SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

1. Submit Contracted Services Agreement for Board Approval at least 1 month prior to services.
2. Forms must be completed with all required signatures and have Board approval before the consultant/independent contractor can perform services for the District. (Requests submitted after services are performed will jeopardize payment.)
3. Clearances must be obtained with Human Resources Dept. (if applicable) prior to the start of services. Originating Dept. will follow up with HR once the contract is received.

Requested by: Garry Grotke / [signature] 11/6/2017
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: Mt Hermon Science Camp

P.O. Box 413 (Address) | Mount Hermon (City) | California (State) | 95041-0413 (Zip)

(831)335-4466 (Telephone Number) | (Fax Number) | info@mounthermon.org (Cell # or E-Mail Address)

SCOPE OF WORK: To increase awareness and understanding of science through hands on lessons and concrete experience while providing exposure to the natural world.

LOCATION OF SERVICES: 4600 Graham Hill Rd. Felton Ca. 95018

DATE(S) OF SERVICE: March 19th - March 23rd 2018

ESTIMATED COST: $19,500 (and/or hourly Rate: $_____)

NAME OF PROGRAM: Mt. Hermon Outdoor Science Camp

BUDGET NUMBER: 010-5814-9010-1110-1000-004-04-549 (or ASB funds____)

Administrator/Program Manager Approval:

Garry Grotke / [signature] / Date: 11/6/2017
Print Name — Signature

Consultant/Contractor:

Austin Faught / Austin Faught / Date: 11/8/2017
Print Name — Signature

Business Manager: Initial: _____ Date: _____ Human Resources: Initial: _____ Date: _____

The Contracted Services Agreement must include the following before going to Purchasing Dept. for processing. Check off and attach all documentation that applies.

___ BOARD APPROVAL DATE: _____
___ Clearances with Human Resources: _____Fingerprinting ___TB
___ Add as Vendor ___W-9 Tax Form ___EDD form (Employment Development Dept.)
___ Copy of Requisition ___Invoice Attached

Note: District staff cannot be employed as a consultant/independent contractor.

Distribution:
___Originating Department ___Human Resources ___Purchasing Department

REVISED 4-16-14 RA/RM/vkc

Mount Hermon Outdoor Science School

Mount Hermon Association, Inc. • P.O. Box 413 • Mount Hermon, California 95041
Phone (831) 335-4466 Fax (831) 335-7485

Contract

BETWEEN PARTICIPATING SCHOOL AND MOUNT HERMON
(One signed copy to be returned to Mount Hermon with deposit)

SPONSORSHIP AND DATES

1. School Name: James Madison Grade: 5th

A. Sponsoring School: James Madison

B. Person Responsible for Science School Business: _____

Address: 14751 Juniper St. City: San Leandro State: CA Zip: 94579

Telephone: (510) 895-7944

2. Science School Dates: Beginning Monday, March 19, 2018 Ending Friday, March 23, 2018

3. Meals to Begin with: Meal Lunch Day Monday Date 3/19/2018 Time 12:30pm

Meals to End With: Meal Breakfast Day Friday Date 3/23/2018 Time 8:30am

4. Check-In Time: 10:30am Check-out Time: 10:30am

GUARANTEE

5. Guaranteed number of full-time registrants: 55 5B. Guaranteed minimum dollar amount due: $15,675.00

FINANCES

6 A. Housing will be: Ponderosa Lodge @ $ 285.00 per student.

**Two teachers attend without charge – Additional teachers will be charged 50% of student rate.*
**1 Cabin Leader per 8 students attends without charge. In addition, 2 extra Cabin Leaders may also attend free of charge. Additional Cabin Leaders will be charged 50% of student rate.*
(price includes housing, meals, registration fee)

B. Mount Hermon reserves the right to adjust the stated rates on this agreement up to 30 days prior to Science School. Notice of any adjustments will be given by mail to the person responsible for Science School business prior to that time. Rates in effect at the time of the Science School will be the actual rates charged for all housing and meals.

7. A. The advance deposit required is: $500.00 Due

B. If our group falls below the guaranteed registrant minimum, we will meet our financial obligation to Mount Hermon for the guaranteed number of full-time registrants. Mount Hermon will use the contract minimum housing rate charge in determining the obligation (this amount is noted in section 5B). We understand that Mount Hermon may have turned down other groups and prepared rooms and food for the minimum. The guaranteed minimum may not be decreased after 90 days before the Science School except by mutual agreement.

C. If our conference would like to increase the number of full-time registrants beyond the stated guaranteed number it may do so upon availability of space as determined by Mount Hermon's Director of Outdoor Science.

8. The balance of our total Outdoor Science School account will be paid to Mount Hermon in one check or arrangement made for said payment within three weeks of the closing session of the school. We understand that any damage to Mount Hermon property (beyond ordinary wear) caused by a member or members of our group, will be deducted from our deposit, which will be retained for one week after the Science School to allow for full survey of facility conditions.

9. Mount Hermon Outdoor Science School agrees to provide Red Cross Certified lifeguards during all swimming and water sports events, and at any time when students will be within the pool area.

