PreK-12	2368	464	92	320	53
NSLP Afterschool Meal Supplements (AMS) (Snacks)	K-6	900	103	0	103	0

Seamless Summer Feeding Option (SSFO)	PreK-12	300	292	0	292	0
Child and Adult Care Food Program (CACFP)	K-6	482	221	0	221	0

*These numbers are based on full enrollment as of October 31 for the 2018-19 school year. There is no guarantee these numbers will be met.

School Name	Grades	Enrollment	Free	Reduced	Paid
Bates Elementary	K-6	127	77	23	27
Clarksburg Middle School	7-9	282	116	29	137
DH White Elementary	K-5	380	181	28	171
Delta Charter	K-6	418	91	19	308
Delta High	10-12	193	83	23	87
Isleton	Prek-6	186	96	24	66
Mokelumne High	9-12	15	10	1	4
Rio Vista High	9-12	420	175	26	219
Community Day School		3	2	1	0
Riverview Middle	6-8	238	105	15	118
Walnut Grove	K-6	169	133	5	31

Source is for 10/1/18 thru 10/31/18 meal participation from POS. There is no guarantee these numbers will be met.

2. Description of FSMC Responsibilities

General: under the direction of the SFA's Food Service Director, the FSMC selected pursuant to this RFP will provide the following: **Consulting and management assistance to the SFA in running an efficient and effective food service department, including consultation to assist the SFA to increase meal participation and educating students and families about the importance of eating healthy foods. FSCM will provide procurement, inventory management, and menu planning assistance. The FSMC shall on behalf of the SFA procure processed end products and act as an intermediary in passing the donated food value in processed end products on to the SFA. In addition, the FSMC will employ 1 qualified professional to represent the FSMC and provide a point of contact for delivery of service.**

Responsibilities of the FSMC shall include:

A. Purchasing of Supplies for the Food Service Program

Recommend (or be responsible for) purchasing standards and specifications that will result in the best quality of products and services at the lowest price for the food service program.

All transactions shall be conducted in a manner so as to provide maximum open and free competition as provided by statute and regulation.

The grade, purchase unit, style, weight, ingredients, formulation, etc., shall be in compliance with applicable statutes and regulations.

Purchase food and/or supplies (if applicable); if authorized by the SFA, the FSMC shall purchase food used by the food service operation and the purchasing of food shall not displace SFA staff or delegate responsibilities of the SFA to the FSMC.

Recommend new or improved procedures for the requisition, receipt, and verification of all supplies used by the food service operation

B. Facility or Site Operations

The FSMC shall recommend:

- Safety programs for employees
- Sanitation standards for housekeeping, preparation, storage, and equipment
- Adjustments to practices and operation of equipment as required

- A Food Safety Plan and participate in the development, implementation, and maintenance of said plan
- Methods to increase participation at all levels of the SFA's food service programs, improve food quality, and upgrade equipment and facilities
- Hours and number of positions at each site to meet food service operational needs

C. Menus

Adhere to the 21-day cycle menu for the first 21 days of meal service; thereafter, the FSMC may only make changes with the SFA's approval (7 *CFR*, sections 210.10, 210.16[b][1] and 220.8, if applicable)

Provide recommendations for menu development that will result in the best quality of products and services at the lowest price for the food service program.

Seek student and parent input on successful menu variation and planning.

Provide, upon request by the SFA, recommended menus to assure compliance with all applicable statutes and regulations; include menu recommendations to meet the needs of students with special dietary needs or disabilities

D. Quality Control

Recommend or establish a formal structure to routinely and continuously gather input from students, staff, and parents about food services.

Recommend or establish a structure or process to routinely and continuously gather input from food service employees to ensure the most effective and efficient operation possible.

E. Staff

Recommend management staff and structure that will enhance the SFA's food service programs and ensure that the SFA's food service programs are of consistent top quality and held in positive regard by students, staff, and the public.

Recommend or establish and conduct management and staff training programs that will ensure staff development, proper supervision, professional/health certification, and consistent quality control both in production and service

F. Records

Maintain full and complete financial and inventory records sufficient to meet federal and state requirements and that are in accordance with generally accepted accounting procedures.

