

**ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT**  
***"Many Paths to Learning, One Standard of Excellence"***

**Regular Meeting of the Board of Trustees**  
**Thursday, June 8, 2017**  
**Agenda**  
**District Office**  
**Acton, CA**

The closed session portion of the Board meeting will begin at 6:30 p.m.  
The Board will reconvene the open session portion of the Meeting at 7:30 p.m.

**1.0     CALL TO ORDER AND ROLL CALL**

1.1     Roll Call Time \_\_\_\_\_ p.m.

Mike Fox	President
Ed Porter	Vice President
Ken Pfalzgraf	Clerk
Mark Distaso	Member
Larry H. Layton	Member

*Action*   **2.0     APPROVE/ADOPT AGENDA FOR REGULAR MEETING**

It is recommended the Board of Trustees adopt as presented, the agenda for the Regular Board Meeting of June 8, 2017.

Moved by \_\_\_\_\_                      Seconded by \_\_\_\_\_                      Ayes \_\_\_\_    Nays \_\_\_\_    Absent \_\_\_\_

**3.0     PUBLIC PARTICIPATION AT BOARD MEETINGS**

The public has a right to comment on any items of the closed session agenda. Members of the public will be permitted to comment on any other item within the Board's jurisdiction under section 7.0 Public Comment at Board Meetings.

*Action*   **4.0     ADJOURN TO CLOSED SESSION**

The Board will consider and may act on any of the Closed Session matters listed in Agenda Item 15.0.

Moved by \_\_\_\_\_                      Seconded by \_\_\_\_\_                      Ayes \_\_\_\_    Nays \_\_\_\_    Absent \_\_\_\_

**5.0     RECONVENE REGULAR MEETING** Time \_\_\_\_\_ p.m.

**6.0     PLEDGE OF ALLEGIANCE** Led by: \_\_\_\_\_

**7.0     PUBLIC COMMENTS/RECOGNITION/REPORTS**

Please submit a ***Request to Speak to the Board of Trustees*** card located on the exhibit table for any agenda item or non-agenda item to the Superintendent, prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written copy and an administrator will provide answers at a later date.

**8.0 CORRESPONDENCE/PROPOSALS/REPORTS**

- 8.1 **AATA Representative**
- 8.2 **CSEA Representative**
- 8.3 **Student Representative**
- 8.4 **Recognition of Dr. Brent Woodard**
- 8.5 **New Construction**
- 8.6 **Superintendent**
- 8.7 **Board Member Comments**

**9.0 CONSENT AGENDA**

It is recommended the following Consent Agenda items be approved:

*Action*  
*Enclosures*

- 9.1 **Minutes of the Special Board Meeting May 22, 2017**
- 9.2 **Minutes of the Regular Board Meeting May 25, 2017**
- 9.3 **Minutes of the Special Board Meeting May 25, 2017**
- 9.4 **Warrant Register**
- 9.5 **Personnel Action Report**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_ Nays \_\_\_\_ Absent\_\_\_\_

**10.0 EDUCATIONAL/STUDENT SERVICES**

*Action*  
*Enclosure*

- 10.1 **Resolution 16-17.16- Waiver Method Charter School K-8**

It is recommended the Board approve Resolution 16-17.16 Waiver Method Charter School K-8.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_ Nays \_\_\_\_ Absent\_\_\_\_

*Action*  
*Enclosure*

- 10.2 **Resolution 16-17.17- Waiver Method Charter School 9-12**

It is recommended the Board approve Resolution 16-17.17 Waiver Method Charter School 9-12

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_ Nays \_\_\_\_ Absent\_\_\_\_

*Hearing*  
*Enclosure*

- 10.3 **Public Hearing – iLEAD Online Charter School**

It is recommended the Board enter into a public hearing regarding iLEAD Online Charter School.

Hearing Open: \_\_\_\_\_ Hearing Closed: \_\_\_\_\_

**11.0 PERSONNEL SERVICES**

*Action*  
*Enclosure*

- 11.1 **Administrative Contract – Chief Financial Officer, Steve Budhraj**

It is recommended the Board approve Administrative Contract for Chief Financial Officer, Steve Budhraj.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_ Nays \_\_\_\_ Absent\_\_\_\_

*Action*  
*Enclosure*

- 11.2 **Administrative Contract – Director/ High School Principal, Ty Devoe**

It is recommended the Board approve Administrative Contract for Director/High School Principal, Ty Devoe.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_ Nays \_\_\_\_ Absent\_\_\_\_

*Action*  
*Enclosure*

- 11.3 **Administrative Contract – Director/Middle School Principal, Lynn David**

It is recommended the Board approve Administrative Contract for Director/Principal Middle School, Lynn David.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_ Nays \_\_\_\_ Absent\_\_\_\_

- Action  
Enclosure
- 11.4 **Administrative Contract – Director/Principal Elementary School, Cassandra Farley**  
It is recommended the Board approve Administrative Contract for Director/Principal Elementary School, Cassandra Farley.
- Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_ Nays \_\_\_\_ Absent\_\_\_\_
- Action  
Enclosure
- 11.5 **Administrative Contract – Director/Principal Elementary School, Amanda Fischer**  
It is recommended the Board approve Administrative Contract for Director/Principal Elementary School, Amanda Fischer.
- Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_ Nays \_\_\_\_ Absent\_\_\_\_
- 12.0 BUSINESS AND FINANCIAL**
- Action  
Enclosures
- 12.1 **Architectural Services Agreement Phase 1 & Phase 2 Acton School Remodeling TDM Architects, Inc. \$216,880.00**  
It is recommended the Board approve the Architectural Services Agreement Phase 1 & Phase 2 Acton School Remodeling TDM Architects, Inc. \$216,880.00
- Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_ Nays \_\_\_\_ Absent\_\_\_\_
- Hearing  
Enclosure
- 12.2 **Public Hearing – Local Control and Accountability Plan (LCAP)**  
It is recommended the Board enter into a public hearing regarding the Local Control and Accountability Plan (LCAP)
- Hearing Open: \_\_\_\_\_ Hearing Closed: \_\_\_\_\_
- Hearing  
Enclosure
- 12.3 **Public Hearing – Adopted Budget for School Year 2017-2018**  
It is recommended the Board enter into a public hearing regarding the Adopted Budget for School Year 2017-2018.
- Hearing Open: \_\_\_\_\_ Hearing Closed: \_\_\_\_\_
- 13.0 FUTURE AGENDA ITEMS**  
LCAP Adoption  
Budget Adoption  
ELA Recommendation  
Annual Charter Review  
Albert Einstein Academy of Letters and Sciences – AD Partnership, Material Revision Public Hearing
- 14.0 CALENDAR**  
June 22, 2017 Board Meeting, 7:30 p.m., District Office
- 15.0 CLOSED SESSION**  
The Board will consider and may act on any of the following items in closed session, any action taken in closed session will be reported in open session as required by law.
- Closed Session may be called at any time during a formal meeting by motion of the Board of Education for the purpose of discussing a personnel problem, a pupil problem, a purchase, consultation on a legal problem with an attorney, and with employee organizations in regard to salaries and/or fringe benefits. All formal action involving such matters must be made in an open meeting.
- A. Conference with Labor Negotiators**  
Pursuant to Government Code Section 54957.6  
Agency designated representative: Board President  
Unrepresented employee: Interim Superintendent and Superintendent

**B. Public Employee Discussion/Discipline/Dismissal/Release**

Pursuant to Government Code Section 54957

**C. Conference with Legal Counsel**

Pursuant to Government Code Section 54954.9 (d) (1)

**D. Student Matters**

Pursuant to Government Code Section 35146 and 48918.

1. Student #004124

**15.1. Report of Action Taken in Closed Session**

The Board will report any action taken in closed session as required by law.

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**Action 16.0 ADJOURNMENT**

16.1 The Regular meeting of Board of Trustees adjourned at \_\_\_\_\_ p.m.

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT**  
***"Many Paths to Learning, One Standard of Excellence"***

**Special Meeting of the Board of Trustees**  
**Monday, May 22, 2017**  
**Minutes**  
**District Office**  
**Acton, CA**  
**6:30 P.M.**

**1.0      CALL TO ORDER AND ROLL CALL**

1.1      Roll Call

Time: 6:32 p.m.

Mike Fox	President	Present
Ed Porter	Vice President	Present
Ken Pfalzgraf	Clerk	Present
Mark Distaso	Member	Present
Larry H. Layton	Member	Present

**Action   2.0      APPROVE/ADOPT AGENDA FOR SPECIAL MEETING**

Motion made by the Board of Trustees to adopt as presented, the agenda for the Special Board Meeting, of May 22, 2017.

Moved by Mr. Porter

Seconded by Mr. Layton

Ayes 5   Nays 0   Absent 0

**3.0      PLEDGE OF ALLEGIANCE**

Led by: Mr. Fox

**4.0      PUBLIC PARTICIPATION AT BOARD MEETINGS**

Classified employee Mervat Tawfik read a letter that stated classified employee support of Mrs. Kim Lytle as Superintendent.

**Action   5.0      ADJOURN TO CLOSED SESSION**

The Board will consider and may act on any of the Closed Session matters listed in Agenda Item 6.0.

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Ayes \_\_\_\_   Nays \_\_\_\_   Absent \_\_\_\_

**6.0      CLOSED SESSION**

The Board will consider and may act on any of the following items in closed session, any action taken in closed session will be reported in open session as required by law.

Closed Session may be called at any time during a formal meeting by motion of the Board of Education for the purpose of discussing a personnel problem, a pupil problem, a purchase, consultation on a legal problem with an attorney, and with employee organizations in regard to salaries and/or fringe benefits. All formal action involving such matters must be made in an open meeting.

**A.      Public Employee Performance Evaluation**

Title: Interim Superintendent

**B.      Conference with Labor Negotiators**

Pursuant to Government Code Section 54957.6

Agency designated representative: Board President

Unrepresented employee: Interim Superintendent

**C.      Public Employee Appointment**

Title: Superintendent

**8.0 RECONVENE REGULAR MEETING**

Time: 9:16 p.m.

**Action 9.0 REPORT OF ACTION TAKEN IN CLOSED SESSION**

The Board took action in closed session.

Moved by Mr. Distaso

Seconded by Mr. Porter

Ayes 5 Nays 0 Absent 0

Immediately pursue and fund filling the Superintendent position through a competitive search process via posting.

Moved by Mr. Layton

Seconded by Mr. Distaso

Ayes 4 Nays 1 Absent 0  
Mr. Fox

**Action 10.0 ADJOURNMENT**

10.1 The Regular meeting of Board of Trustees adjourned at 9:20 p.m.

Moved by Mr. Porter

Seconded by Mr. Distaso

Ayes 5 Nays 0 Absent 0

Secretary to the Board, Mrs. Kim Lytle

\_\_\_\_\_  
Mrs. Kim Lytle

President, Mr. Mike Fox

\_\_\_\_\_  
Mr. Mike Fox

Vice President, Mr. Ed Porter

\_\_\_\_\_  
Mr. Ed Porter

Clerk, Mr. Ken Pfalzgraf

\_\_\_\_\_  
Mr. Ken Pfalzgraf

Member, Mr. Mark Distaso

\_\_\_\_\_  
Mr. Mark Distaso

Member, Mr. Larry H. Layton

\_\_\_\_\_  
Mr. Larry H. Layton

**ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT**  
***"Many Paths to Learning, One Standard of Excellence"***

**Regular Meeting of the Board of Trustees**  
**Thursday, May 25, 2017**  
**Minutes**  
**District Office**  
**Acton, CA**

The closed session portion of the Board meeting will begin at 6:30 p.m.  
The Board will reconvene the open session portion of the Meeting at 7:30 p.m.

**1.0      CALL TO ORDER AND ROLL CALL**

1.1	Roll Call		Time 6:36 p.m.
	Mike Fox	President	Present
	Ed Porter	Vice President	Present
	Ken Pfalzgraf	Clerk	Present
	Mark Distaso	Member	Present
	Larry H. Layton	Member	Absent

*Action*    **2.0      APPROVE/ADOPT AGENDA FOR REGULAR MEETING**

Motion made by the Board of Trustees to adopt as presented, the agenda for the Regular Board Meeting of May 25, 2017.

Moved by Mr. Distaso	Seconded by Mr. Porter	Ayes 4	Nays 0	Absent 1
				Mr. Layton

**3.0      PUBLIC PARTICIPATION AT BOARD MEETINGS**

No public participation.

*Action*    **4.0      ADJOURN TO CLOSED SESSION**

Motion made by the Board of Trustees to move to closed session.

Moved by Mr. Porter	Seconded by Mr. Distaso	Ayes 4	Nays 0	Absent 1
				Mr. Layton

**5.0      RECONVENE REGULAR MEETING** Time 7:28 p.m.

**6.0      PLEDGE OF ALLEGIANCE** Led by: Mrs. McCauley

**7.0      PUBLIC COMMENTS/RECOGNITION/REPORTS**

No public comments/recognition/reports

## 8.0 CORRESPONDENCE/PROPOSALS/REPORTS

8.1 **AATA Representative** - No report given.

8.2 **CSEA Representative** - No report given

8.3 **Student Representative**

Mallory Bush

- Reported that the VHS Blood drive was a success.
- Commented that the Annual Night of the Stars was well attended, and enjoyed by all.
- Announced VHS graduation ceremony will be held on June 14<sup>th</sup>, located on the football field.

Enclosure

8.4 **Citizens Bond Oversight Report**

Bob Milewsky

- Reported on the Citizens Oversight Committee Final Report for Measure CF General Obligation Bond.
- Awarded a special thank you to the members of the committee.

8.5 **New Construction**

Kim Lytle

- Reported that Mr. Jim Vose will be the consultant for the work being done on the Acton campus.
- Announced that TDM Architects will be attending the June 8<sup>th</sup> board meeting to present options of work to be done on the Acton campus.
- Reported that High Desert Middle School pick up and drop off will be changing during the summer.
- Reported that SRTS has changed their name to Active Transportation Program; the grant application process will begin in the fall for award of the grant in April.

Mr. Distaso suggested that the Board of Trustees move forward on the grant initiative.

8.6 **Superintendent**

Kim Lytle

- Addressed the invitations given to Board members for the CSBA Annual Convention and ALA graduation ceremony.
- Announced the recent WASC review for VHS passed with flying colors.
- Reported that the LA County Registrar Recorder will be sending an informational mailer to the community, as it related to Board member election changes from odd to even years.
- Presented flyer of the joint partnership with LA County Parks summer day camp that will run through June 22 – September 2017.
- Noted that a flyer was sent home with each student from “Blue Star Mothers”, Thank a Soldier! Letter Writing Campaign.

8.7 **Board Member Comments**

Ken Pfalzgraf

- Congratulated the VHS culinary program with their professionalism and work performed at the Agua Dulce Women’s Club luncheon.
- Stated that while attending various hearings for the AEA appeal, very impressed with staff, and parent’s fortitude while going through this difficult time.

