



Board Target Date: _____

Request for Board Approval of Contract

Vendor/Contractor/Consultant: Kathleen Farrell

SCHOOL SITE/DEPARTMENT USE ONLY

Select one of the following: Independent Contractor/Business/Organization*

- * Any person, business, or organization that will be providing non-professional services to the District
- ** Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e., services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.
- *** Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SCHOOL SITE/DEPARTMENT USE ONLY

Funding Source (Code): 01 - 6500 - 0 - 5710 - 1110 - 5800 - 115 - 5198 % 100.00

_____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ % _____

_____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ % _____

_____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ % _____

Funding Category: Base Supplemental Concentration
 Restricted: _____ Other: _____

For Billing (if applicable): Bill to: _____ Billing frequency: _____

Contract is: Addendum/Amendment Contract Amount: \$17,400.00

School Site/Department: DHH Number of Individuals Served: 25

Approved at Site by*: Kateland Pinella Date: 05/01/2026
 * Signature - **FOR CONTRACTS ORIGINATED BY SCHOOL SITE**

Departmental Approval**: _____ Date: _____
 ** Signature - **DISTRICT OFFICE DEPT. SIGNATURE**

Contract Created by: Eugenia Chaparro Sanchez Role: Site Secretary
 Site/Dept: LELA Phone #: 707-890-3825

Proposed Contract Start Date: 07/01/2025 Proposed Contract End Date: 06/30/2026

Requisition #: _____

BUSINESS SERVICES USE ONLY

Verified Receipt of: Insurance(s) W-9 Form HR Clearance, if applicable

Board Approval Date: _____

Attach Signed Vendor Contract: 1 Vendor Contract

ADDENDUM TO CONTRACT

Between

Kathleen Farrell

And

Santa Rosa City Schools

This addendum to the original contract with Kathleen Farrell, approved on June 2nd, 2025, to provide Physical Therapy Services to Santa Rosa City Schools.

The contract, under Item 3. \$34,000.00, is amended to read: District agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to the CONTRACT, a total fee not to exceed Fifty-one thousand and four hundred dollars (\$51,400). This is an increase of seventeen thousand four hundred dollars (\$17,400).

IN WITNESS WHEREOF, the parties have executed this addendum on the day and year written on April 14, 2026.

Contractor's Name

By: *Kathleen Farrell*
Kathleen Farrell (Apr 14, 2026 12:37:07 PDT)

Name: Kathleen Farrell

Date: Apr 14, 2026

SANTA ROSA CITY SCHOOL DISTRICT
(DISTRICT)

By: _____

Lisa August
Associate Superintendent

Date: _____



Request for Board Approval of Contract

Vendor/Contractor/Consultant: Shared Plates Strategies LLC

SCHOOL SITE/DEPARTMENT USE ONLY

Select one of the following: Professional Services**

- * Any person, business, or organization that will be providing non-professional services to the District
** Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e., services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.
*** Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SCHOOL SITE/DEPARTMENT USE ONLY

Funding Source (Code): 13 - 5310 - 0 - 9110 - 3700 - 5800 - 386 - 5186 % 100 vb
- - - - - - - - - - %
- - - - - - - - - - %
- - - - - - - - - - %

Funding Category: [] Base [] Supplemental [] Concentration
[X] Restricted: Fund 13 [] Other:

For Billing (if applicable): [] Bill to: Billing frequency:

Contract is: New Contract Amount: 18,615.00

School Site/Department: Child Nutritional Services Number of Individuals Served: 13,000

Approved at Site by*: Date:
* Signature - FOR CONTRACTS ORIGINATED BY SCHOOL SITE

Departmental Approval**: Ed Burke Date: 04/21/2026
** Signature - DISTRICT OFFICE DEPT. SIGNATURE

Contract Created by: Ed Burke Role: Department Administrator
Site/Dept: Child Nutritional Services Phone #: 707-890-3807

Proposed Contract Start Date: 05/29/2026 Proposed Contract End Date: 06/30/2027

Requisition #:

BUSINESS SERVICES USE ONLY

Verified Receipt of: [] Insurance(s) [] W-9 Form [] HR Clearance, if applicable

Board Approval Date:

**SANTA ROSA CITY SCHOOLS
SERVICE CONTRACT**

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as “DISTRICT”, OR “BOARD” and Shared Plates Strategies LLC, hereinafter referred to as “CONTRACTOR”.

