

CUTTEN ELEMENTARY SCHOOL DISTRICT  
**BOARD OF TRUSTEES**  
**SPECIAL BOARD MEETING**  
**AGENDA**  
**April 25, 2022, 5:30 pm**  
Ridgewood School Commons  
2060 Ridgewood Drive Cutten. CA 95503

**1.0 CALL TO ORDER**

**2.0 CONSENT AGENDA**

- 2.1 Approval of Certificated Request for Leave
- 2.2 Approve updated CS1 and CS7 Forms

**3.0 VISITOR COMMENTS ON NON-AGENDA ITEMS**

The Board reserves the right to limit speakers to three minutes only. The Board may comment, but cannot take action at this time. The Board President may refer the matter to the Superintendent for review, if appropriate.

**4.0 INFORMATION / POSSIBLE ACTION ITEMS**

- 4.1 Presentation and Discussion with Brian Whitmore from Studio W, Bond Project Options
- 4.2 Discussion and Possible Action to Revise Scope for Ridgewood Phase 1 & 2
- 4.3 Possible Action to Accept/ Reject Pierson bid Received for Ridgewood Phase 1 & 2 Project, and Give Directive to the Superintendent to Take All Action Necessary to Effectuate the Board's Action
- 4.4 Possible Approval of Professional Services Agreement with SchoolWorks, Inc.

**5.0 BOARD MEMBER COMMENTS / COMMUNICATION**

**6.0 ADJOURNMENT**

NOTICE: Any writing, not exempt from public disclosure under Government Code Section 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22, which is distributed to all or a majority of the members of the governing board by any person in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at Ridgewood School, 2060 Ridgewood Drive, Eureka.

April 15, 2022

Dear Cutten School District Board of Directors,

I am writing to inform you that I am currently pregnant with my second child, another daughter, who is estimated to be due July of this year. I intend to finish out this school year and would like to formally request a maternity leave beginning the start of staff preservice days next school year, August 22, 2022, through January 3, 2023.

Thank you!

Sincerely,

Katrin Lemmon

AUTHORIZATION FOR FISCAL YEAR: 2021-2022

CS-7

DATE: April 25, 2022 SCHOOL DISTRICT Cutten

### CERTIFICATION

This is to certify that the Board of Trustees of the above stated School District passed the following motion at its April 25, 2022 meeting authorizing the following to sign commercial warrants and payroll payment orders as agent of the Board.

"It was moved by \_\_\_\_\_  
 and seconded by \_\_\_\_\_  
 that Becky MacQuarrie, Jeannemarie Baker, Kim Blanc, Dennis Reinholtsen, Beth Johnston, Becky Reece, Andy Sundquist, Mary DeWald  
 Be authorized to sign commercial warrants and payroll payment orders as agent of the Board of trustees of the Cutten School District.  
 Ayes (Members' Names): \_\_\_\_\_  
 \_\_\_\_\_  
 Noes (Members' Names): \_\_\_\_\_  
 \_\_\_\_\_  
 Motion Carried."

**Authorized Signatures:**

Becky MacQuarrie  
Jeannemarie Baker  
Kim Blanc  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Board of Trustees Signatures:**

\_\_\_\_\_ Dennis Reinholtsen  
 \_\_\_\_\_ Beth Johnston  
 \_\_\_\_\_ Becky Reece  
 \_\_\_\_\_ Andy Sundquist  
 \_\_\_\_\_ Mary DeWald  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Becky MacQuarrie*  
*Jeannemarie Baker*  
*Kim Blanc*

*Baker*  
*Kim Blanc*

*Dennis Reinholtsen*  
*Beth Johnston*  
*Becky Reece*  
*Andy Sundquist*  
*Mary DeWald*

(signed) Clerk, Board of Trustees

05/17/BUS/forms/CS-

Return to HCOE Business Office

AUTHORIZATION FOR FISCAL YEAR: 2021-22

CS-1

DATE: April 25, 2022 SCHOOL DISTRICT Cutten

## WARRANT DISTRIBUTION AUTHORIZATION

Please complete and return to Humboldt County Office of Education's Business Office.

Please check appropriate box(es).