Mark Distaso

- Expressed with regret that he will be unable to attend this year’s VHS graduation ceremony; this will be the first one he has missed since becoming a Board member.
- Noted that the Acton campus opening is associated with DSA approval and not due to lack of funding.

Ed Porter

- Inquired about military recruiters being allowed to address students at VHS.
- Requested staff to look into a sign to be placed at the entrance of VHS campus; also, noting the center pole needs some type of reflector.

Mike Fox

- Commended staff for a successful “Night of the Stars” event.
- Applauded VHS singing program “The Heard” for an amazing job at the Agua Dulce Women’s Club luncheon.
- Expressed with regret that he was unable to attend the Acton Women’s Club luncheon.
- Thanked all community groups for their support to our schools and students.



**9.0 CONSENT AGENDA**

Motion made by the Board of Trustees to approve consent agenda items 9.1, 9.2 and 9.4 with a separate vote for 9.2 Warrant Register:

- Action  
Enclosure
- 9.1 **Minutes of the Regular Board Meeting May 11, 2017**  
9.2 **Warrant Register**  
9.3 **Personnel Action Report**  
9.4 **Donations**

Donated Item	Donated By	Value	Donation Site
400-500 yards of fabric	Acton Creative Flowers	\$750.00	VHS - ASB

Moved by Mr. Porter                      Seconded by Mr. Distaso                      Ayes 4      Nays 0      Absent 1  
Mr. Layton

Board Clerk, Mr. Pfalzgraf inquired about two entries in the Warrant Register.

Staff addressed questions presented by Mr. Pfalzgraf.

Motion made by the Board of Trustees to approve agenda item 9.2 Warrant Register.

Moved by Mr. Distaso                      Seconded by Mr. Porter                      Ayes 4      Nays 0      Absent 1  
Mr. Layton

**10.0 EDUCATIONAL/STUDENT SERVICES**

- Action  
Enclosure
- 10.1 **Resolution 16-17.15 –Material Revision Inspire Charter School**  
Motion made by the Board to approve Resolution 16-17.15 – Inspire Charter School.

Representatives from Inspire Charter School spoke on behalf of the reasons for the material revision as presented.

Board Clerk, Mr. Pfalzgraf, outlined specific questions to staff and representatives from Inspire, as it related to the material revision.

At this time, staff could not answer questions presented by Mr. Pfalzgraf.

Board members entered into discussion as it related to material revision.

Staff and representatives from Inspire addressed questions presented by the Board.

Moved by Mr. Distaso                      Seconded by Mr. Fox                      Ayes 3 Nays 0 Absent 1      Abstain 1  
Mr. Layton      Mr. Pfalzgraf

- Hearing  
Enclosure
- 10.2 **Declaration of Public Hearing – Waiver Request Method Charter School K-8**  
Motion made by the Board to enter into a public hearing regarding a waiver request for Method Charter School K-8.

Hearing Open: 8:11 p.m.                      Hearing Closed: 8:23 p.m.

Representative from Method Charter School K-8 spoke on behalf of request for waiver.

Board members entered into discussion and presented questions to staff and representative from Method K-8.

Staff and representative from Method K-8 addressed questions presented by the Board.

Hearing  
Enclosure

- 10.3 **Declaration of Public Hearing – Waiver Request Method Charter School 9-12**  
It is recommended the Board enter into a public hearing regarding a waiver request for Method Charter School 9-12.

Hearing Open: 8:24 p.m.                      Hearing Closed: 8:26 p.m.

Board entered into discussion as it related to waiver request for Method Charter School 9-12

Staff and representative from Method Charter School 9-12 addressed questions presented by the Board.

Action  
Enclosure

- 10.4 **Board Policy #6146.4 Differential Graduation and Competency Standards for Students with Disabilities**  
Motion made by the Board to approve Board Policy #6146.4 Differential Graduation and Competency Standards for Students with Disabilities.

Moved by Mr. Porter                      Seconded by Mr. Fox                      Ayes 4    Nays 0    Absent 1  
Mr. Layton

Mrs. Lytle gave an overview of BP #6146.4.

Board directed questions and concerns to staff.

Mrs. Lytle and staff addressed questions and concerns presented by the Board.

Discussion  
Enclosures

- 10.5 **Parent/Student School Site Handbooks**  
It is recommended the Board enter into a discussion regarding Parent/Student School Site Handbooks.

Moved by Mr. Porter                      Seconded by Mr. Pfalzgraf

Mrs. Lytle gave an overview of the annual updates of the Parent/Student School Site Handbooks; any and all changes have been highlighted for Board members to review.

11.0  
Action  
Enclosure

- BUSINESS AND FINANCIAL.**  
11.1 **Retainer Agreement between Vose Properties, Inc., and Acton Agua Dulce Unified School District**  
Motion made by the Board to enter into an Agreement with Vose Properties, Inc., and Acton Agua Dulce Unified School District.

Moved by Mr. Distaso                      Seconded by Mr. Porter                      Ayes 4    Nays 0    Absent 1  
Mr. Layton

Board entered into discussion and presented questions to staff as it related to Retainer with Vose Prosperities.

Staff addressed questions presented by the Board.

Action  
Enclosure

- 11.2 **Sales Agreement with CBE Office Solutions - \$38,694.20**  
Motion made by the Board to approve the contract with CBE Office Solutions in the amount of \$38,694.20.

Moved by Mr. Distaso                      Seconded by Mr. Porter                      Ayes 4    Nays 0    Absent 1  
Mr. Layton

Mrs. Lytle reported that this agreement will replace the current contract that the District has in place.

The Board entered into discussion as it related to the sales agreement.

Mrs. Lytle and staff addressed questions presented by the Board.

Action  
Enclosure

- 11.3 **Invoice with Kurt Bohmer Plumbing, Inc.- \$95,110.00**  
Motion made by the Board to approve the invoice with Kurt Bohmer Plumbing, Inc. in the amount not to exceed \$95,110.00.

Moved by Mr. Porter                      Seconded by Mr. Distaso                      Ayes 4    Nays 0    Absent 1  
Mr. Layton

The Board entered into discussion as it related to the invoice with Kurt Bohmer.

Mrs. Lytle and staff addressed questions presented by the Board.

**12.0 FUTURE AGENDA ITEMS**

LCAP Hearing  
Budget Hearing

**13.0 CALENDAR**

June 8, 2017                      Board Meeting, 7:30 p.m., District Office  
June 22, 2017                      Board Meeting, 7:30 p.m., District Office

**14.0 CLOSED SESSION**

The Board will consider and may act on any of the following items in closed session, any action taken in closed session will be reported in open session as required by law.

Closed Session may be called at any time during a formal meeting by motion of the Board of Education for the purpose of discussing a personnel problem, a pupil problem, a purchase, consultation on a legal problem with an attorney, and with employee organizations in regard to salaries and/or fringe benefits. All formal action involving such matters must be made in an open meeting.

**A. Conference with Labor Negotiators**

Pursuant to Government Code Section 54957.6

**B. Public Employee Discussion/Discipline/Dismissal/Release**

Pursuant to Government Code Section 54957

**C. Conference with Legal Counsel**

Pursuant to Government Code Section 54954.9 (d) (1)

**D. Student Matters**

Pursuant to Government Code Section 35146 and 48918.

**14.1. Report of Action Taken in Closed Session**

No items to report in closed session.

*Action*   **15.0**   **ADJOURNMENT**

15.1     The Regular meeting of Board of Trustees adjourned at     8:56 p.m.

Moved by Mr. Distaso

Seconded by Mr. Porter

Ayes 4   Nays 0   Absent 1

Secretary to the Board, Mrs. Kim Lytle

\_\_\_\_\_  
Mrs. Kim Lytle

President, Mr. Mike Fox

\_\_\_\_\_  
Mr. Mike Fox

Vice President, Mr. Ed Porter

\_\_\_\_\_  
Mr. Ed Porter

Clerk, Mr. Ken Pfalzgraf

\_\_\_\_\_  
Mr. Ken Pfalzgraf

Member, Mr. Mark Distaso

\_\_\_\_\_  
Mr. Mark Distaso

Member, Mr. Larry H. Layton

\_\_\_\_\_  
Mr. Larry H. Layton

**ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT**  
***"Many Paths to Learning, One Standard of Excellence"***

**Special Meeting of the Board of Trustees**  
**Thursday, May 25 2017**  
**Minutes**  
**District Office**  
**Acton, CA**

**To begin immediately at the conclusion of the Regular Board Meeting no sooner than 9:00 p.m.**

**1.0      CALL TO ORDER AND ROLL CALL**

1.1      Roll Call

Time:    9:04 p.m.

Mike Fox	President	Present
Ed Porter	Vice President	Present
Ken Pfalzgraf	Clerk	Present
Mark Distaso	Member	Present
Larry H. Layton	Member	Absent

*Action*    **2.0      APPROVE/ADOPT AGENDA FOR SPECIAL MEETING**

Motion made by the Board of Trustees to adopt as presented, the agenda for the Special Board Meeting, of May 25, 2017.

Moved by Mr. Porter

Seconded by Mr. Distaso

Ayes 4    Nays 0

Absent 1  
Mr. Layton

**3.0      PUBLIC PARTICIPATION AT BOARD MEETINGS**

No public participation.

*Action*    **4.0      ADJOURN TO CLOSED SESSION**

Motion made by the Boar of Trustees to adjourn to closed session.

Moved by Mr. Porter

Seconded by Mr. Layton

Ayes 4    Nays 0

Absent 1  
Mr. Layton

**5.0      CLOSED SESSION**

The Board will consider and may act on any of the following items in closed session, any action taken in closed session will be reported in open session as required by law.

Closed Session may be called at any time during a formal meeting by motion of the Board of Education for the purpose of discussing a personnel problem, a pupil problem, a purchase, consultation on a legal problem with an attorney, and with employee organizations in regard to salaries and/or fringe benefits. All formal action involving such matters must be made in an open meeting.

**A.      Public Employee Discussion/Discipline/Dismissal/Release**

Pursuant to Government Code Section 54957

**B.      Conference with Legal Counsel Anticipated Litigation**

Initiation of litigation pursuant to Section 54956.9(d)(4): 1 case

**6.0      RECONVENE REGULAR MEETING**

Time      9:28 p.m.

*Action*    **7.0      REPORT OF ACTION TAKEN IN CLOSED SESSION**

No action taken in closed session.

Action 8.0

**ADJOURNMENT**

8.1 The Regular meeting of Board of Trustees adjourned at 9: 28 p.m.

Moved by Mr. Distasto

Seconded by Mr. Porter

Ayes 4 Nays 0 Absent 1  
Mr. Layton

Secretary to the Board, Mrs. Kim Lytle

\_\_\_\_\_  
Mrs. Kim Lytle

President, Mr. Mike Fox

\_\_\_\_\_  
Mr. Mike Fox

Vice President, Mr. Ed Porter

\_\_\_\_\_  
Mr. Ed Porter

Clerk, Mr. Ken Pfalzgraf

\_\_\_\_\_  
Mr. Ken Pfalzgraf

Member, Mr. Mark Distaso

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Mr. Mark Distaso

Member, Mr. Larry H. Layton

\_\_\_\_\_  
Mr. Larry H. Layton

PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEO NBR	STAT
Anali Orliz	00033265			01.0-00000.0-00000-27000-4310-7000150			11/17	45.06	45.06	45.06	23804582	CHK PAYOUT	7504	
				Total				45.06						
AMERICAN TECHNOLOGY SOLUTIONS,	00033274			01.0-00000.0-00000-72000-5810-1000000			11/17	1175.46	1175.46	1175.46	23804583	CHK PAYOUT	7504	
				Total				1175.46						
Cassandra Farley	00033256			01.0-00000.0-00000-27000-5220-6000150			11/17	186.55	186.55					
	00033257			01.0-00000.0-00000-71000-5220-1000000			11/17	200.00	200.00					
	00033258			01.0-00000.0-00000-27000-5220-6000150			11/17	90.20	90.20					
	00033259			01.0-00000.0-00000-27000-5220-6000150			11/17	403.62	403.62					
				Total				880.37	880.37	880.37	23804584	CHK PAYOUT	7504	
DAVID PERITO	00033264			01.0-00000.0-00000-31400-5210-1000000			11/17	124.50	124.50	124.50	23804585	CHK PAYOUT	7504	
				Total				124.50						
DOLORES J. ADAMS	00033263			01.0-65000.0-57700-11100-5810-1000150			11/17	115.00	115.00	115.00	23804586	CHK PAYOUT	7504	
				Total				115.00						
Ewing	00033276			01.0-81500.0-00000-81100-4380-1000000			11/17	186.39	186.39	186.39	23804587	CHK PAYOUT	7504	
				Total				186.39						
GLOBAL INDUSTRIAL NETWORKS INC	00033275			01.0-81500.0-00000-81100-5630-1000000			11/17	2000.00	2000.00	2000.00	23804588	CHK PAYOUT	7504	
				Total				2000.00						
Kayla Scripture	00033262			01.0-30100.0-11100-10000-5220-4000150			11/17	2055.00	2055.00	2055.00	23804589	CHK PAYOUT	7504	
				Total				2055.00						
Susan Segale	00033266			01.0-00000.0-00000-27000-4310-7000150			11/17	83.91	83.91	83.91	23804590	CHK PAYOUT	7504	
				Total				83.91						
SOUTHERN CALIF. GAS COMP.	00033269			01.0-00000.0-00000-82000-5510-1000000			11/17	37.69	37.69	37.69				
	00033270			01.0-00000.0-00000-82000-5510-1000000			11/17	780.26	780.26					
	00033271			01.0-00000.0-00000-82000-5510-1000000			11/17	302.17	302.17					
	00033272			01.0-00000.0-00000-82000-5510-1000000			11/17	254.18	254.18					
	00033273			01.0-00000.0-00000-82000-5510-1000000			11/17	483.14	483.14					
				Total				1517.54	1517.54	1517.54				

BUSINESS SERVICES - SITES

PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
BUSINESS SERVICES SUPPLIES / MILEAGE REIMBURSEMENT - DO														
Total									1857.44	1857.44	23804591	CHK PAYOUT	7504	
Will Simmons														
	00033254			01.0-81500.0-00000-81100-5220-1000000			11/17		357.70					
	00033255			01.0-81500.0-00000-81100-4380-1000000			11/17		259.49					
Total									617.19	617.19	23804592	CHK PAYOUT	7504	
WEX Bank														
	00033267			0000006322 01.0-07230.0-11100-36000-4360-1000000			11/17		2397.88					
	00033268			0000006320 01.0-81500.0-00000-81100-4360-1000000			11/17		193.81					
Total									2591.69	2591.69	23804593	CHK PAYOUT	7504	
Yolanda McCauley														
	00033260			01.0-00000.0-00000-71000-5220-1000000			11/17		69.87					
	00033261			01.0-00000.0-00000-71000-5220-1000000			11/17		35.31					
Total									105.18	105.18	23804594	CHK PAYOUT	7504	
REGISTER TOTAL AMOUNT														
Issues : 11,837.19									Voids : 0.00					
Net Disbursed : 11,837.19									Total number of vouchers : 23					
Number of Vouchers Audited									23					
BUSINESS SERVICES MILEAGE REIMBURSEMENT - DO														
Total									105.18	105.18	23804594	CHK PAYOUT	7504	
REGISTER TOTAL AMOUNT														
Issues : 11,837.19									Voids : 0.00					
Net Disbursed : 11,837.19									Total number of vouchers : 23					
Number of Vouchers Audited									23					
SYSTEM WARRANTS ISSUED														
13 From 23804582 To 23804594									Total number of vouchers : 23					
MANUAL WARRANTS ISSUED									0					
0 From 0 To 0									WARRANTS VOIDED MTD					
NUMBER OF VOIDS									0					
86									WARRANTS VOIDED YTD					
SYSTEM WARRANTS ISSUED MTD									26					
1653									WARRANTS VOIDED YTD					
SYSTEM WARRANTS ISSUED YTD														
Fund Summary														
Issues									Voids					
11,837.19									0.00					

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.  
In case of Partial Payments, fund summary will differ from the Register Total Issued Amount.