Maintain employment records that show FSMC staff have all professional and health certifications as required by federal or state law and the SFA

G. Education

Recommend actions or events to promote the nutrition education aspects of the food service program, and recommend or cooperate with efforts to merge these actions or events with classroom instruction; the FSMC will work in partnership with the SFA to educate students, parents, teachers, and the community about efforts to promote better nutrition and health.

Coordinate meeting times with the Food Service Director, other SFA staff, and parents or students to discuss ideas to improve the food service program; arrange meetings between an acceptable management representative of the FSMC and the Food Service Director, other SFA staff, and/or the school board, upon request

H. Reports

Collect and provide, in the required format, information necessary for school food service claims for reimbursement from state and federal agencies and maintain records of past information; at the end of each month the number of meals to be claimed will be submitted to the SFA contact by the FSMC consultant/representative on or before the **10th** of each month (7 *CFR*, 210.16[c][1]).

Provide the SFA with monthly operating statements and other information determined by the SFA regarding the food service programs

I. Point of Service

Provide and/or implement an accurate point of service meal/milk count; such meal/milk counting system must eliminate the potential for the overt identification of free and reduced-price eligible students under 7 *CFR*, Section 245.8

J. Contracting With Small, and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

The FSMC shall comply with 2 *CFR*, Section 200.321 (as applicable).

K. Buy American

The SFA participates in meal programs that require the use of nonprofit school food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A 'domestic commodity or product' is defined as one that is either produced in the U.S. or is processed in the U. S. substantially (51% or more by weight or volume) using agricultural commodities that are produced in the U. S. as provided in 7 *CFR* 210.21(d) and 220.16(d). The FSMC must:

1. **Submit certification statements for all processed agricultural products.** The Food Service Management Company (FSMC) must provide written documentation to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume.

OR:

2. **Request SFA approval prior to delivering a nondomestic agricultural commodity or product.** If the FSMC cannot comply with #1 above, the FSMC must notify the SFA in writing 10 days prior to delivering a nondomestic agricultural commodity or product. This written notification must include the following:
 - a) Whether the request to deliver a nondomestic food is because the product is not produced or manufactured domestically in sufficient and reasonably available quantities of a satisfactory quality, or competitive bids reveal the costs of a domestic product are significantly higher than the nondomestic product.
 - b) The pricing of both domestic and nondomestic products and/or availability data to justify the use of one of the two allowable exceptions.
 - c) A list of alternative domestic substitutes for the SFA to consider for delivery instead of the nondomestic agricultural product.

Exhibit B

Schedule of Fees

The costs included in the Cost per Meal table comprise the fixed price per meal. The fees are agreed upon by both parties and represent allowable food service costs in accordance with 2 CFR, Part 200.

All costs are based on the average daily participation of 438 Breakfast and 825 Lunches in the district and 180 number of school days.

Cost per Meal

Note: Prices must **not** include values for USDA Foods, and must include all meal programs.

LINE ITEM	UNITS*	RATE	TOTAL
Breakfast	78,703	\$	\$
Lunch	148,492	\$	\$
Snacks	16,221	\$	\$
Seamless Summer Feeding Option	3,045	\$	\$
Child and Adult Care Food Program Supper	43,539	\$	\$
Nonreimbursable Meals		\$	\$
TOTAL	290,000	\$	\$

*Units to be provided by SFA

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: April 9, 2019

Attachments: None

From: Don Beno, Superintendent

Item Number: 12

Type of item: (Action, Consent Action or Information Only): Action

SUBJECT:

Report of action in Closed Session regarding student discipline(s) including votes on each individual case(s) and to approve suggested action – Case number 1819-222-002 [Education Code Sections 49070 (c) and 76232(c)]:

BACKGROUND:

The stipulated agreement for case #1819-222-002 was presented to the Board of Trustees of the River Delta Unified School District during Closed Session.