1. Services.

(a) DISTRICT’s Responsibilities and Duties:

Santa Rosa City Schools will review and monitor the service work provided by Shared Plates Strategies.
Detailed Proposed Scope of Work Attached

(b) CONTRACTOR’s Responsibilities and Duties:

Shared Plates Strategies will provide support related to developing a formal bid for food, supplies, and milk.

Detailed Proposed Scope of Work Attached

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on May 29, 2026, and will continue through June 30, 2027, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed 18,615 Dollars (\$ 18,615). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

Lump sums based on deliverables met. The contractor will provide a detailed invoice for payment.

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

The district will assess the completeness and effectiveness of the formal bid packets for food, supplies, and milk to evaluate this contract.

5. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

6. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this CONTRACT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

7. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this

CONTRACT. CONTRACTOR'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

8. Taxes. Federal Internal Revenue Service's regulations require that school districts report all payments to individuals for CONTRACTOR services. CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this CONTRACT. In the event DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on these earnings.

9. Indemnification:

- (a) CONTRACTOR shall indemnify, defend with counsel acceptable to DISTRICT, and hold harmless to the full extent permitted by law, DISTRICT and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONTRACTOR'S performance or failure to perform its obligations under this CONTRACT, except such Liability caused by the active negligence, sole negligence or willful misconduct of the DISTRICT. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for CONTRACTOR or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts. Notwithstanding the foregoing, however, in the event that a court determines that liability with respect to any Liability was caused or contributed to by the negligent act, error, omission or the willful misconduct of DISTRICT, liability will be apportioned between CONTRACTOR and DISTRICT with regard to such Liability based upon the parties' respective degrees of culpability, as determined by the court, and CONTRACTOR's duty to indemnify DISTRICT with respect to satisfaction of the judgment only (but not to costs of defense previously incurred by CONTRACTOR) will be limited accordingly.
- (b) CONTRACTOR shall be liable to DISTRICT for any loss or damage to DISTRICT property arising from or in connection with CONTRACTOR'S performance hereunder, if and to the extent caused by CONTRACTOR or any agent or representative of CONTRACTOR.

10. Insurance: With respect to the performance of work under this CONTRACT, CONTRACTOR shall maintain and shall require all of its subcontractors, if any, to maintain insurance as indicated below:

Yes (a) Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. The policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the DISTRICT".

Yes (b) Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Such insurance shall include, but not be limited to premises and operations liability, independent CONTRACTOR's liability, and personal injury liability.

Yes (c) Automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired, and non-owned vehicles.

Yes (d) Each such comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:

(1) DISTRICT, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this CONTRACT.

(2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(3) The insurance provided herein is primary coverage to DISTRICT with respect to any insurance or self-insurance programs maintained by DISTRICT and no insurance held or owned by DISTRICT shall be called upon to contribute to a loss.

(4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT.

Yes (e) Sexual Abuse and Molestation coverage in an amount no less than \$1,000,000 per occurrence, with an annual aggregate of \$2,000,000, endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT." **[Required if Contractor will be directly supervising children]**

(f) Professional Liability (Errors and Omissions) Insurance for all activities of the CONTRACTOR arising out of or in connection with this CONTRACT is an amount no less than \$1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT." **[Required if Professional Services is checked on first page]**

Yes (g) Documentation: The following documentation shall be submitted to the DISTRICT:

(1) Properly executed certificates of insurance clearly evidencing all coverages, limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this CONTRACT.