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.  
In case of Partial Payments, Fund Summary will differ from the Register Total Issued Amount.

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Report Id : LAA02951																Page No : 1
District : 75309																Run Date : 2017-05-17
Fiscal Year: 2017																Run Time : 19.40.17
ACTON AGUA DULCE UNIFIED (Bank Acct: ACTN)																
COMMERCIAL WARRANT REGISTER																
Voids Date :2017-05-17 Issue Date :2017-05-18																
PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund	Resprj	Goal	Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	WARRANT NUMBER	AMT BY WARRANT	PMT PAY MTD CYCLE	SEQ NBR	STAT
A+ Superior Sanitation																
	00033286		0000006684	01.0-81500.0-00000-81100-5810-1000000						11/17	295.00					
	00033287		0000006684	01.0-81500.0-00000-81100-5810-1000000						11/17	380.00					
			Total								675.00			675.00	23807164	CHK PAYOUT 7506
ALL PEST PROS																
	00033292		01.0-81500.0-00000-81100-5810-1000000							11/17	50.00					
	00033293		01.0-81500.0-00000-81100-5810-1000000							11/17	50.00					
			Total								100.00			100.00	23807165	CHK PAYOUT 7506
BORENSON AND ASSOCIATES, INC.																
	00033279		0000007075	01.0-00000.0-11100-10000-4310-4000150						11/17	171.28					
			Total								171.28			171.28	23807166	CHK PAYOUT 7506
City National Bank																
	00033280		0000007082	14.0-00000.0-00000-91000-7439-1000000						11/17	35505.92					
	00033280		0000007082	14.0-00000.0-00000-91000-7438-1000000						11/17	6216.67					
			Total								41722.59			41722.59	23807167	CHK PAYOUT 7506
CDW GOVERNMENT																
	00033278		0000007091	01.0-00000.0-11100-10000-4310-6000150						11/17	517.11					
			Total								517.11			517.11	23807168	CHK PAYOUT 7506
Discount School Supply																
	00033283		0000007092	01.0-00000.0-11100-10000-4310-6000150						11/17	86.98					
	00033283		0000007092	01.0-00000.0-11100-10000-4310-6000150						11/17	13.03					
	00033283		0000007092	01.0-00000.0-11100-10000-4310-6000150						11/17	34.78					
	00033283		0000007092	01.0-00000.0-11100-10000-4310-6000150						11/17	32.60					
			Total								167.39			167.39	23807169	CHK PAYOUT 7506
Fox Feed																
	00033284		0000006186	01.0-81500.0-00000-81100-4360-1000000						11/17	41.31					
			Total								41.31			41.31	23807170	CHK PAYOUT 7506
Get Tires																
	00033294		0000006309	01.0-07230.0-11100-36000-4360-1000000						11/17	12906.09					
			Total								12906.09			12906.09	23807171	CHK PAYOUT 7506
Jostens																
	00033295		01.0-00000.0-00000-27000-4350-7000150							11/17	65.25					
			Total								65.25			65.25	23807172	CHK PAYOUT 7506
NASCO MODESTO																
	00033281		0000007076	01.0-00000.0-11100-10000-4310-7000150						11/17	89.59					
	00033282		0000007080	01.0-00000.0-11100-10000-4310-7000150						11/17	50.56					

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ACTON AGUA DULCE UNIFIED (Bank Acct: ACTN)

COMMERCIAL WARRANT REGISTER  
Voids Date :2017-05-17 Issue Date :2017-05-18

ACTON AGUA DULCE UNIFIED (Bank Acct: ACTN)

COMMERCIAL WARRANT REGISTER  
Voids Date :2017-05-17 Issue Date :2017-05-18

EMPLOYEE	VOUCHER ID	REF NO	FO NUMBER	Fund ResPrj	Goal Func	Obj Sch/Loc	Per/Fy	AMT BY ACCOUNT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
	00033291		0000007072	01.0-00000.0-11100-10000-4310-7000150			11/17	36.49				
			Total					4077.12	23807175	CHK PAYOUT	7506	
			0000006283	01.0-00000.0-00000-82000-5520-1000000			11/17	8613.79	BUSINESS SERVICES - SITES			
			Total					8613.79	23807176	CHK PAYOUT	7506	
								</				

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts. Fund Summary will differ from the Register Total Issued Amount.

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PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
ACTON ACE HARDWARE	00033307			01.0-81500.0-00000-81100-4380-1000000				11/17	12.16					
	00033308			01.0-81500.0-00000-81100-4380-1000000				11/17	5.43					
	00033309			01.0-81500.0-00000-81100-4380-1000000				11/17	2.77					
	00033310			01.0-81500.0-00000-81100-4380-1000000				11/17	9.22					
	00033311			01.0-81500.0-00000-81100-4380-1000000				11/17	67.36					
	00033312			01.0-81500.0-00000-81100-4380-1000000				11/17	11.75					
	00033313			01.0-81500.0-00000-81100-4380-1000000				11/17	35.60					
	00033314			01.0-81500.0-00000-81100-4380-1000000				11/17	11.42					
	00033315			01.0-81500.0-00000-81100-4380-1000000				11/17	74.32					
	00033316			01.0-81500.0-00000-81100-4380-1000000				11/17	13.68					
	00033317			01.0-81500.0-00000-81100-4380-1000000				11/17	38.03					
	00033318			01.0-81500.0-00000-81100-4380-1000000				11/17	19.56					
	00033319			01.0-81500.0-00000-81100-4380-1000000				11/17	21.53					
	00033320			01.0-81500.0-00000-81100-4380-1000000				11/17	20.10					
	00033321			01.0-81500.0-00000-81100-4380-1000000				11/17	45.54					
	00033322			01.0-81500.0-00000-81100-4380-1000000				11/17	45.65					
	00033323			01.0-81500.0-00000-81100-4380-1000000				11/17	162.80					
	00033324			01.0-81500.0-00000-81100-4380-1000000				11/17	21.74					
	00033325			01.0-81500.0-00000-81100-4380-1000000				11/17	4.65					
	00033326			01.0-81500.0-00000-81100-4380-1000000				11/17	21.15					
	00033327			01.0-81500.0-00000-81100-4380-1000000				11/17	1.90					
	00033328			01.0-81500.0-00000-81100-4380-1000000				11/17	1.95					
	00033329			01.0-81500.0-00000-81100-4380-1000000				11/17	5.42					
	00033330			01.0-81500.0-00000-81100-4380-1000000				11/17	21.73					
	00033331			01.0-81500.0-00000-81100-4380-1000000				11/17	135.60					
	00033332			01.0-81500.0-00000-81100-4380-1000000				11/17	20.64					
	00033333			01.0-81500.0-00000-81100-4380-1000000				11/17	33.56					
	00033334			01.0-81500.0-00000-81100-4380-1000000				11/17	27.71					
	00033335			01.0-81500.0-00000-81100-4380-1000000				11/17	64.63					
	00033336			01.0-81500.0-00000-81100-4380-1000000				11/17	10.86					
	00033337			01.0-81500.0-00000-81100-4380-1000000				11/17	61.90					
	00033338			01.0-81500.0-00000-81100-4380-1000000				11/17	20.62					
	00033339			01.0-81500.0-00000-81100-4380-1000000				11/17						
Total									1057.49	1057.49	23810103	CHK PAYOUT	7508	
Delta Liquid Energy														
00033298									0000006307	01.0-07240.0-50010-36000-4360-1000000	11/17	1570.20		
Total									1570.20					
Driftwood Dairy Inc.														
00033304									0000006152	13.0-53100.0-00000-37000-4710-1000000	11/17	533.57		
00033305									0000006152	13.0-53100.0-00000-37000-4710-1000000	11/17	1290.06		
00033306									0000006152	13.0-53100.0-00000-37000-4710-1000000	11/17	541.36		
Total									1570.20					
Total									1570.20					
TRANSPORTATION SERVICES - SITES														
1570.20									1570.20					
FOOD SERVICES SUPPLIES - SITES														
541.36									541.36					

PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD	SEQ NBR	STAT
							Total		2364.99		2364.99	23610105	CHK PAYOUT	7508
FBC OF HENDERSON, LLC	00033299		0000006156	13.0-53100.0-00000-37000-4710-1000000			11/17		237.60			FOOD SERVICES SUPPLIES - SITES		
			Total						237.60			237.60	CHK PAYOUT	7508
P & R Paper Supply Company, In	00033303		0000006155	13.0-53100.0-00000-37000-4790-1000000			11/17		1213.44			FOOD SERVICES SUPPLIES - SITES		
			Total						1213.44			1213.44	CHK PAYOUT	7508
STATE OF CALIF., EMPLOYMENT	00033296		01.0-00000.0-11100-10000-3501-0000000				11/17		347.25			BUSINESS SERVICES - DO		
			Total						347.25			347.25	CHK PAYOUT	7508
SYSCO Ventura, Inc.	00033300		0000006154	13.0-53100.0-00000-37000-4710-1000000			11/17		524.03			FOOD SERVICES SUPPLIES - SITES		
	00033301		0000006154	13.0-53100.0-00000-37000-4710-1000000			11/17		763.53					
	00033302		0000006154	13.0-53100.0-00000-37000-4710-1000000			11/17		627.08					
			Total						1914.64			1914.64	CHK PAYOUT	7508
REGISTER TOTAL AMOUNT Issues : 8,705.61 Voids : 0.00 Net Disbursed : 8,705.61														
SYSTEM WARRANTS ISSUED	7	From	25810103	To	23810109							43	Number of Vouchers Audited	0
MANUAL WARRANTS ISSUED	0	From		To										
NUMBER OF VOIDS	0													
SYSTEM WARRANTS ISSUED MTD	106		MANUAL WARRANTS ISSUED MTD		0							0		
SYSTEM WARRANTS ISSUED YTD	1673		MANUAL WARRANTS ISSUED YTD		0							26		
Fund Summary		Issues		Voids										
01.0		2,974.94		0.00										
13.0		5,730.67		0.00										

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PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	DMT PAY MTD CYCLE	SEQ NBR	STAT
MAINTENANCE SERVICES - ML/AC														
CALLIFORNIA MARQUEE	00033354			40.0-00000.0-00000-85000-5810-2000000			11/17	21756.40	21756.40	21756.40	23812294	CHK PAYOUT	7510	
				Total				21756.40						
INSTRUCTIONAL MATERIALS - HD														
Elizabeth Miller	00033346			01.0-00000.0-11100-10000-4310-4000150			11/17	20.93	20.93	20.93	23812295	CHK PAYOUT	7510	
				Total				20.93						
MAINTENANCE SERVICES MILEAGE REIMBURSEMENT - VHS														
Ernesto Mora	00033348			01.0-81500.0-00000-81100-5220-1000000			11/17	38.19	38.19	38.19	23812296	CHK PAYOUT	7510	
				Total				38.19						
MAINTENANCE SERVICES - ML/AC														
G.F.A. MASONRY CONCRETE	00033356			0000007068 40.0-00000.0-00000-85000-5810-2000000			11/17	7800.00						
	00033356			0000007068 40.0-00000.0-00000-85000-5810-2000000			11/17	1580.00						
	00033356			0000007068 40.0-00000.0-00000-85000-5810-2000000			11/17	1700.00						
	00033356			0000007068 40.0-00000.0-00000-85000-5810-2000000			11/17	1650.00						
	00033356			0000007068 40.0-00000.0-00000-85000-5810-2000000			11/17	1120.00						
	00033356			0000007068 40.0-00000.0-00000-85000-5810-2000000			11/17	950.00						
				Total				14700.00	14700.00	14700.00	23812297	CHK PAYOUT	7510	
MAINTENANCE SERVICES - DO														
JD AUTO REPAIR	00033340			01.0-81500.0-00000-81100-5630-1000000			11/17	747.85						
	00033341			01.0-81500.0-00000-81100-5630-1000000			11/17	457.71						
				Total				1205.56	1205.56	1205.56	23812298	CHK PAYOUT	7510	
MAINTENANCE SERVICES - ML/AC														
JOF FIGUEROA	00033353			0000007044 40.0-00000.0-00000-85000-5810-2000000			11/17	750.00						
				Total				750.00	750.00	750.00	23812299	CHK PAYOUT	7510	
INSTRUCTIONAL SERVICES REIMBURSEMENT - ML														
Kathleen Huff	00033349			01.0-00000.0-00000-27000-5220-6000150			11/17	250.00						
				Total				250.00	250.00	250.00	23812300	CHK PAYOUT	7510	
INSTRUCTIONAL MATERIALS REIMBURSEMENT - HD														
Lynn David	00033342			01.0-00000.0-11100-10000-4310-4000150			11/17	1209.84						
	00033343			01.0-00000.0-00000-27000-4310-4000150			11/17	291.57						
				Total				1501.41	1501.41	1501.41	23812301	CHK PAYOUT	7510	
MAINTENANCE SERVICES MILEAGE REIMBURSEMENT - ML														
Marcela Baez	00033347			01.0-81500.0-00000-81100-5220-1000000			11/17	16.47						
				Total				16.47	16.47	16.47	23812302	CHK PAYOUT	7510	
MAINTENANCE SERVICES - ML/AC														
NEWHALL-VALENCIA LOCK & KEY	00033357			40.0-00000.0-00000-85000-5810-2000000			11/17	2600.38						

PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
									2600.38	2600.38	23812303	CHK PAYOUT	7510	
									Total					
RUSSELL DOLLINGER	00033345			01.0-00000.0-11100-10000-4310-7000150			11/17		16.26					
									Total	16.26	23812304	CHK PAYOUT	7510	
Stephanie Najjar	00033344			01.0-00000.0-11100-40000-5220-7000150			11/17		174.41					
									Total	174.41	23812305	CHK PAYOUT	7510	
Ty Devoe	00033350			01.0-00000.0-00000-27000-7000150			11/17		107.64					
	00033351			01.0-00000.0-00000-27000-4310-7000150			11/17		673.71					
									Total	781.35	23812306	CHK PAYOUT	7510	
REGISTER TOTAL AMOUNT										43,811.36				
Issues :										0.00				
Voids :										0.00				
Total number of vouchers :										16				
Net Disbursed :										43,811.36				
Total number of Vouchers Audited										0				
SYSTEM WARRANTS ISSUED	13	From	23812294	To	23812306									
MANUAL WARRANTS ISSUED	0	From		To										
NUMBER OF VOIDS	0													
SYSTEM WARRANTS ISSUED MTD	119			MANUAL WARRANTS ISSUED MTD	0									
SYSTEM WARRANTS ISSUED YTD	1686			MANUAL WARRANTS ISSUED YTD	0									
Fund Summary														
Issues														
01.0	4,004.58													
40.0	39,806.78													
Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.														
In case of Partial Payments, Fund Summary will differ from the Register Total Issued Amount.														