STATUS:

PRESENTER:

Don Beno, Superintendent

OTHER PEOPLE WHO MIGHT BE PRESENT:

Marcy Rossi, Principal of Riverview Middle School

COST AND FUNDING SOURCES:

RECOMMENDATION:

That the Board report out on the stipulated student expulsion case #1819-222-002 and render it's final decision

Time allocated: 2 minutes

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: April 9, 2019

Attachments: X

From: Elizabeth Keema-Aston, Chief Business Officer

Item Number: 13

Type of item: (Action, Consent Action or Information Only): Action Item

SUBJECT:

Renewal of Lease agreement with Sacramento Employment and Training Agency (SETA - Head Start) for operation of the Preschool Program at Walnut Grove Elementary School.

BACKGROUND:

RDUSD has entered into an agreement with SETA to run the preschool program at Walnut Grove Elementary which started August 1, 2016. The district supports and partners with SETA (Head Start) in serving the community of Walnut Grove.

The contract is for an initial three years with two optional two year extensions.

STATUS:

The Lease agreement is acceptable to all parties and is seeking Board approval for the new contract with SETA beginning August 1, 2019.

PRESENTER:

Elizabeth Keema-Aston, Chief Business Officer

OTHER PEOPLE WHO MIGHT BE PRESENT: N/A

COST AND FUNDING SOURCES:

Revenue Source of \$22,000 to the district, costs include phones, utilities and janitorial services.

RECOMMENDATION:

That the Board approves the agreement with Head Start (SETA) beginning August 1, 2019.

Time allocated: 5 minutes

RIVER DELTA UNIFIED SCHOOL DISTRICT LEASE

This Lease, made and executed in triplicate by the parties on the dates set forth below their signatures, and effective on the 1st day of August, 2019, is by and between **RIVER DELTA UNIFIED SCHOOL DISTRICT** hereinafter called "Lessor," and the **SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)**, a Joint Powers Agency, hereinafter called "Lessee."

WHEREAS, the property herein described is available for use; and

WHEREAS, Lessee is desirous of leasing said property for operation of its Head Start Child Development Program:

THEREFORE, for and in consideration of payment of rent and the performance of the covenants herein contained, Lessor does hereby lease unto Lessee the premises described as follows:

Walnut Grove Elementary School, Room #6 and Room #1, located at 14181 Grove Street, Walnut Grove, California, totaling two thousand and seventy-one (2,071) square feet, together with adjacent office space, one cubicle in the First5 parent resource room and the playground adjacent to Room #6 for Lessee's exclusive use, plus non-exclusive use of the nearby children's bathroom, all as depicted on the Plan attached hereto as Exhibit A and incorporated herein by reference (the "Premises").

IT IS UNDERSTOOD AND AGREED by and between Lessor and Lessee as follows:

1. TERM.

The term of this Lease shall be for three (3) years, commencing on August 1, 2019 and expiring on the July 31, 2022. The Premises shall be available to Lessee for its Head Start Program between the hours of 7:00 A.M. and 6:00 P.M. on Monday through Friday.

2. OPTION TO RENEW.

Lessee shall hold an option to renew this Lease for two (2) additional 2-year terms (the "Extended Term"), following expiration of the Initial Term upon the same terms and conditions as contained herein. Lessee shall exercise this option by giving written notice to Lessor not later than June 15 of the year in which the Term expires. Lessor reserves the right to deny renewal if the space is needed for school purposes.

3. RENT.

Lessee agrees to pay Lessor rent (the "Rent") at the rate of Two Thousand Two Hundred Dollars (\$2,200.00) per month for the use of the Premises. Rent for less than a full month shall be prorated on the basis of a thirty (30) day month. Rent shall be payable at the end of each calendar month during the Term of this Lease or any renewal thereof at the address for notices identified in Paragraph 22 of this Lease.

4. UTILITIES.

Lessor shall pay all utility costs (including those necessary for heating and cooling), including electricity, gas, water, sewage, garbage, waste removal, telephone service and internet connection necessary for Lessee. If any interruption in the provision of any of such utilities to the Premises is caused by Lessor in excess of twenty-four (24) hours, the Rent shall be abated for each day of interruption.