(2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this CONTRACT.

(3) Upon DISTRICT'S written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of DISTRICT'S request.

(h) Policy Obligations: CONTRACTOR'S indemnity and other obligations shall not be limited by the foregoing insurance requirements.

(i) Material Breach: If CONTRACTOR, for any reason, fails to maintain insurance coverage, which is required pursuant to this CONTRACT; the same shall be deemed a material breach of

contract. DISTRICT, at its sole option, may terminate this CONTRACT and obtain damages from the CONTRACTOR resulting from the breach. Alternatively, DISTRICT may purchase such required insurance coverage, and without further notice to CONTRACTOR, County may deduct from sums due to CONTRACTOR any premium costs advanced by DISTRICT for such insurance. These remedies shall be in addition to any other remedies available to DISTRICT.

11. Termination:

(a) DISTRICT may terminate this CONTRACT without cause by giving thirty (30) calendar days written notice to CONTRACTOR. In the event DISTRICT elects to terminate the CONTRACT without cause, it shall pay CONTRACTOR for services satisfactorily rendered to such date.

(b) If either party fails to perform any of its obligations hereunder, within the time and in the manner hereunder provided or otherwise violates any of the terms of the CONTRACT, either party may immediately terminate this CONTRACT by giving written notice of such termination, stating the reason for such termination. In such event, CONTRACTOR shall be entitled to receive payment for all services satisfactorily rendered, provided, however, that there shall be deducted from such amount the amount of liquidated damages, if any, sustained by DISTRICT by virtue of any breach of the CONTRACT by CONTRACTOR.

12. Fingerprints. The DISTRICT has considered the totality of the services to be provided under this CONTRACT and has determined that CONTRACTOR and CONTRACTOR'S employees are subject to the fingerprinting requirements of Education Code section 45125.1. CONTRACTOR shall submit fingerprints for review by the Department of Justice and authorize DISTRICT to receive subsequent arrest and conviction notifications.

13. Confidentiality. CONTRACTOR acknowledges the protections afforded to student health and related information under regulations adopted pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), student records under the Family Educational Rights and privacy Act (FERPA), and under provisions of state law and DISTRICT policy relating to privacy. CONTRACTOR shall ensure that all activities undertaken pursuant to this CONTRACT comply with these requirements.

14. Ownership of Work Product: DISTRICT shall be the owner of and shall be entitled to immediate possession of accurate reproducible copies of any work product gathered or computed by CONTRACTOR prior to termination of this CONTRACT by DISTRICT or upon completion of the work pursuant to this CONTRACT.

15. Assignment. The obligations of the CONTRACTOR pursuant to this CONTRACT shall be performed solely by CONTRACTOR and shall not be assigned or transferred by the CONTRACTOR to any third party or employee/agent of CONTRACTOR without the DISTRICT'S prior written consent.

16. Compliance with Applicable Laws. The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this CONTRACT or accruing out of the performance of such operations.

17. Permits/Licenses. CONTRACTOR shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this CONTRACT.

18. Entire CONTRACT/Amendment. This CONTRACT and any attachments constitute the entire CONTRACT among the parties to it and supersede any prior or contemporaneous understanding or CONTRACT with respect to the services contemplated, and may be amended only by a written amendment executed by both parties. Should the CONTRACT terms conflict with any amendments attached hereto, this CONTRACT shall govern.

