

# RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street, Rio Vista, CA 94571-1651

## Notice of a Special Meeting of the Board of Trustees

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

**Friday, February 7, 2020 – 3:00 PM**

**River Delta USD, District Office \* 445 Montezuma Street, Rio Vista, CA 94571**

*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 24 hours prior to the announced meeting of the Board of Trustees or online at <http://riverdelta.org> under the heading: Board of Trustees*

### SPECIAL MEETING AGENDA

1. Call the Open Session to Order (@ 3:00 pm)

2. Roll Call

Member Fernandez \_\_\_; Member Olson \_\_\_; Member Riley \_\_\_; Member Stone \_\_\_;  
Member Elliott \_\_\_; Member Casillas \_\_\_; Member Mahoney \_\_\_

3. Pledge of Allegiance

4. Review and Approve the **Open Session Agenda**

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_

5. 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 item listed until it is brought up for discussion. To address the Board, please complete a Speaker Card and hand it to the Recording Secretary, and when you have been called on, please step up to the podium and state your name. However, understand the Board may not take action on any item which is not listed on this agenda (except as authorized by Government Code Section 54954.2). (BB9323) Individual speakers shall be allowed two minutes to address the Board on any non-agendized item. The Board may limit the total time for public input on each agenda or non-agenda item to 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.}

6. Request to authorize Katherine Wright, Superintendent and/or Elizabeth Keema-Aston, Chief Business Officer to open a Credit Card with Bank of Stockton with the limit of \$75,000 to replace the District expiring Bank of America Credit Card – Katherine Wright

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_

7. Request to approve the Mobile Modular Management Corporation Change Order #1 for classroom cabinetry in two 30' X 32' DSA (NonStd) modular classrooms to be installed at D.H. White Elementary – Elizabeth Keema-Aston

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_

8. Adjournment

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_

***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. The full agenda is also available 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 Special Meeting Agenda/Notice was posted in the bulletin board in front of the District Office, District administrative offices and that the Board of Trustees Members, school sites, and the community libraries were provided notice or caused to be provided notice via fax, e-mail and/or hand delivery on Thursday, February 6, 2020, by or before 3:00 p.m. **By: Jennifer Gaston** Jennifer Gaston, Executive Assistant, to the Superintendent.

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

445 Montezuma Street  
Rio Vista, California 9457-1561

**BOARD AGENDA BRIEFING**

Meeting Date: February 7, 2020

Attachments: X

From: Elizabeth Keema-Aston, Chief Business Officer

Item Number: 6

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

**SUBJECT:**

Request to authorize Katherine Wright, Superintendent, and/or Elizabeth Keema-Aston, Chief Business Officer, to open a credit card with Bank of Stockton with the limit of \$75,000 to replace the District's expiring Bank of America credit card.

**BACKGROUND:**

The District currently has a credit card through Bank of America with a limit of \$75,000. The District received notification from Bank of America that the card is expiring on March 9, 2020, without renewal options. The decision made by Bank of America is not based on the District's ability to repay or credit history. However, it is an irrevocable business decision.

The District uses the organization's credit card for professional development and associated costs, vendors that do not accept purchase orders, or require payment when placing the order. Purchase orders remain the preferred option to purchases.

There will be only two credit cards issued and are maintained primarily at the district office. The Business office has procedures in place to accommodate and secure credit card purchases.

**STATUS:**

The Business office staff has been working with Bank of Stockton to facilitate switching accounts to our local and current banking association. The Bank of Stockton requires information including Board approved Minutes specifically addressing this request. Due to the shortened turnaround time, it is necessary to call a Special Board Meeting prior to the February 18, 2020 Regular Board Meeting, at which time the Minutes will be approved. Thus, it will allow the District the ability to proceed with the Bank of Stockton in this expedited timeline.

**PRESENTER:**

Elizabeth Keema-Aston, Chief Business Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT: N/A**

**COST AND FUNDING SOURCES:**

Expenditures are assigned to program activity

**RECOMMENDATION:**

That the Board approves the District's request to open a credit card with a \$75,000 limit with Bank of Stockton.

Time allocated: 3 minutes



**RIVER DELTA UNIFIED SCHOOL DISTRICT**

**445 Montezuma Street**

**Rio Vista, California 94571-1651**

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

riverdelta.org

Bank of Stockton  
230 Main Street  
Rio Vista, CA 94571

February 7, 2020

To whom this may concern:

We are requesting authorization for Katherine Wright, Superintendent, and/or Elizabeth Keema-Aston, Chief Business Officer, to apply for a credit card with a credit limit of \$75,000, with the Bank of Stockton.