5. USE AND ASSIGNMENT.

Lessee shall use the Premises exclusively for the conduct of a Head Start Child Development Program and for no other purpose. Lessee shall not sublease or assign any interest accruing to it under this Lease to any person or entity whatsoever without the prior written consent of Lessor. In the event, however, that the Joint Powers Agreement establishing SETA is terminated, the successor agency of SETA may, at its sole option,

become the successor-in- interest of Lessee under this Lease without the Lessor's prior approval. Pursuant to Education Code 38136 Lessee warrants and represents that its use of the Premises will not involve advocating for or espousing beliefs consistent with the overthrow of the government of the United States or of this state by force, violence, or other unlawful means, and that Lessee shall sign and deliver to the governing board of the Lessor a Statement of Information, in the form attached hereto as Exhibit "B."

6. INDEMNIFICATION.

A. By Lessee. Lessee shall indemnify, defend, protect and hold harmless Lessor, and its officers, employees and agents, from and against any and all third party claims of liability, loss, damage, expense, penalties and costs (including attorneys' fees and litigation expenses) arising out of or in connection with the occupancy, use or control of the Premises by Lessee and its officers, employees, agents, volunteers, guests and invitees (including Head Start attendees), including claims for bodily injury (including death), pain & suffering and related consequential damages, and any property damage.

B. By Lessor. Lessor shall indemnify, defend, protect and hold harmless Lessee and its officers, employees, agents and volunteers, from and against any and all third party claims of liability, loss, damage, expense, penalties and costs (including attorneys' fees and litigation costs) arising out of or in connection with the ownership, maintenance or control of the Premises by Lessor and its officers, employees, agents, volunteers, guests and invitees, including claims for bodily injury (including death), pain & suffering and related consequential damages, and any property damage.

7. INSURANCE.

A. Lessor's Insurance.

Lessor shall maintain in full force throughout the Term and any renewal thereof

insurance coverages of the types described in, and in the amounts stated in the Summary of Coverage attached hereto as Exhibit "C," including, but not limited to, the liability, property, business interruption, and workers' compensation coverages described therein (collectively, "Lessor's Coverages"). Lessee accepts Lessor's Coverages for purposes of Lessor's insurance obligation under this Lease, provided that Lessee shall be added as a Covered Party or Member and as an additional named insured for Lessor's Coverages using the form of Sample Endorsement for Additional Insured (and/or its substantial equivalent), attached hereto as Exhibit "D." Lessor's Coverages required under this Paragraph 7.A shall be maintained at Lessor's sole cost and expense, and Lessor shall provide at least thirty (30) days' written notice to Lessee, prior to any cancellation, nonrenewal or modification of any of Lessor's Coverages. Lessor shall provide to Lessee evidence that Lessor's Coverages required to be carried by Lessor pursuant to this Paragraph 7.A, including any endorsement affecting the additional Covered Party or Member and additional insured status of Lessee, is in full force and effect and that premiums therefor have been paid.

B. Lessee's Property Insurance.

Lessee shall procure and maintain at all times property insurance which is at least as broad as the ISO Special Form Causes of Loss (CP 1030) policy, formerly known as "all- risks", which insurance covers Lessee's personal property including furniture, equipment, fixtures and inventory. Such insurance shall include a waiver of subrogation in favor of Lessor.

C. Lessee's Liability Insurance.

Lessee shall procure and maintain at all times, at its cost, commercial general liability insurance written on an "occurrence" policy form which is at least as broad as the most current ISO Commercial General Liability (CG 0001) policy form,

insuring against liability arising out of or in connection with the occupancy, use or control of the Premises by Lessee and its officers, employees, agents, volunteers, guests and invitees (including Head Start attendees), including claims for bodily injury (including death), pain & suffering and related consequential damages, and any property damage, and including coverages for premises liability, Lessee's, operations, independent contractors, personal injury and advertising injury, products-completed operations and liability assumed under an insured contract (collectively, "Lessee's Coverages"). Coverage shall include a severability of interest's provision and shall provide limits of not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. Lessee shall provide at least (30) days' written notice to Lessor prior to any cancellation, nonrenewal or modification of any of Lessee's Coverages, including any endorsement affecting the additional insured status of Lessor. Prior to occupancy of the Premises by Lessee, and not less than thirty (30) days prior to expiration of any Lessee's coverages thereafter, Lessee shall, in the manner set forth in this Paragraph 7.C furnish to Lessor written evidence that Lessee's Coverages required by this Paragraph 7.C are in force, accompanied by an endorsement showing Lessor's required status as an additional insured satisfactory to Lessor in substance and form.