19. Notice. All notices or demands to be given under this CONTRACT by either to the other shall be in writing and given either by (a) personal service or (b) by postage prepaid U.S. Mail, registered or certified, return receipt requested. Service of notice or demand shall be considered given when received if personally served or, if mailed, on the second day after deposited at any U.S. Post Office. The address to which either party may give notices or demands may be changed by written notice given in accordance with the notice provisions of this section. At the date of this CONTRACT, the addresses of the parties are as follows:

DISTRICT:

Santa Rosa City Schools
211 Ridgway Ave
Santa Rosa, CA 95401
707-890-3800

kcook@srcs.k12.ca.us

CONTRACTOR:

Name: Shared Plates Strategies LLC
Street: 542 Sandercock Street
City/State/Zip: San Luis Obispo, CA 93401
Phone: 805 316 0761
Email: tim@sharedplatestrategies.com

20. Nondiscrimination. CONTRACTOR shall comply with all applicable federal, state, and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap, or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this CONTRACT are incorporated by this reference.

21. Extra (Changed) Work. Only the Superintendent may authorize extra (and/or changed) work, which shall be in writing and thereafter ratified by the Board. The parties expressly recognize that DISTRICT and DISTRICT personnel are without authorization either to order extra (and/or changed) work or to waive contract requirements. Failure of the CONTRACTOR to secure proper authorization for extra work shall constitute a waiver of any and all right to adjustment in the contract price or contract time due to such unauthorized extra work and the CONTRACTOR thereafter shall be entitled to no compensation whatsoever for the performance of such work.

22. Conflict of Interest. CONTRACTOR represents that it presently has no interest, which would conflict in any manner or degree with the performance of services contemplated by this CONTRACT. CONTRACTOR further represents that in the performance of this CONTRACT, no person having such interest will be employed. If CONTRACTOR participates in the planning, development, or negotiation of a contract for the District, CONTRACTOR may not subsequently acquire a financial interest in that contract in violation of Government Code section 1090.

23. Severability. If any term, condition, or provision of this CONTRACT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

24. Governing Law. The terms and conditions of this CONTRACT shall be governed by the laws of the State of California with venue in Sonoma County, California, and no other place.

THIS CONTRACT IS ENTERED INTO THIS 29 DAY OF May, 2026 .

DISTRICT

AUTHORIZED SIGNER *or* CONTRACTOR

Signature: _____

Signature: _____

Lisa August

Print Name: _____

Associate Superintendent

Title: _____

ysantanaperalta@srcs.k12.ca.us

Email: _____

707-890-3800 x80201

Phone: _____

SRCS Board Approved: _____



Proposed Scope of Work
Shared Plate Strategies for Santa Rosa City Schools Child Nutrition Services
Procurement Training and Technical Assistance
Prepared for Ed Burke
January 15th, 2026

Project Goals, Objectives, Activities and Timeline

The overall goal of this project is to support Santa Rosa City Schools Child Nutrition Services (SRCS - CNS) to further develop procurement for strategic long-term growth and sustainability, assisting in managing piggybacks; completing formal bid solicitations; and providing training and strategic advisement to further the Department vision for expanding Farm to School and healthy ingredient purchasing and meeting State and Federal standards. (February - June 2026)

Objective 1: Support development and maintenance of piggyback agreements for Farm to School Fresh Produce purchasing. (February - June 2026)

Activities Include:

- Develop and implement any necessary renewal letters and piggyback agreements for use with vendors and piggybacking districts.
- Support communication with vendors and districts to complete any necessary renewal amendments and piggyback agreements.
- Support maintenance of Procurement Log and document filing throughout.

Objective 2: Completing formal bid solicitations from writing to award for Broadline (Request for Proposals (RFP)), Packaging and Supplies (RFP), and Milk (Invitation for Bid (IFB)) Goods and Services and any additional formal bid solicitations as needed. (February - June 2026)

Activities include:

- Create Item List from Usage Reports and develop Bid Solicitations
 - Review and Adjust item lists with the Client.
- Work with District liaison to post bids.