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PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrtj	Goal Func	Obj	Sch/Loc	Pct/FY	AMT BY ACCOUNT	WARRANT NUMBER	AMT BY WARRANT	PMT PAY MTD CYCLE	SEQ NBR	STAT
BUSINESS SERVICES REIMBURSEMENT - DO														
Amanda Gallion-Fischer	00033371			01.0-00000.0-11100-27000-3401-2000150			11/17	200.00						
	00033372			01.0-00000.0-11100-27000-3401-2000150			11/17	200.00						
	00033373			01.0-00000.0-11100-27000-3401-2000150			11/17	200.00						
	00033374			01.0-00000.0-11100-27000-3401-2000150			11/17	200.00						
	00033375			01.0-00000.0-11100-27000-3401-2000150			11/17	200.00						
	00033376			01.0-00000.0-11100-27000-3401-2000150			11/17	200.00						
				Total				1200.00			1200.00		23814936	CHK PAYOUT 7512
MAINTENANCE SERVICES - VHS														
Andy Gump	00033297			0000006395	35.0-77100.0-00000-85000-5610-7000000		11/17	33.28			33.28		23814937	CHK PAYOUT 7512
				Total				33.28			33.28			
MAINTENANCE SERVICES - DO														
CLARK & HOWARD	00033379			0000007127	01.0-81500.0-00000-81100-5810-1000000		11/17	325.00			325.00		23814938	CHK PAYOUT 7512
				Total				325.00			325.00			
INSTRUCTIONAL SUPPLIES REIMBURSEMENT - ML														
Elizabeth Miller	00033378			01.0-00000.0-11100-10000-4310-4000150			11/17	118.00			118.00		23814939	CHK PAYOUT 7512
				Total				118.00			118.00			
LEGAL FEES - DO														
FAGEN FRIEDMAN & FULFROST, LLP	00033361			0000007152	01.0-00000.0-00000-71000-5810-1000000		11/17	20798.38			20798.38		23814940	CHK PAYOUT 7512
				Total				20798.38			20798.38			
LEGAL FEES - DO														
GIRARD, EDWARDS, STEVENS & TUC	00033362			0000007154	01.0-00000.0-00000-71000-5810-1000000		11/17	4550.00			4550.00		23814941	CHK PAYOUT 7512
				Total				4550.00			4550.00			
BUSINESS SERVICES - DO														
LACOE	00033369			01.0-00000.0-11100-10000-7282-1000000			11/17	4118.70			4118.70			
	00033370			01.0-00000.0-00000-71000-5810-1000000			11/17	25.00			25.00			
				Total				4143.70			4143.70		23814942	CHK PAYOUT 7512
SPECIAL EDUCATION / BUSINESS SERVICES - CHARTERS														
METHOD SCHOOLS K-8	00033363			01.0-65000.0-50010-92000-7299-0000000			11/17	2622.00			2622.00		23814943	CHK PAYOUT 7512
				Total				2622.00			2622.00			
SPECIAL EDUCATION / BUSINESS SERVICES - CHARTERS														
METHOD SCHOOLS 9-12	00033366			01.0-65000.0-50010-92000-7299-0000000			11/17	13064.00			13064.00		23814944	CHK PAYOUT 7512
				Total				13064.00			13064.00			
BUSINESS SERVICES - DO														
MONTAGUE DEROSE AND ASSOCIATES	00033359			0000007153	25.0-00000.0-00000-91000-5810-1000000		11/17	4350.00			4350.00			

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Report Id : LAAP029S1 District : 75309 Fiscal Year: 2017														Page No : 1 Run Date : 2017-05-24 Run Time : 19.49.49	
ACTON AGUA DULCE UNIFIED (Bank Acct: ACTN) COMMERCIAL WARRANT REGISTER Voids Date :2017-05-24 Issue Date :2017-05-25															
PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT		
BUSINESS SERVICES - DO															
Acton Women's Club	00033419		0000007122	01.0-00000.0-00000-71000-4310-1000000	11/17				75.00						
	00033420		0000007126	01.0-00000.0-00000-71000-4310-1000000	11/17				25.00						
	00033421		0000007142	01.0-00000.0-00000-71000-4310-1000000	11/17				25.00						
			Total						125.00	23820381	CHK PAYOUT	7516			
INSTRUCTIONAL SERVICES MILEAGE REIMBURSEMENT - VHS															
Amy Clark	00033417		01.0-00000.0-11100-40000-5210-7000150	11/17					171.20						
			Total						171.20	23820382	CHK PAYOUT	7516			
TRANSPORTATION SERVICES - HD															
Antelope Valley Airport Expres	00033414		01.0-30100.0-11100-10000-5220-4000000	11/17					2084.00						
			Total						2084.00	23820383	CHK PAYOUT	7516			
MAINTENANCE SERVICES - HD & ML/JAC															
Bob Buechner	00033399		0000007099	01.0-81500.0-00000-81100-5630-1000000	11/17				500.00						
	00033423		0000007090	01.0-81500.0-00000-81100-5630-1000000	11/17				518.00						
			Total						1018.00	23820384	CHK PAYOUT	7516			
MAINTENANCE SERVICES - ML															
CBC Cleaning & Restoration	00033398		0000007117	01.0-81500.0-00000-81100-5630-1000000	11/17				315.00						
			Total						315.00	23820385	CHK PAYOUT	7516			
MAINTENANCE SUPPLIES - SITES															
Decker Equipment	00033407		01.0-81500.0-00000-81100-4380-1000000	11/17					40.14						
			Total						40.14	23820386	CHK PAYOUT	7516			
MAINTENANCE SUPPLIES - SITES															
Ewing	00033402		0000007124	01.0-81500.0-00000-81100-4380-1000000	11/17				201.77						
	00033402		0000007124	01.0-81500.0-00000-81100-4380-1000000	11/17				65.22						
	00033403		0000007103	01.0-81500.0-00000-81100-4380-1000000	11/17				322.99						
			Total						589.98	23820387	CHK PAYOUT	7516			
BUSINESS SERVICES - DO															
FEDERAL EXPRESS	00033428		0000006266	01.0-00000.0-00000-72000-5810-1000000	11/17				104.48						
			Total						104.48	23820388	CHK PAYOUT	7516			
MAINTENANCE SERVICES - HD															
FLETCHER'S FIRE PROTECTION	00033400		0000007111	01.0-81500.0-00000-81100-5630-1000000	11/17				99.26						
			Total						99.26	23820389	CHK PAYOUT	7516			
INSTRUCTIONAL MATERIALS - VHS															
FOLLETT LIBRARY RESOURCES	00033406		0000007079	01.0-00000.0-11100-10000-4310-6000150	11/17				2336.47						
			Total						2336.47	23820390	CHK PAYOUT	7516			

PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
-----														
Horn's Backflow & Plumbing Ser	00033426			01.0-81500.0-00000-81100-5810-1000000				11/17	100.00					
									Total	100.00	23820391	CHK PAYOUT	7516	
-----														
HD Supply	00033396		0000006187	01.0-81500.0-00000-81100-4380-1000000				11/17	191.38					
									Total	191.38	23820392	CHK PAYOUT	7516	
-----														
Johnstone Supply	00033405		0000007106	01.0-81500.0-00000-81100-4380-1000000				11/17	110.36					
									Total	110.36	23820393	CHK PAYOUT	7516	
-----														
Kerri Venlzke	00033415			13.0-53100.0-00000-37000-4710-1000000				11/17	19.43					
									Total	19.43	23820394	CHK PAYOUT	7516	
-----														
KROLL ONTRACK, LLC	00033412			01.0-00000.0-00000-27000-5810-7000150				11/17	100.00					
									Total	100.00	23820395	CHK PAYOUT	7516	
-----														
K12 MANAGEMENT	00033418			01.0-00000.0-11100-10020-5810-7000150				11/17	99.00					
									Total	99.00	23820396	CHK PAYOUT	7516	
-----														
LOWE'S COMPANIES, INC.	00033381 00033382 00033383		0000006836 0000006836 40.0-00000.0-00000-85000-5810-2000000	01.0-81500.0-00000-81100-4380-1000000 01.0-81500.0-00000-81100-4380-1000000 40.0-00000.0-00000-85000-5810-2000000				11/17 11/17 11/17	160.35 93.16 2858.36					
									Total	3111.87	23820397	CHK PAYOUT	7516	
-----														
MEYER GLOBAL, INC	00033422 00033422 00033422 00033422		0000006992 0000006992 0000006992 0000006992	01.0-81500.0-00000-81100-4380-1000000 01.0-81500.0-00000-81100-4380-1000000 01.0-81500.0-00000-81100-4380-1000000 01.0-81500.0-00000-81100-4380-1000000				11/17 11/17 11/17 11/17	36.73 5.86 231.82 4.79					
									Total	287.95	23820398	CHK PAYOUT	7516	
-----														
National Charter, Inc.	00033427			01.0-07230.0-11100-40000-5810-7000150				11/17	1500.00					
									Total	1500.00	23820399	CHK PAYOUT	7516	
-----														
NEWHALL-VALENCIA LOCK & KEY	00033416			01.0-81500.0-00000-81100-5810-1000000				11/17	332.70					
									Total	332.70				

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PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
<div> <div>REGISTER TOTAL AMOUNT</div> <div>Issues : 26,050.69</div> <div>Voids :</div> <div>0.00</div> <div>Net Disbursed : 26,050.69</div> </div>														
<div> <div>SYSTEM WARRANTS ISSUED</div> <div>29 From 23820381 To 23820409</div> <div>0 From</div> <div>0</div> <div>Total number of vouchers : 43</div> <div>Number of Vouchers Audited 0</div> </div>														
<div> <div>MANUAL WARRANTS ISSUED</div> <div>164</div> <div>1731</div> <div>MANUAL WARRANTS ISSUED MTD</div> <div>0</div> <div>MANUAL WARRANTS ISSUED YTD</div> <div>0</div> <div>WARRANTS VOIDED MTD</div> <div>0</div> <div>WARRANTS VOIDED YTD</div> <div>26</div> </div>														
<div> <div>NUMBER OF VOIDS</div> <div>0</div> </div>														
<div> <div>SYSTEM WARRANTS ISSUED MTD</div> <div>164</div> <div>1731</div> <div>MANUAL WARRANTS ISSUED MTD</div> <div>0</div> <div>MANUAL WARRANTS ISSUED YTD</div> <div>0</div> <div>WARRANTS VOIDED MTD</div> <div>0</div> <div>WARRANTS VOIDED YTD</div> <div>26</div> </div>														
<div> <div>SYSTEM WARRANTS ISSUED YTD</div> <div>1731</div> <div>MANUAL WARRANTS ISSUED YTD</div> <div>0</div> <div>WARRANTS VOIDED YTD</div> <div>26</div> </div>														
<div> <div>Fund Summary</div> <div>Issues</div> <div>23,172.90</div> <div>01.0</div> <div>13.0</div> <div>40.0</div> <div>Voids</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> </div>														

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.  
In case of Partial Payments, Fund Summary will differ from the Register total Issued Amount.

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PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund	ResPrj	Goal	Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
Amazon.com	00033447		0000007078	01.0-00000.0-11100-10000-4310-1000000						11/17	88.05					
	00033447		0000007078	01.0-00000.0-11100-10000-4310-1000000						11/17	21.41					
	00033447		0000007078	01.0-00000.0-11100-10000-4310-1000000						11/17	37.75					
	00033447		0000007078	01.0-00000.0-11100-10000-4310-1000000						11/17	159.22					
	00033447		0000007078	01.0-00000.0-11100-10000-4310-1000000						11/17	47.33					
	00033447		0000007078	01.0-00000.0-11100-10000-4310-1000000						11/17	47.52					
	00033447		0000007078	01.0-00000.0-11100-10000-4310-1000000						11/17	53.73					
	00033447		0000007078	01.0-00000.0-11100-10000-4310-1000000						11/17	89.88					
	00033447		0000007078	01.0-00000.0-11100-10000-4310-1000000						11/17	21.16					
	00033447										566.05	566.05	23823515	CHK PAYOUT	7518	
Total											566.05					
AM & PM AIR CONDITIONING-HEATI	00033431		0000006215	01.0-81500.0-00000-81100-5630-1000000						11/17	635.00					
	00033432		0000006215	01.0-81500.0-00000-81100-5630-1000000						11/17	694.00					
	00033433		0000006215	01.0-81500.0-00000-81100-5630-1000000						11/17	1230.00					
	00033434		0000006215	01.0-81500.0-00000-81100-5630-1000000						11/17	880.00					
	00033435		0000006215	01.0-81500.0-00000-81100-5630-1000000						11/17	560.00					
	00033436		0000006215	01.0-81500.0-00000-81100-5630-1000000						11/17	145.00					
	00033437		0000006215	01.0-81500.0-00000-81100-5630-1000000						11/17	1090.00					
	00033438		0000006215	01.0-81500.0-00000-81100-5630-1000000						11/17	1389.00					
											6623.00	6623.00	23823516	CHK PAYOUT	7518	
Total											6623.00					
ANTELOPE VALLEY PRODUCE	00033439		0000006153	13.0-53100.0-00000-37000-4710-1000000						11/17	456.37					
	00033440		0000006153	13.0-53100.0-00000-37000-4710-1000000						11/17	155.40					
	00033441		0000006153	13.0-53100.0-00000-37000-4710-1000000						11/17	138.49					
	00033442		0000006153	13.0-53100.0-00000-37000-4710-1000000						11/17	463.33					
	00033443		0000006153	13.0-53100.0-00000-37000-4710-1000000						11/17	191.75					
											1405.34	1405.34	23823517	CHK PAYOUT	7518	
Total											1405.34					
P.I.N.C.O./AVOUSD	00033445		13.0-53100.0-00000-37000-4710-1000000							11/17	267.04					
	00033446		13.0-53100.0-00000-37000-4710-1000000							11/17	1039.72					
											1306.76	1306.76	23823518	CHK PAYOUT	7518	
Total											1306.76					
Pitney Bowes	00033429		01.0-00000.0-00000-27000-5920-1000000							11/17	420.99					
											420.99	420.99	23823519	CHK PAYOUT	7518	
Total											420.99					
Staples Advantage	00033444		0000007084	01.0-00000.0-11100-10000-4310-4000150						11/17	9.98					
	00033444		0000007084	01.0-00000.0-11100-10000-4310-4000150						11/17	10.37					
	00033444		0000007084	01.0-00000.0-11100-10000-4310-4000150						11/17	53.95					
	00033444		0000007084	01.0-00000.0-11100-10000-4310-4000150						11/17	26.39					
											9.98					
											10.37					
											53.95					
											26.39					
											9.98					
											10.37					

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**PERSONNEL ACTION REPORT**

**June 8, 2017**

**Certificated Employee Resignation**

<b>Employee Name</b>	<b>Position</b>	<b>Site</b>	<b>Effective Date</b>
Whitney Johnson	Elementary Classroom Teacher	ML	6.21.17







**BEFORE THE GOVERNING BOARD OF THE  
ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT**

**Resolution No. 16.17-16  
Resolution to Approve Waiver Request-  
Method K-8 Charter School**

WHEREAS, at a meeting on May 25, 2017, a public hearing was held to discuss the request from Method K-8 Charter School for Acton-Agua Dulce Unified School District to submit a waiver from the State Board of Education.