Notwithstanding the requirements of this Paragraph 7.C, Lessee shall at Lessor's request provide to Lessor a certified copy of Lessee's Coverages required to be in force at any time pursuant to the requirements of this Lease or its Exhibits.

8. TERMINATION.

In the event that funding to Lessee for the operation of its Head Start program is reduced, suspended, or terminated, so that Lessee terminates, in whole or in part, the

operation of the Head Start Child Development Program, Lessee may terminate this Lease on reasonable notice to Lessor.

9. DESTRUCTION/CONDEMNATION.

Should all or any portion of the Premises be destroyed by any cause whatsoever, or in the event of condemnation of all or any portion of the Premises, Lessee may, at its sole option, terminate this Lease or continue to occupy the remaining portion of the Premises. In the event Lessee elects to remain in possession, the rent as herein provided shall be reduced by the same ratio as the space Lessee is precluded from occupying or using bears to the total floor space of the Premises.

10. ALTERATIONS.

Lessee agrees that no alterations, additions or improvements shall be made in or about said Premises without the written consent of Lessor, which shall not be unreasonably withheld or delayed.

11. FIXTURES, SUPPLIES, MATERIALS, EQUIPMENT AND FURNITURE.

All fixtures and equipment made or installed by Lessee in the Premises shall remain the property of Lessee and may be removed by Lessee at any time at the option of Lessee. Lessee shall repair any damage to the Premises resulting from removal of any fixtures. Lessor has provided for Lessee's use the classroom supplies, materials, equipment and furniture listed on Exhibit "E" for Lessee's use during the Term of this Lease and any extension thereof. Upon expiration of the Lease, Lessee may retain any supplies and materials, but shall leave on the Premises all equipment and furniture so provided, subject to any normal wear and tear and damage caused by forces beyond the control of Lessee incidental to Lessee's use thereof, provided that Lessee shall have no obligation to repair

or replace any such equipment or furniture damaged as a result of normal use of Lessee in its Head Start Child Development Program.

12. LAWS.

Lessee agrees that it will, at all times during its use and occupancy of the Premises, comply with all ordinances, laws and regulations affecting the conduct of Lessee's Head Start Child Development Program. Lessor agrees that it shall be responsible for performing any repairs, alterations and modifications to the Premises and building which contains them required by laws, statutes, regulations and governmental orders or decrees enacted after the execution of this Lease.

13. REPAIRS.

Lessor agrees to maintain the Premises in accordance with all State, Federal, and local laws and administrative regulations, so that they may be used for the purposes for which they are leased. In addition, Lessor agrees to maintain the Premises in good order and repair, specifically including, but not by way of limitation, the roof, exterior walls, heating and air conditioning units, toilets, electrical wiring, plumbing and exposed plumbing fixtures, and to replace broken glass. Should Lessor fail to make such repairs after receiving reasonable written notice from Lessee, Lessee may, at its option, make said repairs and deduct the amount from any subsequent rent. Nothing contained herein shall prohibit Lessee from terminating this Lease should Lessor be in default as a result of its failure to maintain the Premises as herein required.

14. MAINTENANCE and JANITORIAL.

Except as herein provided, Lessee agrees to keep the Premises in a clean, safe condition, free of trash and garbage and upon termination of this Lease, to return the Premises to Lessor in broom-clean condition, excepting ordinary wear and tear and

damage caused by forces beyond the control of Lessee incidental to Lessee's intended use of the Premises. The Lessor shall provide the following janitorial services to the Premises:

- Daily clean-up of the classroom, playground, restrooms and office;
- Thorough cleaning of adult and children's toilets and sink;
- Thorough sweeping, mopping and vacuuming of the classroom, restrooms, and office;
- Daily trash removal from the classroom and office.