- Conduct outreach to potential vendors and post to school bid aggregation sites to notify them about the Bid opportunities and increase vendor responses.
- Support Client to develop responses to Vendor Questions and write up responses for posting.
- Develop Invitation to Bid announcements, any necessary amendments based on vendor Q&A, and any other announcements necessary.
- Organize, schedule, facilitate, host and keep records of internal bid-opening meetings with the Client.
- Review Bids and reach out to Vendors with any questions or needs regarding submitted bids. Includes pricing summarization.
- Provide evaluation templates and train clients on evaluation procedures.
- Evaluate bids with Client participation and approval.
- Package documentation for recommendation to the Board.
- Provide Acceptance letters for winning proposals.

Objective 3: Provide technical assistance and resources to update and enhance understanding, systems and protocols to meet Department Farm to School, scratch cooking and other programmatic goals. (February - June 2026)

Activities include:

- Provide updated Procurement Policies, Code of Conduct, and Micro-Purchase Self Certification documents and train staff to implement.
- Identify, conduct outreach and facilitate relationship development with suppliers to meet the Department’s need for supplying the Farm to School and other procurement programs.

Objective 4: Provide any procurement technical assistance beyond the above budgeted activities and approximate hours. (Hourly as needed)

Budget

The following budget includes all anticipated direct and indirect costs of delivering the project, including labor, overhead, travel, supplies, etc..

| Objective | Cost | Billing Method |
|-------------------------------------|--------------------------|-------------------------------------|
| 1. Contract Management (Piggybacks) | \$1,320 (Approx 8 hours) | Lump sums based on deliverables met |
| 2. Formal Bid Solicitations | \$14,820 each (Approx | Lump sums based on |

| | | |
|--|---------------------------------|--|
| | 90 hours) | deliverables met |
| 3. Strategic Advising and Staff Training | \$1,650 (Approx 10 hours hours) | Lump sums based on deliverables met |
| 4. Additional TA as needed | \$825 | Hourly at \$165/hour budgeted at 5 hours |

Total Estimated Budget = \$18,615

Shared Plate Strategies will conduct all procurement technical assistance and training following competitive procurement methods with its client's interests solely in mind.

Shared Plate Strategies Contact Information

Ben Thomas

ben@sharedplatestrategies.com

805-316-0761



Board Target Date: _____

Request for Board Approval of Contract

Vendor/Contractor/Consultant: Walker Creek Ranch

SCHOOL SITE/DEPARTMENT USE ONLY

Select one of the following: Independent Contractor/Business/Organization*

- * Any person, business, or organization that will be providing non-professional services to the District
- ** Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e., services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.
- *** Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SCHOOL SITE/DEPARTMENT USE ONLY

Funding Source (Code): -- - ---- - - - ---- - ---- - ---- - --- - --- % 00
 _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ %
 _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ %
 _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ %

Funding Category: Base Supplemental Concentration
 Restricted: _____ Other: Fundraising & Donations

For Billing (if applicable): Bill to: _____ Billing frequency: _____

Contract is: Renewal Contract Amount: 29,785.00

School Site/Department: Hidden Valley Elementary Number of Individuals Served: 68

Approved at Site by*: Michael Jablonski Date: 03/31/2026
 * Signature - **FOR CONTRACTS ORIGINATED BY SCHOOL SITE**

Departmental Approval**: _____ Date: _____
 ** Signature - **DISTRICT OFFICE DEPT. SIGNATURE**

Contract Created by: Michael Jablonski Role: Site Administrator
 Site/Dept: Hidden Valley Elementary Phone #: 646-703-3732