THEREFORE, this District will seek a waiver for a period of one year on behalf of Method K-8 Charter School, as well as, submit any other requested documents from the State Board as directed by Method K-8 School.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Acton-Agua Dulce Unified School District on this 8<sup>th</sup> day of June 2017, by the following vote:

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

\_\_\_\_\_  
Lytle, Interim-Superintendent  
Acton- Agua Dulce Unified School Dist

\_\_\_\_\_  
Ken Pfalzgraf, Clerk  
Board of Trustees





**BEFORE THE GOVERNING BOARD OF THE  
ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT**

**Resolution No. 16-17.17**

**Resolution to Approve Waiver Request-  
Method 9-12 Charter School**

WHEREAS, at a meeting on May 25, 2017, a public hearing was held to discuss the request from Method 9-12 Charter School for Acton-Agua Dulce Unified School District to submit a waiver from the State Board of Education.

THEREFORE, this District will seek a waiver for a period of one year on behalf of Method 9-12 Charter School, as well as, submit any other requested documents from the State Board as directed by Method 9-12 School.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Acton-Agua Dulce Unified School District on this 8<sup>th</sup> day of June 2017, by the following vote:

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

\_\_\_\_\_  
Kim Lytle, Interim-Superintendent  
Acton- Agua Dulce Unified School District

\_\_\_\_\_  
Ken Pfalzgraf, Clerk  
Board of Trustees





*"Many Paths to Learning, One Standard of Excellence"*

## NOTICE OF EMPLOYMENT

To: Steve Budhreja

Date: June 7, 2017

The Board of Trustees of the Acton-Agua Dulce Unified School District ("District") offers you employment in a full time position for the 2017-2018 school years. This employment is effective July 1, 2017 in the position as Chief Financial Officer.

The total estimated annual salary for the 2017-2018 school year will be no less than \$135,960 (Range 1, Step 5 of Salary Schedule H), but may be adjusted upward by Board action. Your period of employment will be from July 1, 2017 to June 30, 2018. Your work year shall consist of 248 days with 12 sick days per year (1 per month) and 20 vacation days per year to be used during the 2017-2018 year. Vacation days shall be taken in the year earned, except vacation may accrue to not more than thirty (30) working days beyond each fiscal year. If, for any reason you are not able to take all or part of your annual vacation during the fiscal year, the amount not taken, but not to exceed ten (10) days per fiscal year, shall be paid in cash at the end of the fiscal year at your salary rate. The vacation day cash out does not apply to accrued and carried over vacation days. In addition to the annual salary listed above you will receive a onetime bonus of \$15,000.

The Chief Financial Officer shall be entitled to the same health, dental and vision benefits provide to other District confidential management employees. Benefits shall be provided to the Chief Financial Officer in the same manner and subject to the same limitations (e.g. co-pays, deductibles, and similar requirements) as other confidential management employees, as those benefits and limitations may change from time to time.

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

Signed: \_\_\_\_\_  
Kim Lytle, Interim Superintendent

I, (print name) \_\_\_\_\_ will accept the above offer of employment and the terms and conditions, thereof, and I will report for duty as directed.

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

Signature: \_\_\_\_\_





CERTIFICATED NOTICE OF EMPLOYMENT

To: Ty Devoe

Date: June 7, 2017

The Board of Trustees of the Acton-Agua Dulce Unified School District ("District") offers you employment as a Certificated Employee in a regular position for the 2017-2018 school years. This employment is effective July 1, 2017 in the position as Director/High School Principal.

The total estimated annual salary for the 2017-2018 school year will be no less than \$126,922 (Range 2, Step 5 of Salary Schedule C – Director Administrative Salary Schedule), but may be adjusted upward by Board action. Your period of employment will be from July 1, 2017 to June 30, 2018. Your work year shall consist of 225 days with 12 sick days per year (1 per month). Up to \$50.00 per month will be allotted for work related cell phone expenses. In addition to the annual salary listed above you will receive a onetime signing bonus of \$5,500.

The Director/High School Principal shall be entitled to the same health, dental and vision benefits provide to other District certificated management employees. Benefits shall be provided to the Director/High School Principal in the same manner and subject to the same limitations (e.g. co-pays, deductibles, and similar requirements) as other certificated management employees, as those benefits and limitations may change from time to time. Since the Director/High School Principal salary includes the \$9,437 and \$2,000 outside of salary for contribution for health benefits, the Director/High School Principal will be responsible for paying for the cost of his/her health, dental and vision benefits. Notwithstanding the above, the Director/High School Principal has the right to purchase benefits from a provider of his/her choice and must show the District proof of insurance coverage.

The Board of Trustees and Superintendent reserve the right to make and assignment that your credential authorizes, and to change the assignment at its discretion.

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

Signed: \_\_\_\_\_  
Kim Lytle, Interim Superintendent

I, (print name) \_\_\_\_\_ will accept the above offer of employment and the terms and conditions, thereof, and I will report for duty as directed.

I understand that I must hold a legal certificate authorizing me to serve in the above capacity in California and that (1) it must be dated not later than the beginning date of employment as shown above: (2) it must be registered in the Office of the County Superintendent of Schools of Los Angeles County before I can be paid; I cannot be paid for any other contractual agreement for employment with another school district, which in any way conflicts with the contract.

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

Signature: \_\_\_\_\_







## CERTIFICATED NOTICE OF EMPLOYMENT

To: Lynn David

Date: June 7, 2017

The Board of Trustees of the Acton-Agua Dulce Unified School District ("District") offers you employment as a Certificated Employee in a regular position for the 2017-2018 school years. This employment is effective July 1, 2017 in the position as Director/Middle School Principal.

The total estimated annual salary for the 2017-2018 school year will be no less than \$124,012 (Range 3, Step 5 of Salary Schedule C – Director Administrative Salary Schedule), but may be adjusted upward by Board action. Your period of employment will be from July 1, 2017 to June 30, 2018. Your work year shall consist of 220 days with 12 sick days per year (1 per month). Up to \$50.00 per month will be allotted for work related cell phone expenses. In addition to the annual salary listed above you will receive a onetime signing bonus of \$8,000.

The Director/Middle School Principal shall be entitled to the same health, dental and vision benefits provide to other District certificated management employees. Benefits shall be provided to the Director/Middle School Principal in the same manner and subject to the same limitations (e.g. co-pays, deductibles, and similar requirements) as other certificated management employees, as those benefits and limitations may change from time to time. Since the Director/Middle School Principal salary includes the \$9,437 and \$2,000 outside of salary for contribution for health benefits, the Director/Middle School Principal will be responsible for paying for the cost of his/her health, dental and vision benefits. Notwithstanding the above, the Director/Middle School Principal has the right to purchase benefits from a provider of his/her choice and must show the District proof of insurance coverage.

The Board of Trustees and Superintendent reserve the right to make and assignment that your credential authorizes, and to change the assignment at its discretion.

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

Signed: \_\_\_\_\_  
Kim Lytle, Interim Superintendent

I, (print name) \_\_\_\_\_ will accept the above offer of employment and the terms and conditions, thereof, and I will report for duty as directed.

I understand that I must hold a legal certificate authorizing me to serve in the above capacity in California and that (1) it must be dated not later than the beginning date of employment as shown above: (2) it must be registered in the Office of the County Superintendent of Schools of Los Angeles County before I can be paid; I cannot be paid for any other contractual agreement for employment with another school district, which in any way conflicts with the contract.

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

Signature: \_\_\_\_\_





*"Many Paths to Learning, One Standard of Excellence"*

## CERTIFICATED NOTICE OF EMPLOYMENT

To: Cassandra Farley

Date: June 7, 2017

The Board of Trustees of the Acton-Agua Dulce Unified School District ("District") offers you employment as a Certificated Employee in a regular position for the 2017-2018 school years. This employment is effective July 1, 2017 in the position as Director/Elementary Principal.

The total estimated annual salary for the 2017-2018 school year will be no less than \$121,282 (Range 4, Step 5 of Salary Schedule C – Director Administrative Salary Schedule), but may be adjusted upward by Board action. Your period of employment will be from July 1, 2017 to June 30, 2018. Your work year shall consist of 215 days with 12 sick days per year (1 per month). Up to \$50.00 per month will be allotted for work related cell phone expenses. In addition to the annual salary listed above you will receive a onetime signing bonus of \$5,500.

The Director/Elementary School Principal shall be entitled to the same health, dental and vision benefits provide to other District certificated management employees. Benefits shall be provided to the Director/Elementary School Principal in the same manner and subject to the same limitations (e.g. co-pays, deductibles, and similar requirements) as other certificated management employees, as those benefits and limitations may change from time to time. Since the Director/Elementary School Principal salary includes the \$9,437 and \$2,000 outside of salary for contribution for health benefits, the Director/Elementary School Principal will be responsible for paying for the cost of his/her health, dental and vision benefits. Notwithstanding the above, the Director/Elementary School Principal has the right to purchase benefits from a provider of his/her choice and must show the District proof of insurance coverage.

The Board of Trustees and Superintendent reserve the right to make and assignment that your credential authorizes, and to change the assignment at its discretion.

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

Signed: \_\_\_\_\_  
Kim Lytle, Interim Superintendent

I, (print name) \_\_\_\_\_ will accept the above offer of employment and the terms and conditions, thereof, and I will report for duty as directed.

I understand that I must hold a legal certificate authorizing me to serve in the above capacity in California and that (1) it must be dated not later than the beginning date of employment as shown above: (2) it must be registered in the Office of the County Superintendent of Schools of Los Angeles County before I can be paid; I cannot be paid for any other contractual agreement for employment with another school district, which in any way conflicts with the contract.

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

Signature: \_\_\_\_\_





*"Many Paths to Learning, One Standard of Excellence"*

## CERTIFICATED NOTICE OF EMPLOYMENT

To: Amanda Gallion-Fischer

Date: June 7, 2017

The Board of Trustees of the Acton-Agua Dulce Unified School District ("District") offers you employment as a Certificated Employee in a regular position for the 2017-2018 school years. This employment is effective July 1, 2017 in the position as Director/Elementary Principal.

The total estimated annual salary for the 2017-2018 school year will be no less than \$126,922 (Range 2, Step 5 of Salary Schedule C – Director Administrative Salary Schedule), but may be adjusted upward by Board action. Your period of employment will be from July 1, 2016 to June 30, 2017. Your work year shall consist of 215 days with 12 sick days per year (1 per month). Up to \$50.00 per month will be allotted for work related cell phone expenses. In addition to the annual salary listed above you will receive a onetime signing bonus of \$13,000.

The Director/Elementary School Principal shall be entitled to the same health, dental and vision benefits provide to other District certificated management employees. Benefits shall be provided to the Director/Elementary School Principal in the same manner and subject to the same limitations (e.g. co-pays, deductibles, and similar requirements) as other certificated management employees, as those benefits and limitations may change from time to time. Since the Director/Elementary School Principal salary includes the \$9,437 and \$2,000 outside of salary for contribution for health benefits, the Director/Elementary School Principal will be responsible for paying for the cost of his/her health, dental and vision benefits. Notwithstanding the above, the Director/Elementary School Principal has the right to purchase benefits from a provider of his/her choice and must show the District proof of insurance coverage.

The Board of Trustees and Superintendent reserve the right to make and assignment that your credential authorizes, and to change the assignment at its discretion.

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

Signed: \_\_\_\_\_  
Kim Lytle, Interim Superintendent

I, (print name) \_\_\_\_\_ will accept the above offer of employment and the terms and conditions, thereof, and I will report for duty as directed.

I understand that I must hold a legal certificate authorizing me to serve in the above capacity in California and that (1) it must be dated not later than the beginning date of employment as shown above; (2) it must be registered in the Office of the County Superintendent of Schools of Los Angeles County before I can be paid; I cannot be paid for any other contractual agreement for employment with another school district, which in any way conflicts with the contract.

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

Signature: \_\_\_\_\_



May 31, 2017

**Kim Lytle, Interim Superintendent**  
Acton-Agua Dulce Unified School District  
32248 Crown Valley Road  
Acton, California 93510

**Reference:** Proposal for DSA Code Compliance Documentation for Acton School  
Remodeling Project Phase 1

Dear Ms. Lytle,

TDM Architects has been requested to submit a proposal to provide assistance with documentation required to respond to a notice from Jay Chen of DSA that remodeling work at Acton School exceeds the threshold requiring DSA approval and documentation. Based on the information we currently have received from the district and our own site visits we are proposing a fixed fee to gain DSA plan approval for Phase 1 of the project as outlined below:

- Newly installed HVAC Units & Ductwork on the Roof of Building D (including uncertified  $\pm 15$  year old unit on roof).
- Replacement of Wall Mounted (Bard) HVAC Units at Building F (this will be documented and reviewed by our Structural Engineer, but with a note that it is Exempt from DSA review).
- Interior Ceiling Replacement & New Ductwork inside Building D (including replacement of light fixtures).
- Perimeter Fencing & Gates (wrought iron) Replacement (this will be documented and reviewed by our Structural Engineer, but with a note that it is Exempt from DSA review).
- Tube Steel (wrought iron) Fence Panels & Gates at Building B.
- Newly installed Chain-Link Fencing with vertical privacy slats at various locations around campus.
- Telecom Data project (including IDF boxes and Projectors, & underground trenching at various locations).
- Campus-wide Upgrade of Fire Alarm system from old Manual System to new Automatic Fire Alarm System (includes underground trenching).
- Newly installed Brick Veneer at the western elevation of Buildings B, C, & D.
- Exterior Window Replacement in Buildings D & F (this will be documented, but with a note that it is Exempt from DSA review).
- Assisting in Certifying un-certified DSA Project #'s 48872, 52624, 54040, & 62850.
- Construction Observation Services to include only: responding to RFI's & Submittals, and making up to (8) site visits during construction by the architect's representative.