15. ACCESS TO PREMISES.

Lessor and the agents and employees of Lessor shall have the right to enter upon said Premises at all reasonable times to inspect the same to see that no damage has been done, and to make such repairs or alterations as Lessor deems necessary in connection with said Premises, and to protect any and all rights of Lessor.

16. SUCCESSORS.

The terms and conditions of this Lease shall extend to, be binding upon, and inure to the benefit of successors and assigns of the parties hereto.

17. DEFAULT.

If either party is in default of any of the covenants herein provided, the party not in default shall have the right to declare this Lease terminated.

18. WAIVER.

The waiver by either party of any default, breach, or condition precedent hereunder shall not be construed as a waiver on the part of that party of any other default, breach or condition precedent, or any other right hereunder.

19. TITLES.

The titles to the paragraphs of this Lease are solely for the convenience of the parties

and are not an aid in the interpretation of the Lease.

20. ENTIRE AGREEMENT.

This writing constitutes the entire agreement between the parties and supersedes all prior negotiations and verbal statements made by any representatives of the parties to this Lease.

21. TIME OF THE ESSENCE.

Time is of the essence in the performance of this Lease.

22. NOTICES.

Any notices provided for herein shall be deemed properly served when deposited in the United States mail, postage prepaid, certified, return receipt requested, addressed as follows:

TO LESSOR: River Delta Unified School District
445 Montezuma Street
Rio Vista, CA 94571-1651
Attention: Chief Business Officer

TO LESSEE: Sacramento Employment and Training Agency
925 Del Paso Blvd.
Sacramento, CA 95815
Attention; Executive Director

WITH A COPY TO: Law Offices of Gregory D. Thatch
1730 I Street, Suite 220
Sacramento, CA 95814

23. SPECIAL CONDITIONS.

This Lease shall also be governed by the following special conditions:

(a) As an in-kind contribution to Lessee's Head Start Program, Lessor

agrees to provide the following facilities at no additional charge to Lessee at the identified fair market value:

Family Resource	(\$1.19 /sq.ft. x 1419 sq.ft. x 10 mos.)	\$16,886
Center Bathroom	(\$1.19 /sq.ft. x 450 sq.ft. x 10 mos.)	\$ 5,355
Playground space	(\$1.19 /sq.ft. x 2060 sq.ft. x10 mos.)	\$24,514
Total In-Kind Contributions		\$46,755

24. INTERPRETATION OF AGREEMENT.

Subject to section 25 hereof, this Lease shall be construed as a whole in accordance with its fair meaning and with the laws of the State of California. Attorneys of each of the Parties having participated in the drafting of this Lease, the Lease shall not be interpreted against any one of the Parties.

25. SEVERABILITY.

Should any provision of the Lease be declared or determined by any court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining terms and provisions shall not be affected thereby, and said illegal, invalid or unenforceable part, terms, or provisions shall be deemed not part of this Lease.

IN WITNESS WHEREOF, the parties hereto have executed this Lease.

LESSOR: RIVER DELTA UNIFIED SCHOOL DISTRICT

By: _____
Don Beno, Superintendent

Dated: _____

LESSEE:

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY,
a Joint Powers Agency**

By: _____
Kathy Kossick, Executive Director

APPROVED AS TO FORM:

Legal Counsel to SETA

Dated: _____

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: 4/19/2019

Attachments: _____

From: Kathy Wright, Director of Educational Services

Item Number: 14.

Type of item: (Action, Consent Action or Information Only): Action

SUBJECT:

Request to approve the purchase of an Epilog Zing Laser cutter and engraver for the Rio Vista High School Construction pathway. Total cost of this equipment is \$17,594.59.

BACKGROUND:

This laser cutter will allow Rio Vista High School students to advance their construction abilities allowing them to expand their college and career readiness. Having access to a laser cutter will allow our students to gain hands-on experience with modern industrial manufacturing technology. Students will learn to set up and run jobs using a CNC interface and relevant software. It will also allow for projects and engravings of great detail.