The authorized contacts will include Katherine Wright, Superintendent; Elizabeth Keema-Aston, Chief Business Officer; and Kellee Sisneros, Account Specialist. Please issue two credit cards:

1. Katherine Wright
2. Elizabeth Keema-Aston

Regards,

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Alicia Fernandez, President  
Board of Trustees  
River Delta Unified School District

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Marilyn Riley, Clerk  
Board of Trustees  
River Delta Unified School District

*Creating Excellence to Ensure That All Students Learn*

Bates School  
Clarksburg Elementary

Isleton School  
Riverview School

River Delta High/Elementary School

Walnut Grove School  
D.H. White Elementary

Delta High School  
Rio Vista High School  
Community Day School

Wind River School  
Mokelumne High School

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

445 Montezuma Street  
Rio Vista, California 9457-1561

**BOARD AGENDA BRIEFING**

Meeting Date: February 7, 2020

Attachments: X \_\_\_\_\_

From: Elizabeth Keema-Aston

Item Number: 7 \_\_\_\_\_

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

**SUBJECT:**

Request to approve the Mobile Modular Management Corporation Change Order #1 for classroom cabinetry in two 30' X 32' DSA (nonStd) modular classrooms to be installed at DH White Elementary.

**BACKGROUND:**

At the January 14, 2020 Regular Board Meeting the Board of Trustees approved the contract with Mobile Modular Management Corporation for two '30 X 32' DSA (nonStd) modular to accommodate the reconfiguration of DH White Elementary School to a K-6 elementary site. The modulars were purchased 'as-is' which included reconditioning by Mobile Modular Management Corporation, using a piggyback option of the Pajaro Valley Unified School District contract. At the time of the District's original contract the specific cabinetry needs were unknown. It was determined that there would be additional costs outside of the modular classroom contract to replicate the other classrooms at the school site.

**STATUS:**

The cabinetry needs have been determined and constitute Change Order #1 to the Mobile Modular contract. The custom cabinetry needs are consistent with current modulars on DH White's Elementary School's campus.

**PRESENTER:**

Elizabeth Keema-Aston, Chief Business Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT: N/A**

**COST AND FUNDING SOURCES:**

Fund 25 Developer Fees

**RECOMMENDATION:**

That the Board approves change order #1 to the Mobile Modular contract.

Time allocated: 3 minutes



**Mobile Modular Management Corporation**  
 5700 Las Positas Road  
 Livermore, CA 94551  
 Phone: (925) 606-9000 Fax: (925) 453-3201  
[www.MobileModularRents.com](http://www.MobileModularRents.com)

<b>Change Order 1</b>	
Contract:	210044805.1
<b>Contract Term:</b>	<b>Months</b>
Date Printed:	01/29/2020
Start Rent Date:	May 4, 2020

<b>Customer Information:</b> <b>River Delta USD</b> 445 Montezuma St Rio Vista, CA 94571 Ken Gaston kgaston@rdsud.org 7073741707	<b>Site Information:</b> River Delta USD 525 S. 2nd St. RIO VISTA, CA 94571-1941 Ken Gaston kgaston@rdsud.org 7073741707 7074301334	Questions? Please Contact: Kevin Gibson Kevin.Gibson@MobileModularRents.com Phone: (925) 606-9000 Fax: (925) 453-3201
	<b>Customer PO/Reference:</b> Exp.: By:	

Current Charges	Buidling ID	Qty	Charge Each	Total One time
Custom Cabinets.	45010	1	\$12,343.11	\$12,343.11
VCT Flooring.	45010	1	\$924.00	\$924.00
Custom Cabinets.	45018	1	\$12,343.11	\$12,343.11
VCT Flooring.	45018	1	\$924.00	\$924.00
<b>Current Adjusted One Time Charges (Change Order Only) – Excluding Tax</b>				<b>\$26,534.22</b>

**SPECIAL NOTES:**

- \* Applicable taxes will be charged using the actual tax rate at the time of change order.
- \* Please sign & fax back to us at (925) 453-3201, so that we may proceed with your order.
- \* Previous change orders are not reflected.
- \* This change order serves as an addendum to our original contract.