**Exclusions:**

- Civil engineering services, we assume this will not be needed in this phase.
- ADA access, we assume this will not be triggered, this will be handled in Phase 2.

- Asbestos or other hazardous material abatement specifications / reports.
- Inspection services.
- Testing services.
- Soils report, if necessary, shall be provided by district.
- Landscape/Irrigation services are not part of this proposal.

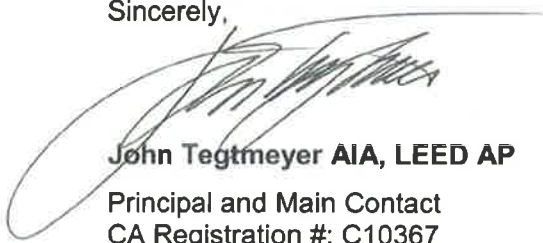
The proposed fee for Architectural & Engineering services is as follows:

Architectural (includes the \$10,000.00 T&M contract)	=	\$ 51,400.00
Structural	=	\$ 7,800.00
Electrical & Mechanical	=	\$ 38,700.00
<u>Contingency</u>	=	<u>\$ 30,000.00</u>
<b>Total</b>	=	<b>\$127,900.00</b>

Please see attached fee estimates for itemized breakdown.

TDM appreciates the opportunity to submit this proposal and we will assist you with the successful completion of this project for the Acton-Agua Dulce Unified School District.

Sincerely,



**John Tegtmeyer AIA, LEED AP**

Principal and Main Contact  
 CA Registration #: C10367

**TDM Architects, Inc.**  
 930 Colorado Boulevard  
 Los Angeles, CA 90041  
 Tel.: (323) 254-9200  
 Fax: (323) 254-9511  
 Email: john\_t@tdmarch.com





# GROSSMAN & SPEER ASSOCIATES, INC.

529 HAHN AVENUE, SUITE 200, GLENDALE, CALIFORNIA 91203

STRUCTURAL ENGINEERS

(818) 507-1020 • FAX (818) 507-1556

E-mail: [engineers@grossmanspeer.com](mailto:engineers@grossmanspeer.com)



## PROPOSAL FOR STRUCTURAL ENGINEERING SERVICES

**Date:** May 11, 2017

**Client:** TDM Architects, Inc.  
930 Colorado Boulevard  
Los Angeles, CA 90041

**Attn:** John Tegtmeyer

**Project:** Acton ES / DSA Code Compliance

**Scope of Project:** Structural engineering services for the six (6) items identified in the email received from Client on 5/10/17.

### Scope of Services:

- 1) Structural calculations
- 2) Review and red-mark structural drawings developed by Client
- 3) Structural specifications in the form of general notes
- 4) Respond to structural plan check corrections
- 5) Review structural shop drawings and submittals
- 6) Visit job site during construction, only as requested by Client.

### Fee for Services:

Scope Items 1 thru 3 = \$7,800.00 (Seven Thousand Eight Hundred Dollars)

Scope Items 4 thru 6 = Hourly at the following current rates:

Principals	@ \$225/hour
Professional Engineers	@ \$140/hour
Design Engineers	@ \$115/hour
Autocad Drafters	@ \$ 90/hour

The attached Standard Provisions are an integral part of this contract. The above is mutually agreed to by the following:

---

Grossman & Speer Associates, Inc.  
"Consultant"

Title: Loyd Speer, President  
Date: May 11, 2017

---

TDM Architects, Inc.  
"Client"

Title:  
Date:

## STANDARD PROVISIONS OF AGREEMENT

Client and consultant agree that the following provisions shall be part of their agreement:

1. This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of client and consultant.
2. This agreement shall not be assigned by either client or consultant without the prior written consent of the other.
3. This agreement contains the entire agreement between client and consultant relating to the provision of services for the project. Any prior agreements, promises, negotiations or representations not expressly set forth in this agreement are of no force or effect. Subsequent modifications to this agreement shall be in writing and signed by both client and consultant.
4. Consultant's waiver of any term or covenant, or breach of any term or covenant, shall not constitute the waiver of any other term or covenant, or the breach of any other term or covenant.
5. If any term or covenant of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on client and consultant.
6. Consultant is not responsible for delay caused by activities of factors beyond consultant's reasonable control, including delays by reason of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of client to furnish timely information or approve or disapprove consultant's work promptly, faulty performance by client or other contractors or governmental agencies. When such delays beyond consultant's reasonable control occur, client agrees consultant is not responsible for damages nor shall consultant be deemed to be in default of this agreement.
7. Consultant shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permit, and building permits.
8. Consultant shall only act as an advisor in all governmental relations.
9. If client institutes a lawsuit against consultant for any alleged negligence, error, omission or other failure to perform, and if client fails to obtain a judgement in client's favor, or if the lawsuit is dismissed, or if judgment is rendered for consultant, client agrees to pay consultant all costs of defense, including attorneys' fees, expert witness fees, court costs and any and all other expenses of defense. Such payment shall be made immediately following dismissal of the case or upon entry of judgment.
10. If any action at law or equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this agreement, the prevailing party shall be entitled to reasonable costs incurred, including attorneys' fees, which costs may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which he may be entitled.
11. Client agrees that in the event client institutes litigation to enforce or interpret the provisions of this agreement, such litigation is to be brought and adjudicated in the appropriate court in Los Angeles County and client waives the right to bring, try or remove such litigation to any other county or judicial district.
12. All original papers, documents, drawings, computer files, and other work product of consultant, and copies thereof, produced by consultant pursuant to this agreement, except documents which are required to be filed with public agencies, shall remain the property of consultant and may be used by consultant without the consent of client.
13. All services provided pursuant to this agreement may be used by client only for the project described on the face hereof.
14. Client and consultant agree to cooperate with each other in every way on the project.
15. This agreement shall not be construed to alter, affect or waive any lien or stop notice rights which consultant may have for the performance of services pursuant to this agreement.
16. If payment for consultant's services is to be made on behalf of client by a third-party, client agrees that consultant shall not be required to indemnify the third-party in any form of an endorsement or otherwise, as a condition of receiving payment for services.
17. Consultant makes no representation concerning the estimated quantities and cost figures made in connection with plans, specifications, or drawings other than that all such figures are estimates only and consultant shall not be responsible for fluctuations in cost factors.
18. Consultant does not guarantee the completion of quality of performance of contract or the completion or quality of performance of contracts by the construction contractor or contractors, or other third parties, nor is he responsible for their acts or omissions.
19. Consultant makes no warranty, either express or implied, as to his findings, recommendations, specifications, or professional advice except that the work was performed pursuant to generally accepted standards of practice in effect at the time of performance in the same or similar locality.
20. Consultant makes no representations concerning soil conditions unless specifically included in writing in this agreement, and he is not responsible for any liability that may arise out of the making or failure to make soil surveys, or sub-surface soil tests, or general testing.
21. In the event that changes are made in the plans and specifications by client or by other person other than consultant, which changes affect consultant's work, any and all liability arising out of or resulting from such changes is waived by client against consultant, and client assumes full responsibility and liability for such changes unless client gives consultant prior written notice of such changes and consultant consents in writing to such changes. Client agrees to indemnify consultant against any and all liability, loss, costs, damages, fees of attorneys and other expenses which consultant may sustain or incur as a result of such unconsented changes.
22. Client agrees not to use or permit any other person to use plans, drawings or other documents prepared by consultant, which plans, drawings or other documents are not signed by consultant. Client agrees to be liable and responsible for any such use of unsigned plans, drawings, or other documents not signed by consultant and waives liability against consultant for their use.
23. Consultant has a right to complete all services agreed to be rendered pursuant to this contract. In the event this agreement is terminated before the completion of all services, unless consultant is responsible for such early termination, client agrees to release consultant from all liability for work performed and promptly pay consultant for all fees, charges and services provided.
24. If client fails to pay consultant within thirty (30) days after invoices are rendered, client agrees consultant shall have the right to consider such default in payment a material breach of this entire agreement, and upon written notice, the duties, obligations, and responsibilities of consultant under this agreement are terminated. In such event, client shall promptly pay consultant for all fees, charges, and service provided by consultant.
25. Client agrees that consultant will not perform on-site construction review, inspection or evaluation unless specified under "Scope of Services" on the reverse hereof. Furthermore, adequate inspection and on-site construction review will be performed by others and the client will hold harmless, defend and indemnify consultant from any liability arising from the performance of these services by others. Any construction site visits by the consultant are general in nature and shall not be considered detailed or continuous inspections.
26. Client agrees that in accordance with generally accepted construction practices, construction contractor will be required to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of all persons and property; that his requirement shall be made to apply continuously and not be limited to normal working hours, and client further agrees to defend, indemnify and hold consultant harmless from any and all liability, real or alleged, in connection with the performance of work on this project, excepting liability arising from the sole negligence of consultant.
27. The client recognizes the inherent risks connected with construction, and agrees to limit any and all liability, claim for damages, cost of defense, or expenses to be levied against consultant on account of any design defect, error, omission, or professional negligence to a sum not to exceed \$50,000, or the amount of consultant's fee, whichever is lesser. Further, the client agrees to notify any construction contractor or subcontractor who may perform work in connection with any design, report, or study prepared by consultant of such limitation of liability for design defects, errors, omissions, or professional negligence, and require as a condition precedent to their performing the work a like limitation of liability on their part as against consultant. In the event the client fails to obtain a like limitation of liability provision as to design defects, errors, omissions, or professional negligence, any liability of the client and consultant to such contractor or subcontractor arising out of a design defect, error, omission, or professional negligence shall be allocated between the client and consultant in such a manner that the aggregate liability of consultant to such design defect to all parties, including the client shall not exceed \$50,000, or the amount of consultant's fee, whichever is lesser.
28. Client agrees to maintain during the course of construction, builder's "all risks" insurance which will name consultant as an additional insured as their interest may appear.
29. All fees and other charges will be billed monthly and shall be due at the time of billing unless otherwise specified in this agreement. Client agrees that periodic billings from consultant to client are correct, conclusive, and binding on client unless client within ten (10) days from the date of receipt of such billing, notifies consultant in writing of alleged inaccuracies, discrepancies, or errors in the billing.
30. Client agrees to pay a late payment charge which will be computed at the periodic rate of one and one half percent (1.5%) per month and will be applied to any unpaid balance commencing thirty (30) days after the date of the original billing.
31. If consultant, pursuant to this agreement, produces plans, specifications, or other documents and/or performs field work, and such plans, specifications, and other documents and/or field work are required by one or more governmental agency, and one or more such governmental agency changes its ordinances, policies, procedures or requirements after the date of this agreement, any additional office or field work thereby required shall be paid for by client as extra work.
32. In the event of any increase of costs due to the granting of wage increases and/or other employee benefits to field or office employees due to the terms of any labor agreement, or rise in the cost of living, during the lifetime of this agreement, such percentage increase shall be applied to all remaining compensation.
33. Client agrees that if client requests incidental services not specified on the front hereof, client agrees to pay for all such incidental services as extra work.
34. Client agrees that architectural, civil, electrical or mechanical design and drawings, temporary shoring and bracing design, typing structural specifications, handicap or Americans with Disabilities Act compliance, and services related to hazardous or toxic materials, are not part of the services provided in this agreement, unless specified under "Scope of Services" on the reverse hereof.
35. Client shall pay the costs of checking and inspection fees, zoning and annexation application fees, assessment fees, soils engineering fees, soils testing fees, aerial topography fees, and all other fees, permits, bond premiums, title company charges, blueprints and reproductions, and all other charges not specifically covered by the terms of this agreement.
36. Inasmuch as the remodeling and/or rehabilitation of an existing building requires that certain assumptions be made regarding existing conditions and because some of these assumptions cannot be verified without expending great sums of additional money, or destroying otherwise adequate or serviceable portions of the building, the client agrees that, except for negligence on the part of the consultant, the client will hold harmless and indemnify the consultant for and against any and all claims, damages, awards, and costs of defense arising out of the professional services provided under this agreement when the project consists of remodeling or rehabilitating an existing structure.
37. The person signing this contract warrants he has authority to sign as, or on behalf of, the client for whom of for whose benefit consultant's services are rendered. If such person does not have such authority, he agrees that he is personally liable for all breaches of this contract, and that in any action against him for breach of such warranty a reasonable attorney's fee shall be included in any judgment rendered.
38. All legal actions arising or connected in any way with the services performed under this agreement shall be barred and no claim shall be initiated by either party after six years have passed from the substantial completion of the consultant's services or the date of recording of a Certificate of Completion, whichever is earlier.
39. The client and consultant acknowledge that changes to the construction documents are normally required because of possible omissions, ambiguities or inconsistencies in the plans and specifications. The client agrees that a construction contingency reserve will be included in any budget to pay for any cost increases associated with changes.
40. The client and consultant agree that any disputes relating to this agreement be submitted to non-binding mediation unless both parties mutually agree otherwise.
41. This agreement shall be governed by and construed in accordance with the laws of the State of California.



# BUDLONG & ASSOCIATES, INC.

400 W. VENTURA BLVD., SUITE 240  
CAMARILLO, CALIFORNIA 93010  
(805) 987-4001

315 ARDEN AVENUE, SUITE 23  
GLENDALE, CALIFORNIA 91203  
(818) 638-8780

John Tegtmeyer  
TDM Architects  
930 Colorado Boulevard, Los Angeles, CA 90041  
T: (323) 254-9200  
Email: john\_t@tdmarch.com

~~May 19, 2017~~ May 30, 2017  
B&A P17-100.C1-Rev. 1

Reference: Acton-Agua Dulce School District (AADSD) – Phase 1  
Acton Elementary School (ES)  
HVAC DSA Certification, Fire Alarm and Low Voltage Systems Design

Budlong & Associates (B&A) is pleased to submit this proposal to provide mechanical, electrical and plumbing (MEP) design services for the referenced project. Our understanding of the scope is based on a meeting at the school of 5/15/2017 attended by Ryan Martell of TDM, as well as Ed Vital and Carlos Ramirez of B&A.

## Background

Non-certified HVAC and Ceilings work: AADSD would like to obtain DSA certification on an HVAC installation done in the past that had not been processed through DSA when the construction was done.

Building D has 2 newer HVAC rooftop units that the district added and one older unit. Building F has 8 Bard units that the district recently upgraded. They also replaced ceilings and lighting in Building D.