STATUS:

All items purchased with Career Technical Education Incentive Grant funds over \$5,000.00 must be board approved.

PRESENTER:

Kathy Wright, Director of Educational Services

OTHER PEOPLE WHO MIGHT BE PRESENT:

Wood/Construction teacher, Keith Russell

School to Career Coordinator, Jennifer Kitchens

COST AND FUNDING SOURCES:

\$17,594.59. Career Technical Education Incentive Grant will cover the entire cost.

RECOMMENDATION:

That the Board approves the purchase of an Epilog Zing Laser cutter and engraver for the Rio Vista High School Construction pathway.

Time allocated: 3 minutes

Rio Vista High School - Keith Russell
Quotation for Epilog Zing Laser Engraver

February 13, 2019

Qty	Item	Description	Unit Cost	Total
1	Z24-60W	Epilog Zing 24" 60 Watt Does not include graphic design software or fume extraction/exhaust system. Engraving Area 24"x12" Auto-switching power supply accommodates 110 to 240 volts, 50 or 60 Hz, single phase. 350 - 400 CFM (595-680 m3/hr) external exhaust to the outside or internal filtration system is required. There is one output port, 4" in diameter.	\$15,995.00	\$15,995.00

Sub Total	\$15,995.00
City of Rio Vista Sales Tax @ 8.125%	\$1,299.59
Freight	\$300.00
Delivered Cost	\$17,594.59

Available Options:

1	EPI-Z24RDR	Zing Rim-Drive Rotary	\$995.00
1	EPI-VGZ24	Vector Grid for Zing 24	\$370.00
1	CDX8	CorelDraw X8 New Install	\$495.00

Make Purchase Orders out to:
Klein Educational Systems, Inc.

523 G Street
Davis, CA 95616
800-698-3249

Fax Purchase orders to: 888-503-3108 or email to debra@kleineducational.com

Prices Valid for 60 Days Terms Net 30 Days

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: 4/19/2019

Attachments: X

From: Kathy Wright, Director of Educational Services

Item Number: 15

Type of item: (Action, Consent Action or Information Only): Action

SUBJECT:

Request to approve the purchase of a 2019 GMC Chevrolet Silverado 2500 HD truck for Delta High School's Agriculture Mechanics department. The cost of this vehicle is \$31,589.63.

BACKGROUND:

The truck will allow Delta High School's Ag department to transport all Agriculture Mechanics and Agriculture Construction supplies and materials. It will also provide reliable transportation for our students that are enrolled in the Future Farmers of America programs to and from state conferences and fairs. This vehicle also has the capability of hauling the Ag trailer fully loaded with fair animals.

STATUS:

All items purchased with Career Technical Education Incentive Grant funds over \$5,000.00 must be board approved.

PRESENTER:

Kathy Wright, Director of Educational Services

OTHER PEOPLE WHO MIGHT BE PRESENT:

Ag Mechanics teacher, Charles Van Riper

School to Career, Coordinator, Jennifer Kitchens

COST AND FUNDING SOURCES:

\$31,589.63. Career Technical Education Incentive Grant

RECOMMENDATION:

That the Board approves the purchase of a 2019 GMC Chevrolet Silverado 2500 HD Truck for Delta High School's Ag Mechanics Department

Time allocated: 3 minutes



SERVING THE DELTA SINCE 1935

280 North Front St
Rio Vista, California 94571
(707) 374-6317 | (800) 669-1329
Fax (707) 374-6184
www.DriveAbel.com

Service Hours:
Monday thru Friday
7:00am to 5:30pm
Sales Hours:
Monday thru Friday
7:30am to 6:00pm
Saturday 9:00am to 5:00pm

Stock # 5023

VIN 2GC2CREG8K1166042

Deal # 0000000

March 18, 2019

2019 CHEVROLET SILVERADO C2500
RIVER DELTA UNIFIED SCHOOL DISTR

Phone: 7073746336

Email:

Salesperson: HOUSE DEAL

Sale Information

Table with 2 columns: Item, Price. Rows include Retail price (\$39,095.00), Selling price (\$29,095.00), Accessories (\$0.00), Service Contract (\$0.00), Gap Insurance (\$0.00), Rebates (\$0.00), Net trade (\$0.00), Fees (\$123.75), Sales tax (\$2,370.88), Balance due of (\$31,589.63).