Proposed Contract Start Date: 11/17/2026 Proposed Contract End Date: 11/20/2026

Requisition #: N/A

BUSINESS SERVICES USE ONLY

Verified Receipt of: Insurance(s) W-9 Form HR Clearance, if applicable

Board Approval Date: _____

Attach Signed Vendor Contract: 1 Vendor Contract



Walker Creek Ranch

1700 Marshall-Petaluma Rd., Petaluma, CA 94952

Phone(s): 415-491-6602 * 415-491-6603 * 415-491-6603

Email: OE: janderson@marinschools.org * Conference: Jparker@marinschools.org

MARIN COUNTY OFFICE OF EDUCATION

Hidden Valley Elementary -Santa Rosa: Hidden Valley Elementary School Santa Rosa

November 17-20, 2026

| | | | |
|-------------------------|---|------------------|---------------------------|
| Organization: | Hidden Valley Elementary -Santa Rosa 3435 Bonita Vista Drive Santa Rosa, CA 95404 | Phone: | 707-331-0687 |
| | | E-mail: | kwood@srcs.k12.ca.us |
| Primary Contact: | Kelly Wood 3435 Bonita Vista Drive Santa Rosa, CA 95404 | Phone(s): | (P/W): 707-331-0687 |
| | | E-mail: | kwood@srcs.k12.ca.us |
| Billing Contact: | Michael Jablonski 3435 Bonita Vista Drive Santa Rosa, CA 95404 | Phone(s): | (P/W): 707-331-0687 |
| | | E-mail: | mjablonski@srcs.k12.ca.us |

Arrival Date and Time: Tuesday, November 17, 2026

Departure Date and Time: Friday, November 20, 2026

Expected # of Participants: 68

of Nights: 3

Type: OE Program

| Charges/Discounts | Duration | Count | Unit Cost | Total |
|--|----------|--------------------------------|-----------|--------------------|
| Facilities | | | | |
| 11/17/26 10:30 am 11/20/26 12:00 pm OE Regular Rates (Student- 4 Day) | | 68 | \$425.00 | \$28,900.00 |
| 11/17/26 10:30 am 11/20/26 12:00 pm OE Regular Rates (Teacher- 4 Day) | | 3 | \$295.00 | \$885.00 |
| | | Subtotal for Facilities | | \$29,785.00 |
| | | Total Charges | | \$29,785.00 |
| | | Estimated Balance Due | | \$29,785.00 |

**** COST ABOVE IS ESTIMATE ONLY. Please do not pay until the conclusion of outdoor education program and the final invoice is received from the Marin County Office of Education.**

WHEREAS, the County Superintendent, pursuant to Education Code Sections 8760-8773, maintains an outdoor science education and conservation education program at the Marin County Outdoor School at Walker Creek Ranch in Petaluma, California; and

WHEREAS, the District is desirous of participating in said program;

NOW, THEREFORE, BE IT HEREBY AGREED AS FOLLOWS:

1. The District is responsible for the Average Daily Attendance for students participating in the program .
2. The District is responsible for the supervision of its students.
3. The District shall pay all salaries of personnel who are regularly employed by the District and assigned to duties in connection with this program.
4. The District shall pay the costs of transportation for its students and employees in connection with this program .
5. **The District shall pay the amounts to the County Superintendent as stated on the attached Marin County Outdoor School Fee Schedule, for the dates of District attendance as noted.**
6. The cost of the selected program(s) is as outlined in the Charges/Discounts section.
7. No refunds will be given after a student's arrival in cases of homesickness, dismissal for discipline, or voluntary withdrawal. Students who leave for medical reasons for two (2) days or more will receive a prorated refund.
8. The district shall participate in said program for the **2026-2027** school year by sending the number of students specified in the Charges/Discounts section to the program and shall comply with the regulations of the County Superintendent established for the maintenance of this program.
9. District agrees to pay the fee for the actual number of students in attendance or for 90% of the number of students set forth above, whichever is greater, whether or not the pupils actually attend the Marin County Outdoor School unless notice of change has been given in writing 30 days prior to the week of attendance.