Fire Alarm: An arrangement has been made between the school district and DSA for a fire alarm upgrade at the campus to be completed within four years. However, the design must be submitted to and approved by DSA in 2017.

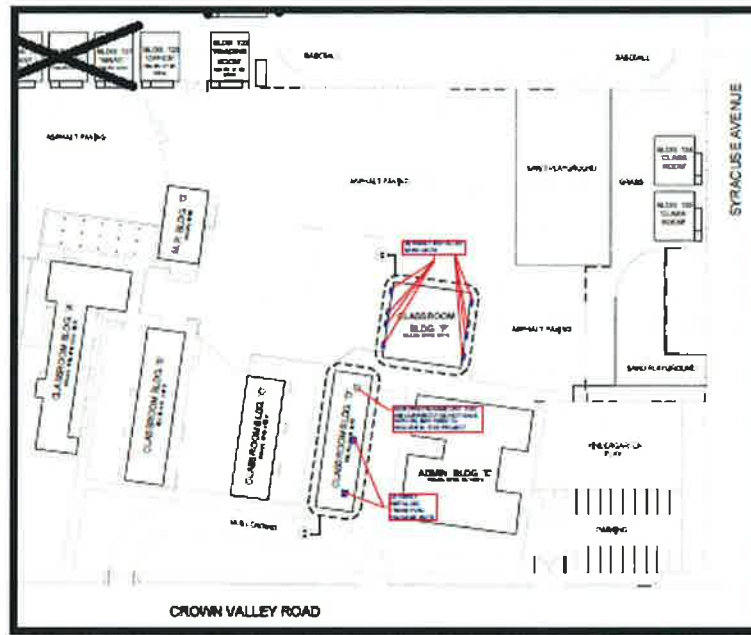
Low Voltage Systems: Telephone and data systems installations were started without DSA involvement, and have been stopped recently. However, most of the underground conduits between the buildings were installed prior to shut down of the projects.

Other work to be completed in future phases includes ADA path of travel and other ADA upgrades. These are not included in this proposal.



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The buildings shown below are included in this project, except for those buildings crossed out. Note there are other storage and maintenance buildings on the campus not shown below that are not in this project.



### Phase 1 B&A Tasks

#### Non-certified HVAC and Ceilings work:

#### Mechanical

1. Review drawings and visit the site again if necessary.
2. Coordinate with TDM, G&S and electrical design.
3. There are 3 rooftop HVAC units in Building D. Two are relatively new and one is old and needs to be replaced.
  - a. For the two newer units, the plans is to justify the existing units. We did note that a portion of the flex ductwork will need to be replaced to meet the code requirements and this is included in the B&A scope. We also noted that the existing units are residential type and may not be capable of providing the code required outside air. However, the goal is to get the existing units approved, therefore unit replacement in not included in our scope.
  - b. The older unit will be replaced.
    - B&A will provide a schematic design to review with the architect, owner and structural designers for equipment sizing, location and layout.
    - Once the SD is approved, we will proceed with a detailed design. Specify HVAC equipment locations, air distribution plan and thermostat.
    - Prepare Title 24 documents for DSA submittal.
4. Bard Units – The district replaced the 8 old Bard units with new at Building F. B&A was asked to prepare a plan identifying the new units but we are not providing design. Note that during the site visit we did notice that the ductwork should have been cleaned but we are not including that in our scope.

## BUDLONG & ASSOCIATES INC.

### Electrical

1. Review drawings and visit the site again if necessary.
2. Coordinate with TDM, G&S and mechanical design. Provide electrical design coordinated with mechanical equipment requirements.
3. Lighting – the district installed lighting that needs DSA approval. The plan is to document the existing installation and attempt to get approval without making any changes. This will require documenting the design for the lighting circuiting and controls design.
4. Prepare drawings, calculations, specifications and T24 for submittal to DSA.

### Campus-wide Fully Automatic Fire Alarm Upgrade:

Provide a design for a complete (full campus) addressable, fully automatic fire alarm system with smoke detection, heat detection, audible alarms, strobes and manual pull stations. The design will comply with the current requirements of the California Building Code (CBC) DSA Fire-Life Safety review. The Fire Alarm system will be provided with battery back-up power.

The design will include the following specific elements:

1. On the site plan, indicate the locations of the FACP, conduit between buildings, exterior horns, etc.
2. Preparation of Fire Alarm Plans for each building showing:
  - a. Sprinkler riser interface with flow and tamper switches.
  - b. Remote power supplies and terminal cabinets.
  - c. Manual pull stations, smoke detectors and heat detectors.
  - d. Visual and audible alarm devices.
  - e. Voice evacuation system, where required by DSA IR F-1.
3. Riser and wiring diagrams.
4. Voltage drop and battery calculations.
5. Prepare a DSA submittal package including drawings, specifications, and device catalog cuts with current CSFM listing sheets.

### Low Voltage Systems Design

1. The Telecom Data for which we received as-built drawings dated 2/1/2017, by Vector USA needs to be brought up to DSA documentation standards.
2. B&A will provide documentation of existing Vector design of network infrastructure and paging/bell system. This will require preparing CAD drawings of the Vector plans provided for this proposal, and assisting TDM in processing the documentation through DSA.

*From Ryan's 5/30/17 email: ...include only drawings to show what the Vector drawings show, no details or specs. Since DSA doesn't care about full design drawings for data work. We will include any anchorage details on our architectural plans.*

### Miscellaneous

1. Architect will provide CAD backgrounds including site plan, floor plans, reflected ceiling plans and furniture layouts for all the rooms.
2. One meeting at the site or architect's office is included for the three portions above.
3. A B&A electrical or fire alarm designer will attend the DSA back check appointment, if requested.
4. DSA corrections are included.
5. Construction support will include submittal and shop drawings review, responses to contractors' RFIs, and up to two field meetings to resolve MEP design and/or construction issues.
6. Schedule is to quickly get into DSA review to complete ASAP the work required for school to open for the 2017-2018 school year.

# BUDLONG & ASSOCIATES INC.

## Clarifications and Exclusions

1. New design for the existing non-DSA-certified equipment and installation is not included, except as noted above for the one older unit in Building D.
2. B&A will document the ductwork supports inside Building D as needed for DSA approval to the best of our ability but we are not providing structural engineering.
3. Plumbing engineering is not included except for condensate drains for HVAC units, if needed.
4. Fire sprinkler engineering is not included.
5. Agency fees are excluded.
6. This is not a Revit, LEED or CHPS project.
7. Extra meetings or other scope of work not specifically mentioned above are not included.
8. We didn't include attendance at a second DSA back check appointment but will be available by telephone.

## Fee

For the efforts described above, fees are **\$38,700** based on the following breakdown:

- Non-certified HVAC and Ceilings work-----\$13,800
- Campus-wide Fully Automatic Fire Alarm Upgrade/Voice Evac System -----\$17,500
- Low Voltage Systems Documentation -----\$7,400

Please sign below to indicate your acceptance of the proposal and return a copy.

Sincerely,  
Budlong & Associates, Inc.



Shield Anderson, LEED AP, Glendale Office Director

cc: James A. Jordan, PE, B&A President  
Ryan Martell, TDM Architects

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

# BUDLONG & ASSOCIATES INC.

## PROFESSIONAL FEE SCHEDULE

January 1, 2017

CLASSIFICATIONS	HOURLY RATE
Principal/Partners	\$165.00
Expert Witness/Forensic Engineering	\$335.00
Project Manager/Sr. Engineer/Sr. Designer	\$145.00
Designer	\$135.00
Senior CAD	\$105.00
Drafter/CAD	\$90.00
Clerical	\$65.00

### *Reimbursables*

Printing and Blueprinting	Actual Cost + 15%
Materials Testing and In-Plant Inspection	Actual Cost + 15%
Plan Check and Permit Fees	Actual Cost + 15%

It is understood and agreed that the aforementioned rates and charges include all normal equipment and materials used in connection with production of the required engineering services. Budlong & Associates, Inc. will furnish monthly billings for all services rendered and supplies furnished in accordance with the above compensation provisions.

Rates subject to general revision 01/01/18



May 31, 2017

**Kim Lytle, Interim Superintendent**

Acton-Agua Dulce Unified School District  
32248 Crown Valley Road  
Acton, California 93510

**Reference:** Proposal for DSA Code Compliance Documentation for Acton School  
Remodeling Project Phase 2

Dear Ms. Lytle,

TDM Architects has been requested to submit a proposal to provide assistance with documentation required to respond to a notice from Jay Chen of DSA that remodeling work at Acton School exceeds the threshold requiring DSA approval and documentation. Based on the information we currently have received from the district and our own site visits we are proposing a fixed fee to gain DSA plan approval for Phase 2 of the project as outlined below:

- Remodel (ADA upgrade) of Restrooms in Multi-Purpose Building G (for student use).
- Remodel (ADA upgrade) of Restrooms in Building E (for faculty use).
- Replacement of non-ADA compliant Ramps at Buildings 123, 133, 134, B, F, & G.
- Upgrade of ADA Parking Stall in main parking lot.
- Determination of ADA Path of Travel from Parking Lot & Public Sidewalk to all Buildings accessed by students.
- Upgrade of several existing Drinking Fountains in path of travel to be ADA compliant.
- Newly installed Playground Equipment in Sand Pit area (ADA review only).
- Newly installed Masonry Planter Wall under 4 feet high at Building C (this will be documented, but with a note that it is Exempt from DSA review).
- Floor Covering Replacement in Building C, D, & F.
- Wall Paneling Replacement in Building F.
- New Sinks, Cabinets, & Countertops in Buildings D & F.
- New Room Signage at all Classrooms.
- New Marquee Sign & Supports at School Entrance.
- Painting of all surfaces affected by phase 1 & phase 2 construction.
- Construction Observation Services to include only: responding to RFI's & Submittals, and making up to (8) site visits during construction by the architect's representative.

**Exclusions:**

- Asbestos or other hazardous material abatement specifications / reports.
- Inspection services.
- Testing services.
- Soils report, if necessary, shall be provided by district.
- Landscape/Irrigation services are not part of this proposal.

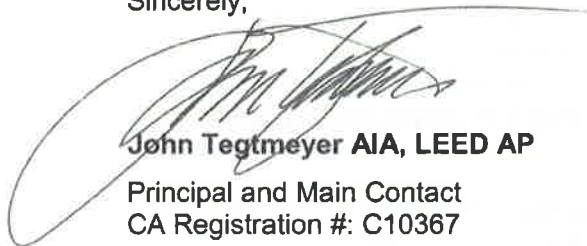
The proposed fee for Architectural & Engineering services is as follows:

Architectural	=	\$ 38,620.00
Civil	=	\$ 13,260.00
Structural	=	\$ 4,400.00
Electrical & Mechanical	=	\$ 12,700.00
<u>Contingency</u>	=	<u>\$ 20,000.00</u>
<b>Total</b>	=	<b>\$ 88,980.00</b>

Please see attached fee estimates for itemized breakdown.

TDM appreciates the opportunity to submit this proposal and we will assist you with the successful completion of this project for the Acton-Agua Dulce Unified School District.

Sincerely,



**John Tegtmeyer AIA, LEED AP**  
 Principal and Main Contact  
 CA Registration #: C10367

**TDM Architects, Inc.**  
 930 Colorado Boulevard  
 Los Angeles, CA 90041  
 Tel.: (323) 254-9200  
 Fax: (323) 254-9511  
 Email: john\_t@tdmarch.com



# JT ENGINEERING

33336 N. Agua Dulce Cyn. Rd. #103

Agua Dulce, CA. 91390

TEL: (661) 268-8899

FAX: (661) 268-1936

## FEE FOR SERVICE CONTRACT / PROPOSAL

AUTH. 17-39

May 30, 2017

REQUESTED BY: Ryan Martell – TDM Architects, Inc.

**Project Site:**

Acton School District office

JOB TITLE: Partial Site Topo Survey

32248 Crown Valley Rd.

Acton, CA 93510

CLIENT INFO: TDM Architects, Inc.

930 Colorado Blvd.

Los Angeles CA 90041

Tel: (323) 254-9200

### DESCRIPTION OF SURVEYING SERVICES REQUESTED:

JT Engineering (hereinafter known as **Consultant**) is pleased to submit this proposal to perform surveying services for TDM Architects, Inc. (hereinafter know as **Client**) at the subject project.

**Consultant** will survey above ground visible objects that fall within the cross hatched area of the site plan provided via email on 5/25/2017 by Client. . Survey elevations will be tied to County Bench Mark and monumentation.

#	CONSULTANT'S SCOPE OF SERVICES	FEES
1	Recon site, office research preparation and setup.	\$ 800
2	Field survey above ground improvements within the limits requested.	\$ 4,800
	Survey to include building corners with door locations and 1' contour interval	
	Show existing grades along hardscape to determine ADA compliance.	
3	Mapping, coordination with client, prints, plots, and administrative time.	2,660
	<b>Total Fixed Fee</b>	<b>\$ 8,260</b>

Items not listed in the **Consultant's** scope of services and requested by the **Client** or jurisdictional authority, will be billed as additional fee under a separate agreement.

Monthly billing will follow as work progresses with final payment due at the completion of our work. Payments not received by their due dates will stop work on this project.

Your acceptance to this proposal is initiated by signing this page and returning to our office or emailing direction to proceed with work, otherwise this proposal will expire on July 30, 2017.

Authorized by:

\_\_\_\_\_  
Owner or Owners Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

# GROSSMAN & SPEER ASSOCIATES, INC.

529 HAHN AVENUE, SUITE 200, GLENDALE, CALIFORNIA 91203

STRUCTURAL ENGINEERS

(818) 507-1020 • FAX (818) 507-1556

E-mail: [engineers@grossmanspeer.com](mailto:engineers@grossmanspeer.com)



## PROPOSAL FOR STRUCTURAL ENGINEERING SERVICES

**Date:** May 25, 2017

**Client:** TDM Architects, Inc.  
930 Colorado Boulevard  
Los Angeles, CA 90041

**Attn:** John Tegtmeyer

**Project:** Acton ES / DSA Code Compliance Phase 2

**Scope of Project:** New structural supports and foundations for new marquee sign.

### Scope of Services:

- 1) Structural calculations
- 2) Structural drawings (Autocad)
- 3) Structural specifications in the form of general notes
- 4) Respond to structural plan check corrections
- 5) Review structural shop drawings and submittals
- 6) Visit job site during construction.