Trade Information

Table with 2 columns: Item, Price. Rows include Trade allowance (\$0.00), Trade payoff (\$0.00), Net trade (\$0.00).

Cash Option

Balance due of \$31,589.63

Finance Option

Initial investment

Lease Option

Initial investment

Balloon Option

Initial investment

Please submit this worksheet to management for its review. I understand 1) This worksheet is neither an offer nor a contract and is not binding on the customer or the dealership. 2) No offer to purchase any vehicle is binding until accepted in writing by an authorized sales manager and 3) Sales consultants cannot obligate or bind the customer or the dealership.

I hereby authorize the dealership to conduct an investigation of my credit and employment history and release such information to banks, lenders and credit agencies.

Customer signature:

Dealership approval:



Vehicle Locator

Detail Report for Customer

ABEL CHEVROLET BUICK
 280 N FRONT ST, RIO VISTA, CA, 94571
 707-374-6317

Customer/Company:

Sales Consultant:

DEREK ABEL

Address:

Vehicle #1: 2019 Chevrolet 2500HD Silverado	VIN/Order #	MSRP	Stock #
	2GC2CREG8K1166042	\$39,095.00	5023

Additional Vehicle Information

GM Marketing Information

*** May be Eligible for March % Off Customer Offer - Expires 04/01/2019 ***

Body Style: CC25953-LWB, 2WD, Double Cab Pickup
 PEG: 1WT-1WT Work Truck Preferred Equipment Group
 Primary Color: GAZ-Summit White
 Trim: H2R-Base Cloth, Jet Black / Dark Ash, Interior Trim
 Engine: L96-Engine: 6.0L, V-8, SFI, FlexFuel w/ E63 only
 Transmission: MYD-6-Speed Automatic
 Options: 1WT-1WT Work Truck Preferred Equipment Group
 A31-Power Windows
 A60-Tailgate Lock
 AE7-Seats: 40/20/40/ Split Front Bench
 AU3-Power Door Locks
 AY0-Airbags-frontal, front seat and head-curtain
 BG9-Floor Covering: Rubberized Vinyl, Black
 C67-Air Conditioning, Manual
 DF2-Mirrors: Camper Style, Black, Manual Foldaway
 E63-Body: Pick-Up Bed / Box
 G80-Locking Differential, Rear
 GAZ-Summit White
 GEH-GVW Rating 9,500 LBS
 GT5-Rear Axle, 4.10 Ratio
 H2R-Base Cloth, Jet Black / Dark Ash, Interior Trim
 IOB-Radio, 7" Color Screen, Bluetooth, w/ USB Port
 JL1-Integrated Trailer Brake Controller
 K34-Cruise Control
 K47-Air Cleaner, High Capacity
 KC4-Cooler, Engine Oil
 KG4-Alternator, 150 AMP
 KNP-Transmission Cooling System
 L96-Engine: 6.0L, V-8, SFI, FlexFuel w/ E63 only
 MYD-6-Speed Automatic
 NZ4-Wheel, Spare, 17 x 7.5, Steel
 PPA-Tailgate: EZ-Lift and Lower
 PYN-Wheels: 17" Steel
 QHQ-Tires: LT 245/75R17E BW All Season
 SAF-Spare Tire Lock
 U2J-SiriusXM Satellite Radio, Delete
 UE0-OnStar Delete
 UQ3-Speaker System
 UVC-Rear View Camera System
 V22-Grille: Chrome Surround
 V46-Bumper, Front, Chrome
 V76-Recovery Hooks
 VJH-Bumper: Rear Chrome Step
 VK3-License Plate Front Mounting Hardware
 YF5-California Emissions
 Z82-Trailer Package
 ZHQ-Tire Spare: LT 245/75R17 BW ALS
 ZY1-Paint, Solid

Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.