10. The County Superintendent shall pay all costs of maintaining and managing the program , including salaries of personnel, food, lodging, etc., except as herein stated. The program shall be under the direction of the County Superintendent and the final decision on its operation shall rest with the County Superintendent; however, the County Superintendent shall consult with the District and, if possible adjust the program to fit the particular requirements of the District.
11. The County Superintendent shall maintain adequate liability insurance to cover its operations under this program ; however, it shall also be the responsibility of the District to maintain insurance coverage in the minimum amounts required by law and shall provide **proof of coverage**. Insurance with minimum limits equal to the amounts indicated below . The insurance coverages and limits of liability shown are the minimum insurance requirements in this Agreement. Should the District maintain insurance policies with broader coverage and limits of liability that exceed these minimum coverage and limit requirements those broader coverages and higher limits shall be deemed to apply for the benefit of the County Superintendent and those coverages and limits shall become the required minimum limits of insurance and coverage in all sections of this Agreement.

TYPE OF COVERAGE / MINIMUM REQUIREMENT INDIVIDUAL SETTING

- a. **Commercial General Liability Insurance** Including Bodily Injury, Personal Injury, Property Damage, Advertising Injury
 - Each Occurance: \$1,000,000
 - General Aggregate: \$2,000,000
 - b. **Automobile Liability Insurance** - Any Auto Each Occurance - Combined Single Limit (CSL)
 - \$1,000,000
 - c. **Professional Liability**
 - 1,000,000
 - d. **Workers Compensation**
 - Statutory Limits
 - e. **Employer's Liability**
 - \$1,000,000
 - f. **Sexual Abuse/Molestation (SAM)** (may be included in GL Coverage):
 - \$1,000,000 per Occurrence
12. In addition to the charges outlined Charges/Discount Section, the District shall be responsible for any additional costs occasioned by its use of the facilities, such as, but not limited to, damage to the grounds, equipment, or buildings.
 13. District shall defend, hold harmless, and indemnify MCOE/WCR and each of its officers, employees, and agents against any and all claims, demands, causes of action, damages (including damages to WCR property), costs, and liabilities, in law or in equity, of every kind and nature whatsoever, which arise out of or are in any way connected with the use and occupation of WCR campus described herein . To the fullest extent legally permissible, this indemnity and hold harmless agreement by the District shall apply to any and all acts or omissions, whether active or passive, on the part of the District or its agents, employees, and representatives, resulting in a claim or liability, except such loss or damage which was caused by the active negligence, the sole negligence, or the willful misconduct of MCOE/WCR its officers, employees, or agents. Where comparative fault is determined to have been contributory, principles of comparative fault will be followed and each party shall bear the proportionate cost of any damage attributable to the fault of that party, its officers, directors, agents, employees, or volunteers.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written .

Signature, Hidden Valley Elementary -Santa Rosa Representative

Title / Date

Patrick McLaughlin

Signature, Walker Creek Ranch Representative

Ranch Manager

Title / Date

3/26/2026



Request for Board Approval of Contract

Vendor/Contractor/Consultant: Frontline

SCHOOL SITE/DEPARTMENT USE ONLY

Select one of the following: Independent Contractor/Business/Organization*

- * Any person, business, or organization that will be providing non-professional services to the District
- ** Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e., services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.
- *** Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SCHOOL SITE/DEPARTMENT USE ONLY

Funding Source (Code): 01 - 0000 - 0 - 0000 - 7400 - 5817 - 395 - 5195 % 100 vb
 _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ % _____
 _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ % _____
 _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ % _____

Funding Category: Base Supplemental Concentration
 Restricted: _____ Other: _____

For Billing (if applicable): Bill to: _____ Billing frequency: _____

Contract is: Renewal Contract Amount: 32,476.58

School Site/Department: Human Resources Number of Individuals Served: All Staff

Approved at Site by*: _____ Date: _____
 * Signature - **FOR CONTRACTS ORIGINATED BY SCHOOL SITE**

Departmental Approval**: Vicki Zands Date: 04/23/2026
 ** Signature - **DISTRICT OFFICE DEPT. SIGNATURE**

Contract Created by: Ida Woldeslassie Role: Department Secretary
 Site/Dept: Human Resources Phone #: 707-890-3800