REGARDING CANCELLATION

10. A. Cancellation of this contract between 31 to 60 days prior to arrival date will result in forfeiture of entire deposit.

B. Cancellation of this contract between 30 days and arrival date will result in forfeiture of the entire deposit, plus (40) percent of the guaranteed minimum charge: **$6,270.00**. We understand that this is necessary because of the loss of revenue incurred out of inability of Mount Hermon to arrange for a replacement conference on such short notice.

11. We further agree to comply faithfully with the policies of Mount Hermon Christian Conference Center, described on the reverse hereof. The signer accepts responsibility for communicating said policies to all in leadership and compliance by said leadership.

12. We understand that this agreement shall be binding when the signed copy of the contract from Mount Hermon Association, Inc. is returned to the Association, bearing the signature of the authorized school representative.

MOUNT HERMON ASSOCIATION, INC.

By Suzanne Clark

Authorized Signature _____

Date accepted _____

Continue on Page 2 ↓

THE FOLLOWING POLICIES ARE DEEMED A PART OF THE OUTDOOR SCIENCE SCHOOL AGREEMENT ON THE REVERSE OF THIS PAGE. COMMUNICATION AND ENFORCEMENT OF SAME TO BE THE RESPONSIBILITY OF THE PERSON NAMED IN 1B.

1. **CABIN LEADER RATIO** for high school and younger must not exceed eight students per Cabin Leader. Mount Hermon Outdoor Science School reserves the right to adjust Cabin Leader to student ratio when necessary. Participating school is requested to provide the names and ages of Cabin Leaders two weeks prior to arrival to the grounds.

2. **REGISTRATION PROCEDURE.** The Registrar is required to present to the Mount Hermon Director of Outdoor Science two weeks prior to arrival a cabin assignment roster of all participants and the Mount Hermon completed registration cards to comply with the law and insurance regulations.

3. **FOOD SERVICE TIMES** for you conference will be as follows: 8:00am, 12:00pm, and 5:30pm. Promptness to meals is essential so that food is not chilled and kitchen help is not detained unnecessarily beyond the limits of the law relative to dining room personnel. No reduction in cost is possible because of missed meals.

4. **CURFEW HOUR** is 10:00pm unless special arrangements are made. We ask that the rights of all property owners adjacent to our facilities be respected.

5. **DUE CAUTION** is to be advised by the leader of group to all students in view of the hilly and forested nature of the grounds, especially on the trail system. Students should be warned of poison oak. Mount Hermon is not responsible for personal injury to guest.

6. **ALCOHOL, DRUGS AND SMOKING.** Alcoholic beverages and illegal drugs are not permitted at Mount Hermon. For reasons of fire, safety, and health, Mount Hermon requests user groups to discourage smoking. Smoking is not permitted in public buildings. Smoking at Ponderosa Lodge is restricted to designated areas.

7. **CHECK-OUT TIME** for all Outdoor Science School programs is no later than 11:00am unless prior arrangements have been made. The participating school is requested to assist wherever reasonable in placing in order all facilities occupied by it. Your leaders are expected to maintain proper control at all times and to prevent damage to Mount Hermon.

8. **HOLD HARMLESS.** We hereby indemnify and agree to hold Mount Hermon free and harmless from any and all losses, damages, claims, demands, liability, causes of action or judgments of any nature caused in any way by us.

Initial here: 

To: Rosanna Mucetti Ed.D. Deputy Superintendent

From: Gerhard Grotke, Principal

Request to participate in the Mount Hermon Outdoor Science Education for 5th Grade

James Madison Elementary School

5th Grade Outdoor Education Program 2017-18

Mount Hermon Outdoor Science School – March 19 - 23, 2018

It has become a tradition at James Madison and other San Leandro U.S.D. schools for the 5th graders to participate in an Outdoor Science Education Program. This is an exciting chance for students to participate in an educational program outside of the classroom. The Mount Hermon Outdoor Science School has the perfect setting and structure to support an enriching outdoor science education experience for our students.

https://www.youtube.com/watch?v=vWaJHUEwwxM

This year our students are asking to attend a 5-day, 4-night program at Mount Hermon Outdoor Science School. Just off highway 17 in the Santa Cruz redwoods, the program and setting will support a week of hands on experiences with the science standards. All 70 of our fifth graders and their teachers will have the opportunity to participate. The cost of this trip is approximately than $20,000 or $300 per student. Through many fundraisers and the generosity of the PTO we have been able to raise this amount for the 5th grade classes for the past 16 years. Our confidential fundraising protocol allows for every student to attend regardless of any of our family's ability to contribute. High school counselors and chaperones are coordinated with San Leandro High to create an enriched learning experience for High School Students and Madison 5th graders.

It is required by Board Policy that the Assistant Superintendent of Education Services approve in advance all off campus overnight activities.

Sincerely,

Garry Grotke	Principal
Thomas Parson	Teacher
Jenny Kubicki	Teacher
Danille Gallagher	Teacher