**River Delta USD** Accepted subject to clarifications noted below.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

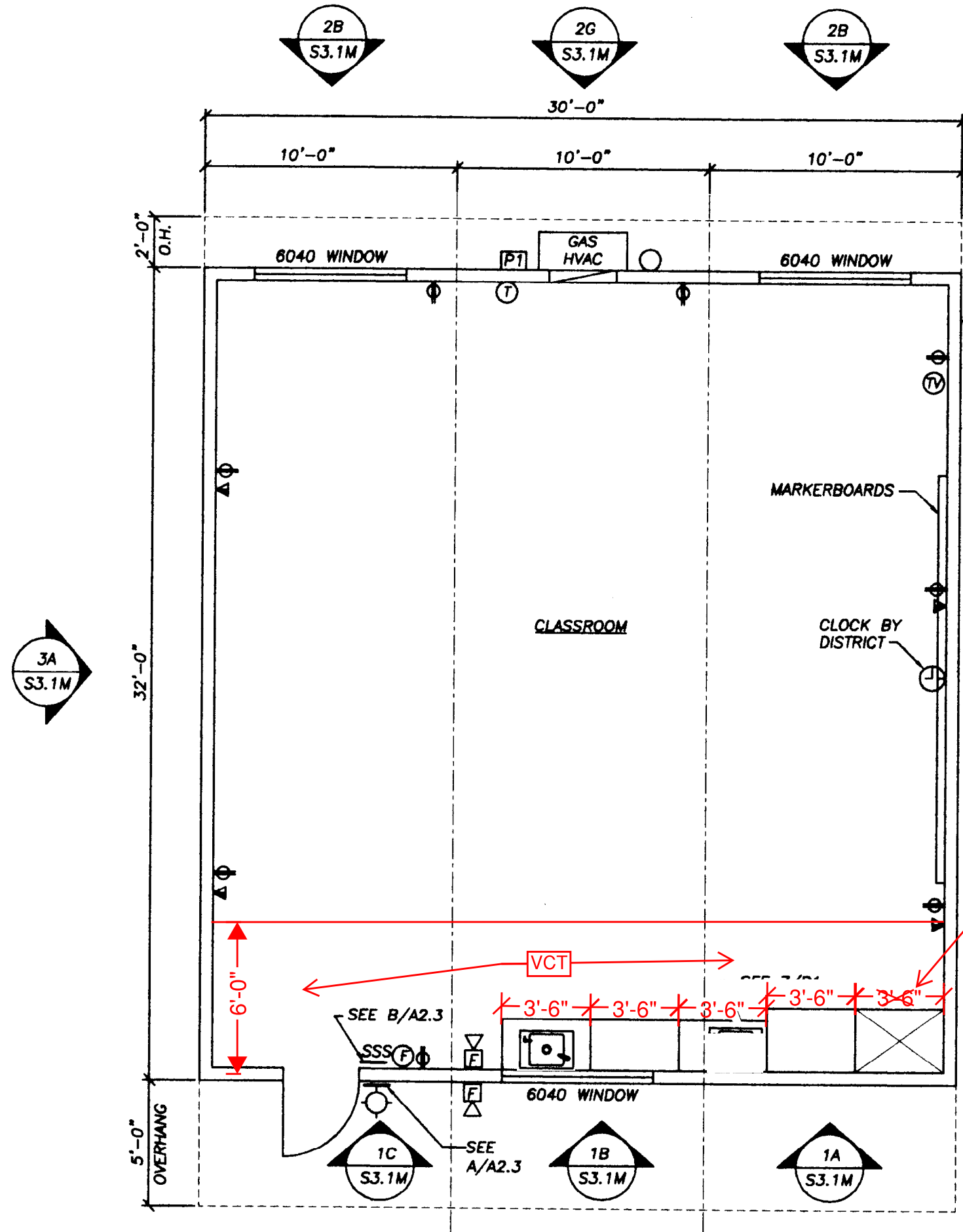
Please Print Name: \_\_\_\_\_

Revise site information. Correct site is:

D. H. White Elementary School  
 500 Elm Way  
 Rio Vista, C 94571

Casework to match existing classroom configuration.  
 See attached plan and photo.

Submit casework shop drawings and laminate color samples to District for approval prior to fabrication.



Configure similar to existing classroom cabinets. See above photo.

Change to 4'-0"

**FLOOR PLAN**

SEE ELECTRICAL NOTES AND SPECS SHEET A4