Proposed Contract Start Date: 07/01/2026 Proposed Contract End Date: 06/30/2027

Requisition #: _____

BUSINESS SERVICES USE ONLY

Verified Receipt of: Insurance(s) W-9 Form HR Clearance, if applicable

Board Approval Date: _____ Approval by Superintendent

Attach Signed Vendor Contract: 1 Vendor Contract

Attn: Santa Rosa City Schools

At Frontline Education, we remain committed to delivering value and growth for your district. We are building for your future and remain focused on:

- Delivering industry-leading solutions and technology for K-12
- Investing in research and innovation to enhance your experience
- 150+ new hires to strengthen the client success organization
- Driving an AI-powered transformation
- Backed by Roper Technologies for sustainable growth

Frontline Education Renewal Quote: Q-256373

| Description | Start Date | End Date | Qty | Rate | Amount |
|--|------------|-----------|-----|-------------|--------------------|
| Absence & Substitute Management, unlimited usage for internal employees | 7/01/2026 | 6/30/2027 | 1 | \$32,476.58 | \$32,476.58 |
| Total | | | | | \$32,476.58 |

Please confirm [receipt](#) of your quote

Any questions?

Please contact Renee Clark at renewals@frontlineed.com or check out our new [Renewal FAQ](#) Resource Center.



Board Target Date: _____

Request for Board Approval of Contract

Vendor/Contractor/Consultant: Left Coast Scanning

SCHOOL SITE/DEPARTMENT USE ONLY

Select one of the following: Independent Contractor/Business/Organization*

- * Any person, business, or organization that will be providing non-professional services to the District
- ** Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e., services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.
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SCHOOL SITE/DEPARTMENT USE ONLY

Funding Source (Code): 01 - 0000 - 0 - 0000 - 7400 - 5800 - 395 - 5195 % 100 vb
 _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ % _____
 _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ % _____
 _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ % _____

Funding Category: Base Supplemental Concentration
 Restricted: _____ Other: _____

For Billing (if applicable): Bill to: _____ Billing frequency: _____

Contract is: Renewal Contract Amount: 21,980.00

School Site/Department: Human Resources Number of Individuals Served: 16

Approved at Site by*: _____ Date: _____

* Signature - **FOR CONTRACTS ORIGINATED BY SCHOOL SITE**

Departmental Approval**: Vicki Zands Date: 05/04/2026

** Signature - **DISTRICT OFFICE DEPT. SIGNATURE**

Contract Created by: Ida Woldeslassie Role: Department Secretary

Site/Dept: Human Resources Phone #: 707-890-3800

Proposed Contract Start Date: 05/01/2026 Proposed Contract End Date: 05/01/2027

Requisition #: _____

BUSINESS SERVICES USE ONLY

Verified Receipt of: Insurance(s) W-9 Form HR Clearance, if applicable

Board Approval Date: _____ Approval by Superintendent

Attach Signed Vendor Contract: 1 Vendor Contract



Left Coast Scanning
2280 Ivy Street, Ste 170
Chico, CA 95928
jgamble@leftcoastscanning.com

Invoice # 2026-04-17

BILL TO
Santa Rosa City Schools
211 Ridgeway Avenue
Santa Rosa, CA 95401

| | | |
|---------------------------|----------------------------------|-------------------------------|
| DATE 04/21/2026 | PLEASE PAY \$21,980.00 | DUE DATE 05/21/2026 |
|---------------------------|----------------------------------|-------------------------------|

PROJECT
Laserfiche Renewal

| DESCRIPTION | QTY | RATE | AMOUNT |
|---|-----|-----------|-----------|
| Document Management Laserfiche Renewal x 16 users/1 Year | 1 | 21,980.00 | 21,980.00 |

Thank you for your business!!

Ways to pay

| | |
|------------------|--------------------|
| TOTAL DUE | \$21,980.00 |
|------------------|--------------------|

BANK

THANK YOU.

[View and pay](#)