### PAYROLL

Will pick up when ready

Names of persons authorized to pick up payroll warrants:

Jcannemarie Baker, Kim Blanc, Becky MacQuarrie  
August Deshais

Please list an after hours emergency number: \_\_\_\_\_

Mail all payroll to: *Individual's Name* \_\_\_\_\_  
(Postage cost to be reimbursed to HCOE)

Other (specify) \_\_\_\_\_

### COMMERCIAL WARRANTS

Will pick up when ready

Please list emergency number: \_\_\_\_\_

Courier

Mail all APY warrants to: *Individual's Name* \_\_\_\_\_  
(Postage cost to be reimbursed to HCOE)

Mail all VOL DED warrants to: *Individual's Name* \_\_\_\_\_  
(Postage cost to be reimbursed to HCOE)

Other (specify) \_\_\_\_\_

### DISTRICT AUTHORIZATION

*Superintendent or Trustee* \_\_\_\_\_

Return to HCOE Business Office

**BID PROPOSAL FORM**

Governing Board Cutten School District

Dear Members of the Governing Board:

The undersigned, doing business under the name of Pierson Company, having carefully examined the location of the proposed work, the local conditions of the place where the work is to be done, the Notice Inviting Bids, the General Conditions, the Instructions to Bidders, the Plans and Specifications, and all other Contract Documents for the proposed Ridgewood School Phase 1 and Phase 2 Projects ("Project"), and having accurately completed the Bidder's Questionnaire, proposes to perform all work and activities in accordance with the Contract Documents, including all of its component parts, and to furnish all required labor, materials, equipment, transportation and services required for the construction of the Project in strict conformity with the Contract Documents, including the Plans and Specifications, as follows:

BASE BID:

For the sum of three million seven hundred six thousand five hundred dollars only Dollars (\$ 3,706,500.00).  
ADDITIVE/DEDUCTIVE ALTERNATE [if applicable]:

Additive/Deductive Alternate #1 n/a  
Add/Subtract \_\_\_\_\_ Dollars (\$ n/a )

Additive/Deductive Alternate #2 n/a  
Add/Subtract \_\_\_\_\_ Dollars (\$ n/a )

Additive/Deductive Alternate #3 n/a  
Add/Subtract \_\_\_\_\_ Dollars (\$ n/a )

ALLOWANCES: The Bidder's Base Bid shall include a two hundred thousand dollar (\$200,000.00) allowance for the work at the new fire lane and MSB and transformer off Hinman Lane.

The undersigned has checked carefully all the above figures and understands that the District is not responsible for any errors or omissions on the part of the undersigned in making this bid.

Enclosed find certified or cashier's check no. \_\_\_\_\_ of the \_\_\_\_\_ Bank for \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) or Bidder's Bond of the Markel Insurance Company surety company in an amount of not less than ten percent (10%) of the entire bid. The undersigned further agrees, on the acceptance of this proposal, to execute the Contract and provide the required bonds

and insurance and that in case of default in executing these documents within the time fixed by the Contract Documents, the proceeds of the check or bond accompanying this bid shall be forfeited and shall become the property of the District.

Contractor agrees to commence the work within the time specified in the Notice to Proceed. It is understood that this bid is based upon completing the work within the number of calendar days specified in the Contract Documents.

**ADDENDA:**

Receipt of the following addenda is hereby acknowledged:

Addendum # <u>A</u>	Dated: <u>3/18/22</u>	Addendum # <u>1</u>	Dated: <u>3/25/22</u>
Addendum # <u>1</u>	Dated: <u>11/30/21</u>	Addendum # <u>B</u>	Dated: <u>3/25/22</u>
Addendum # <u>2</u>	Dated: <u>3/25/22</u>	Addendum # _____	Dated: _____

Respectfully submitted,

Company: Pierson Company

Address: 1200 W Harris Street

Eureka, California 95503

By: Gregory E. Pierson, President  
*(Please Print Or Type)*

Signature: 

Title: President

Date: March 29, 2022

Telephone: 707-268-1800

Contractor's License No: 265024 Expiration Date 3/31/2024

- Required Attachments:
- Subcontractor List Form
  - Non-Collusion Declaration
  - Bid Bond (or Cashier's or Certified Check)
  - Bidders' Questionnaire
  - Workers' Compensation Certificate

# Acceptance of Proposal & Notification to Proceed

1. (If or when applicable) The Board of Trustees of the District took action to approve this agreement between SchoolWorks Inc. and the Cutten Elementary School District, effective:


\_\_\_\_\_ (date of approval)

2. (If, or when needed) SchoolWorks is authorized to contact the OPSC, CDE, DSA, DTSC and/or SAB on the District's behalf and the District grants permission for OPSC to release and provide to SchoolWorks any needed SAB Forms and historical documents.

Cutten Elementary School District

SchoolWorks, Inc.