**Fee for Services:** \$4,400.00 (Four Thousand Four Hundred Dollars)

**Additional Services** can be provided at the following hourly rates:

Principals	@ \$225/hour
Professional Engineers	@ \$140/hour
Design Engineers	@ \$115/hour
Autocad Drafters	@ \$ 90/hour

The attached Standard Provisions are an integral part of this contract. The above is mutually agreed to by the following:

Grossman & Speer Associates, Inc.  
"Consultant"

Title: Lloyd Speer, President  
Date: May 25, 2017

TDM Architects, Inc.  
"Client"

Title:  
Date:



## STANDARD PROVISIONS OF AGREEMENT

Client and consultant agree that the following provisions shall be part of their agreement:

1. This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of client and consultant.
2. This agreement shall not be assigned by either client or consultant without the prior written consent of the other.
3. This agreement contains the entire agreement between client and consultant relating to the provision of services for the project. Any prior agreements, promises, negotiations or representations not expressly set forth in this agreement are of no force or effect. Subsequent modifications to this agreement shall be in writing and signed by both client and consultant.
4. Consultant's waiver of any term or covenant, or breach of any term or covenant, shall not constitute the waiver of any other term or covenant, or the breach of any other term or covenant.
5. If any term or covenant of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on client and consultant.
6. Consultant is not responsible for delay caused by activities of factors beyond consultant's reasonable control, including delays by reason of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of client to furnish timely information or approve or disapprove consultant's work promptly, faulty performance by client or other contractors or governmental agencies. When such delays beyond consultant's reasonable control occur, client agrees consultant is not responsible for damages nor shall consultant be deemed to be in default of this agreement.
7. Consultant shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permit, and building permits.
8. Consultant shall only act as an advisor in all governmental relations.
9. If client institutes a lawsuit against consultant for any alleged negligence, error, omission or other failure to perform, and if client fails to obtain a judgment in client's favor, or if the lawsuit is dismissed, or if judgment is rendered for consultant, client agrees to pay consultant all costs of defense, including attorneys' fees, expert witness fees, court costs and any and all other expenses of defense. Such payment shall be made immediately following dismissal of the case or upon entry of judgment.
10. If any action at law or equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this agreement, the prevailing party shall be entitled to reasonable costs incurred, including attorneys' fees, which costs may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which he may be entitled.
11. Client agrees that in the event client institutes litigation to enforce or interpret the provisions of this agreement, such litigation is to be brought and adjudicated in the appropriate court in Los Angeles County and client waives the right to bring, try or remove such litigation to any other county or judicial district.
12. All original papers, documents, drawings, computer files, and other work product of consultant, and copies thereof, produced by consultant pursuant to this agreement, except documents which are required to be filed with public agencies, shall remain the property of consultant and may be used by consultant without the consent of client.
13. All services provided pursuant to this agreement may be used by client only for the project described on the face hereof.
14. Client and consultant agree to cooperate with each other in every way on the project.
15. This agreement shall not be construed to alter, affect or waive any lien or stop notice rights which consultant may have for the performance of services pursuant to this agreement.
16. If payment for consultant's services is to be made on behalf of client by a third-party, client agrees that consultant shall not be required to indemnify the third-party in any form of an endorsement or otherwise, as a condition of receiving payment for services.
17. Consultant makes no representation concerning the estimated quantities and cost figures made in connection with plans, specifications, or drawings other than that all such figures are estimates only and consultant shall not be responsible for fluctuations in cost factors.
18. Consultant does not guarantee the completion of quality of performance of contract or the completion or quality of performance of contracts by the construction contractor or contractors, or other third parties, nor is he responsible for their acts or omissions.
19. Consultant makes no warranty, either express or implied, as to his findings, recommendations, specifications, or professional advice except that the work was performed pursuant to generally accepted standards of practice in effect at the time of performance in the same or similar locality.
20. Consultant makes no representations concerning soil conditions unless specifically included in writing in this agreement, and he is not responsible for any liability that may arise out of the making or failure to make soil surveys, or sub-surface soil tests, or general testing.
21. In the event that changes are made in the plans and specifications by client or by other person other than consultant, which changes affect consultant's work, any and all liability arising out of or resulting from such changes is waived by client against consultant, and client assumes full responsibility and liability for such changes unless client gives consultant prior written notice of such changes and consultant consents in writing to such changes. Client agrees to indemnify consultant against any and all liability, loss, costs, damages, fees of attorneys and other expenses which consultant may sustain or incur as a result of such unconsented changes.
22. Client agrees not to use or permit any other person to use plans, drawings or other documents prepared by consultant, which plans, drawings or other documents are not signed by consultant. Client agrees to be liable and responsible for any such use of unsigned plans, drawings, or other documents not signed by consultant and waives liability against consultant for their use.
23. Consultant has a right to complete all services agreed to be rendered pursuant to this contract. In the event this agreement is terminated before the completion of all services, unless consultant is responsible for such early termination, client agrees to release consultant from all liability for work performed and promptly pay consultant for all fees, charges and services provided.
24. If client fails to pay consultant within thirty (30) days after invoices are rendered, client agrees consultant shall have the right to consider such default in payment a material breach of this entire agreement, and upon written notice, the duties, obligations, and responsibilities of consultant under this agreement are terminated. In such event, client shall promptly pay consultant for all fees, charges, and service provided by consultant.
25. Client agrees that consultant will not perform on-site construction review, inspection or evaluation unless specified under "Scope of Services" on the reverse hereof. Furthermore, adequate inspection and on-site construction review will be performed by others and the client will hold harmless, defend and indemnify consultant from any liability arising from the performance of these services by others. Any construction site visits by the consultant are general in nature and shall not be considered detailed or continuous inspections.
26. Client agrees that in accordance with generally accepted construction practices, construction contractor will be required to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of all persons and property; that his requirement shall be made to apply continuously and not be limited to normal working hours, and client further agrees to defend, indemnify and hold consultant harmless from any and all liability, real or alleged, in connection with the performance of work on this project, excepting liability arising from the sole negligence of consultant.
27. The client recognizes the inherent risks connected with construction, and agrees to limit any and all liability, claim for damages, cost of defense, or expenses to be levied against consultant on account of any design defect, error, omission, or professional negligence to a sum not to exceed \$50,000, or the amount of consultant's fee, whichever is lesser. Further, the client agrees to notify any construction contractor or subcontractor who may perform work in connection with any design, report, or study prepared by consultant of such limitation of liability for design defects, errors, omissions, or professional negligence, and require as a condition precedent to their performing the work a like limitation of liability on their part as against consultant. In the event the client fails to obtain a like limitation of liability provision as to design defects, errors, omissions, or professional negligence, any liability of the client and consultant to such contractor or subcontractor arising out of a design defect, error, omission, or professional negligence shall be allocated between the client and consultant in such a manner that the aggregate liability of consultant to such design defect to all parties, including the client shall not exceed \$50,000, or the amount of consultant's fee, whichever is lesser.
28. Client agrees to maintain during the course of construction, builder's "all risks" insurance which will name consultant as an additional insured as their interest may appear.
29. All fees and other charges will be billed monthly and shall be due at the time of billing unless otherwise specified in this agreement. Client agrees that periodic billings from consultant to client are correct, conclusive, and binding on client unless client within ten (10) days from the date of receipt of such billing, notifies consultant in writing of alleged inaccuracies, discrepancies, or errors in the billing.
30. Client agrees to pay a late payment charge which will be computed at the periodic rate of one and one half percent (1.5%) per month and will be applied to any unpaid balance commencing thirty (30) days after the date of the original billing.
31. If consultant, pursuant to this agreement, produces plans, specifications, or other documents and/or performs field work, and such plans, specifications, and other documents and/or field work are required by one or more governmental agency, and one or more such governmental agency changes its ordinances, policies, procedures or requirements after the date of this agreement, any additional office or field work thereby required shall be paid for by client as extra work.
32. In the event of any increase of costs due to the granting of wage increases and/or other employee benefits to field or office employees due to the terms of any labor agreement, or rise in the cost of living, during the lifetime of this agreement, such percentage increase shall be applied to all remaining compensation.
33. Client agrees that if client requests incidental services not specified on the front hereof, client agrees to pay for all such incidental services as extra work.
34. Client agrees that architectural, civil, electrical or mechanical design and drawings, temporary shoring and bracing design, typing structural specifications, handicap or Americans with Disabilities Act compliance, and services related to hazardous or toxic materials, are not part of the services provided in this agreement, unless specified under "Scope of Services" on the reverse hereof.
35. Client shall pay the costs of checking and inspection fees, zoning and annexation application fees, assessment fees, soils engineering fees, soils testing fees, aerial topography fees, and all other fees, permits, bond premiums, title company charges, blueprints and reproductions, and all other charges not specifically covered by the terms of this agreement.
36. Inasmuch as the remodeling and/or rehabilitation of an existing building requires that certain assumptions be made regarding existing conditions and because some of these assumptions cannot be verified without expending great sums of additional money, or destroying otherwise adequate or serviceable portions of the building, the client agrees that, except for negligence on the part of the consultant, the client will hold harmless and indemnify the consultant for and against any and all claims, damages, awards, and costs of defense arising out of the professional services provided under this agreement when the project consists of remodeling or rehabilitating an existing structure.
37. The person signing this contract warrants he has authority to sign as, or on behalf of, the client for whom of for whose benefit consultant's services are rendered. If such person does not have such authority, he agrees that he is personally liable for all breaches of this contract, and that in any action against him for breach of such warranty a reasonable attorney's fee shall be included in any judgment rendered.
38. All legal actions arising or connected in any way with the services performed under this agreement shall be barred and no claim shall be initiated by either party after six years have passed from the substantial completion of the consultant's services or the date of recording of a Certificate of Completion, whichever is earlier.
39. The client and consultant acknowledge that changes to the construction documents are normally required because of possible omissions, ambiguities or inconsistencies in the plans and specifications. The client agrees that a construction contingency reserve will be included in any budget to pay for any cost increases associated with changes.
40. The client and consultant agree that any disputes relating to this agreement be submitted to non-binding mediation unless both parties mutually agree otherwise.
41. This agreement shall be governed by and construed in accordance with the laws of the State of California.



# BUDLONG & ASSOCIATES, INC.

□ 400 W. VENTURA BLVD., SUITE 240  
CAMARILLO, CALIFORNIA 93010  
(805) 987-4001

✓ 315 ARDEN AVENUE, SUITE 23  
GLENDALE, CALIFORNIA 91203  
(818) 638-8780

John Tegtmeyer  
TDM Architects  
930 Colorado Boulevard, Los Angeles, CA 90041  
T: (323) 254-9200  
Email: john\_t@tdmarch.com

May 30, 2017  
B&A P17-100.C2

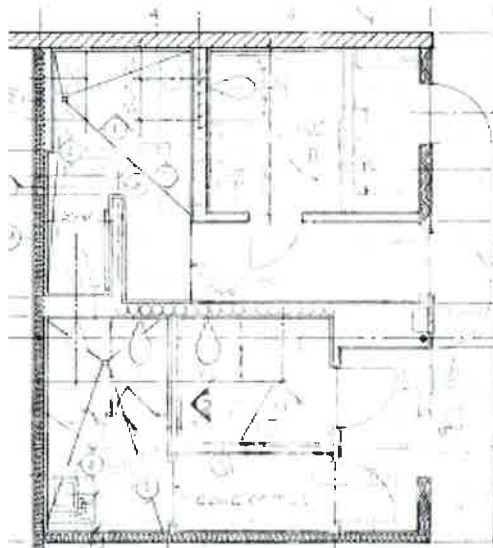
Reference: Acton-Agua Dulce School District (AADSD) – Phase 2 – Acton Elementary School (ES)  
ADA Upgrades – Building E Faculty Restrooms, (10) New Sinks in Classrooms,  
(3) New Drinking Fountains

Budlong & Associates (B&A) is pleased to submit this proposal to provide electrical and plumbing (EP) design services for the referenced project. Our understanding of the scope is based on a meeting at the school of 5/15/2017 attended by Ryan Martell of TDM, as well as Ed Vital and Carlos Ramirez of B&A.

## Background

AADSD would like to bring the Acton ES into DSA code compliance. B&A's scope of work for this project will be to provide EP design for:

- 1) Complete remodel of the Faculty Restrooms in Building E (see as-built drawing of restrooms below). This would include plumbing fixture replacement, possible light fixture replacement & light switches.
- 2) Installation of new sinks in various classrooms/multi-purpose rooms at the campus (assume up to 10 new sinks).
- 3) Replace existing exterior drinking fountains with new ADA compliant drinking fountains at various locations around campus (assume up to 3 new drinking fountains).



# BUDLONG & ASSOCIATES INC.

## Phase 2 B&A Tasks

### **MEP Scope of Work**

1. New lighting and power for hand dryers if needed.
2. Plumbing - Design a new plumbing system for the restrooms, classroom sinks and drinking fountains, including hot and cold water piping layout, waste/vent piping, and water heater selection/sizing.
3. Fire Alarm – B&A will provide instructions for the contractor to provide a design build FA system for the restrooms if needed. Note that we did not allow time to redesign the existing FA system.
4. Provide a DSA submittal and respond to DSA comments.

### Miscellaneous/General Items

1. Meetings – we included two meetings or site visits during design with a representative of the EP design team.
2. Construction support will include submittals and shop drawings review, responses to contractors' RFIs and up to two field meetings as required to resolve EP design and/or construction issues.

### Clarifications and Exclusions

1. The fee is based on existing utilities being adequate. We did not include redesign of utilities such as the electrical, water or waste outside the restroom boundaries.
2. Mechanical design (exhaust fans) is excluded. However, we've provided an option to design a new exhaust fans system below.
3. Fire sprinkler engineering is not included.
4. Agency fees are excluded.
5. This is not a Revit, LEED or CHPS project.
6. Extra meetings or other scope of work not specifically mentioned above are not included.

### Design Fee

B&A can provide the services listed above for a total fee of **\$12,700**. This fee can be broken down as 80% for design and DSA process + 20% for CA.

### Exhaust Fans Design Option

B&A will provide an additional mechanical design service for fees of \$2,200, broken down the same as indicated for the base fees above.

Please sign below to indicate your acceptance of the proposal and the design option, if applicable, and return a copy.

Sincerely,  
Budlong & Associates, Inc.



Shield Anderson, LEED AP, Glendale Office Director

cc: James A. Jordan, PE, B&A President  
Ryan Martell, TDM Architects

Base Fee accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Exhaust Fans Option accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



# BUDLONG & ASSOCIATES INC.

## PROFESSIONAL FEE SCHEDULE

January 1, 2017

CLASSIFICATIONS	HOURLY RATE
Principal/Partners	\$165.00
Expert Witness/Forensic Engineering	\$335.00
Project Manager/Sr. Engineer/Sr. Designer	\$145.00
Designer	\$135.00
Senior CAD	\$105.00
Drafter/CAD	\$90.00
Clerical	\$65.00

### *Reimbursables*

Printing and Blueprinting	Actual Cost + 15%
Materials Testing and In-Plant Inspection	Actual Cost + 15%
Plan Check and Permit Fees	Actual Cost + 15%

It is understood and agreed that the aforementioned rates and charges include all normal equipment and materials used in connection with production of the required engineering services. Budlong & Associates, Inc. will furnish monthly billings for all services rendered and supplies furnished in accordance with the above compensation provisions.

Rates subject to general revision 01/01/18