\_\_\_\_\_  
Signature

  
Signature

\_\_\_\_\_  
Name

Owen Alvarez  
\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Vice President - School Facility Program  
Consulting  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

April 4, 2022  
\_\_\_\_\_  
Date

# PROFESSIONAL SERVICES AGREEMENT

## *State School Funding & Eligibility Services*



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Date:	Services Performed By:	Services Performed For:
April 4, 2022	SchoolWorks, Inc. 8700 Auburn Folsom Road #200 Granite Bay, CA 95746 Ph: (916) 733-0402 www.SchoolWorksGIS.com	Cutten Elementary School District Attn: Becky MacQuarrie, Superintendent 4182 Walnut Drive Eureka, CA 95503-6223 Phone: (707) 441-3900

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SCHOOLWORKS, Inc. will contract to perform the tasks enumerated below for the prices indicated. Cutten Elementary School District is authorized to enter into this agreement by Government Code 53060. These services are chargeable to the District Capital Facility Funds.

## SCOPE OF WORK - SCHOOLWORKS

1. Consulting:

Assistance and guidance will be provided to the District in understanding the submittal requirements and for determining the best application submittal strategies and options for maximizing School Facilities Program Eligibility and State Funding within the State School Building Program.

2. Application Documents:

Prepare the qualification documents and supporting documentation which are necessary for the District to qualify in the State School Facility Program for maximum project state funding potential under the School Facilities Program Funding Act of 1998. (A complete turn-key operation.)



Each district is unique in maximizing State Funding Program Eligibility and State Funding within the State School Building Program. Because of these specific issues, different methods are utilized for accomplishing this goal.

Following is a listing of the many services offered by SchoolWorks that may or may not be a necessary component of the application process:

- Enrollment Projection Update – SAB 50-01
- Establish Baseline Capacity - SAB 50-02
- Modernization Eligibility Updates - SAB 50-03
  - ✓ Additional Buildings
  - ✓ Increased Enrollment
- Prepare Project Applications - SAB 50-04
- Prepare Fund Releases - SAB 50-05
- Assist with Expenditure Reports - SAB 50-06
- Representation at SAB Meetings
- Representation at Implementation Committee Meetings
- Monthly notes on SAB and Imp Committee actions
- Annual Meeting with Personal Consultant to review:
  - ✓ Eligibility Opportunities
  - ✓ Study Scenarios and Impact on Eligibility
  - ✓ Estimated Future Eligibility
  - ✓ Project Funding Calculations
  - ✓ Impact of Regulation Changes
- Meetings with OPSC in Sacramento
- Monitor Project Status
- Assistance with CDE Plan Approvals (4.07 & 4.08)

## Client Responsibilities

1. CBEDS/CSIS/CALPADS, Non-Severe and/or Severe Special Education Enrollment and/or other enrollment data necessary to complete Application(s). This information should be broken down by school site and then by grade level for each school site.
2. Facilities and/or Financial information needed to complete Application(s)
3. Written Confirmation that the need for Vocational and Career Technical Education Facilities is being met relative to the new construction and/or modernization project (Note: not applicable for elementary schools or elementary school districts, but an explanation letter may be required).
4. Campus maps, provided by the District, will need to illustrate up-to-date information to be fine-tuned and labeled appropriately by SchoolWorks staff per SFP Application submittal requirements.

# Pricing

Prices quoted are contingent upon authorization of SchoolWorks to complete applications for which the District is eligible per applicable OPSC regulations and policies.

## Fees for forms to be completed as needed:

Item Description	Cost
Annual Base Fee	\$3,000
SAB 50-01 (Per Form)	\$1,500
SAB 50-02	\$1,500
SAB 50-03	\$1,500
SAB 50-04 (Per Project)	
Design Funding	\$1,500
Construction Phase	\$3,000
SAB 50-05 (Per Project)	\$500
SAB 50-06 (Per Form)	\$500
CDE SFPD 4.07 or 4.08 (per project)	\$2,000
CDE SFPD 4.02/4.03 (per project)	\$7,500
PIW – Project Information Worksheet	\$500
SAB 50-09 Charter School Funding Application	
Loan Application – State Treasurer’s Office	\$2,000
Funding Application – OPSC	\$3,000
SAB 50-10 Career Technical Education Funding	
Preliminary Apportionment	\$2,000
Final Apportionment	\$3,000
SAB 189 Appeal Request, Facility Hardship or Other	\$5,000
Financial Hardship Checklists and Applications	
Design Funding	\$7,500
Construction Phase	\$7,500
Financial Hardship Rereview	\$3,500

1. If SchoolWorks presence is requested at school board meetings, OPSC site visits or other meetings, the District will be billed at \$185 per hour, plus travel time and expenses.
2. This agreement may be terminated by either party with thirty (30) days’ notice, in writing, and the client will only be billed for work completed.

## Fee Schedule

1. **Annual Eligibility Service:** The base fee will be billed upon receipt of the signed contract and each year thereafter, as long as this Contract remains in place. The amount is due within thirty days of the date of the invoice. Any amount due for form(s) completed during the contract period will be billed upon submittal of the form(s) to OPSC. The amount is due within thirty days of the date of the invoice.
2. **District Guarantee:** If the Office of Public School Construction (OPSC) or the State Allocation Board (SAB) disapproves an application for the District per the conditions stated herein below, there is no charge from SchoolWorks for that application. Any monies already paid by the District for an application which is disapproved will be completely refunded.
3. For purposes of this Agreement, the term "disapproved" means action has been taken by the OPSC or SAB to turn down or reject the application as not meeting OPSC or SAB requirements for approval because the application was not considered by OPSC as a "complete" application. If any 15-day letter or other pertinent notices are sent from the OPSC to the District regarding any application or project SchoolWorks submitted, SchoolWorks needs to receive a copy of the correspondence immediately via fax or email in order to expediently supply additional information to OPSC if requested and in order for the District to still qualify for this District Guarantee. Funding by the State, of course, cannot be guaranteed by SchoolWorks and the approval of a Special Appeal Request submitted by SchoolWorks to the OPSC and the SAB cannot be guaranteed by SchoolWorks.

## Conditions and Requirements

1. The Application documents will be completed to satisfy the requirements of OPSC. The Application documents will be audited by SchoolWorks to ensure their mathematical accuracy. Responsibility for the accuracy of data supplied by the District lies with the District.
2. This portion of the agreement does not include the preparation of any of the documents necessary for the purchase of a new school site unless otherwise herein specified. However, if SchoolWorks is submitting SAB 50-04 funding request forms on behalf of the District, the SchoolWorks staff may assist the Architect towards the submission of the required forms to CDE for requesting Architectural Plan and Site Approval from CDE.

**19007 Cutten School - Cutten Modernization**

Owen Alvarez <owen@schoolworksgis.com>  
 To: bmacquarrie@cuttensd.org  
 Cc: Alex Rutherford <alex@schoolworksgis.com>, Alice Turney <alice@schoolworksgis.com>

Wed, Apr 6, 2022 at 4:59 PM

Becky,

Attached is our Service Agreement for your review and approval. The fee estimate below is for budgeting purposes and is not meant as a Guaranteed Maximum Price.

Let me know if you have any questions.

**Fee estimate for two modernization projects under financial hardship (No design funding application)**

Fees per Approved Applications:		Construction		Description
		Phase	Term	
Eligibility Services Base Fee	\$ 3,000.00	\$3,000	Annual	Base fee for services
SAB 50-03 Eligibility Application	\$ 1,500.00	\$3,000	As needed	Modernization eligibility update
Level One Developer Fee Study	\$ 1,500.00	\$2,000	As needed biannually	Required for financial hardship certification
CDE SFPD 4.08 Plan Approval Form	\$ 2,000.00	\$2,000	Per application	CDE plan approval
CDE SFPD 4.08 Plan Approval Form	\$ 2,000.00	\$2,000	Per application	CDE plan approval
SAB 50-04 Funding Application Construction Phase	\$ 3,000.00	\$6,000	Per application	Final funding application
SAB 50-05 Fund Release Application	\$ 500.00	\$1,000	Per application	Fund release request
Project Assistance Funding (for school districts with less than 2,500 pupils)		(\$13,713)	One time rebate	State funding to assist with the application process
SAB 50-06 Expenditure Report	\$ 500.00	\$1,000	Per application	Annual expenditure reporting
Financial Hardship Application (Renewal)	\$ 7,500.00	\$15,000	Per application	Financial hardship certification if required
Financial Hardship Application (Re-review)	\$ 3,500.00	\$7,000	Per application	Renewal of financial hardship certification if project remains approved and unfunded for more than 180 days
<b>Net Total</b>	<b>\$28,287</b>	<b>\$28,287</b>		
<b>Total for SchoolWorks services</b>	<b>\$42,000</b>			
Fiscal Year 2022	\$5,000			
Fiscal Year 2024	\$11,000			
Fiscal Year 2026	\$26,000			

Owen Alvarez

SchoolWorks, Inc.

Vice President, State Building Programs

8700 Auburn Folsom Road, Suite 200

Granite Bay, CA 95746

Phone: 916.733.0402

Direct line: 916.771.4607

Cell: 916.390.0073

owen@schoolworksgis.com

www.schoolworksgis.com

**From:** Brie Gargano <brieg@studiow-architects.com>  
**Sent:** Monday, April 4, 2022 12:00 PM  
**To:** Owen Alvarez (owen@schoolworksgis.com) <owen@schoolworksgis.com>  
**Cc:** bmacquarrie@cuttensd.org  
**Subject:** 19007 Cutten School - Cutten Modernization

Owen,

[Quoted text hidden]

 2021-2022 SchoolWorks Services Agreement.pdf  
 280K