

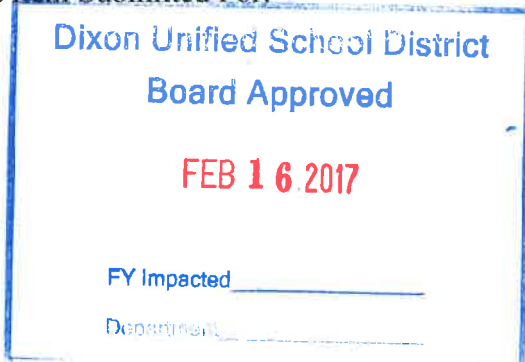
Board of Education  
Dixon Unified School District

Subject: Bond Program Management Services Agreement

Meeting Date: February 16, 2017

Item #: X – C.1

Agenda Item Submitted For:



- Consent
- Public Hearing
- Action, Information, Discussion
- Action
- Resolution
- Information
- Discussion

SUBMITTED BY: John Calise, Director of Facilities and Operations

PRESENTED BY: John Calise, Director of Facilities and Operations

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**Management Recommendation:** Management recommends the approval of the attached Notice of Authorization between DUSD and Cooperative Strategies for Bond Program Management Services.

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**Discussion:** The attached NOA will allow DUSD and Cooperative Strategies to work together to ensure the forward movement of the DUSD Bond Program.

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**Financial Impact:** Bond proceeds - \$85,800.

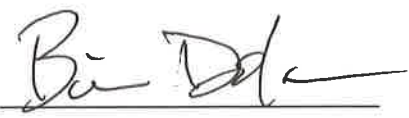
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**District Goal this item addresses:**

- Provide Well-Rounded, Relevant Curriculum
- Engage All Students in Continued Learning Based on CCSS
- Provide Safe, Positive Environments for All
- Recruit, Train, and Retain High-Quality Staff
- Establish Productive Partnerships with Parents, Businesses, and the Community
- Provide Meaningful Access to Technology for All Students



**NOTICE OF AUTHORIZATION**

<b>Date:</b>	February 2, 2017	
<b>Project:</b>	<p>Cooperative Strategies, LLC ("Cooperative Strategies" or "Consultant" formerly known as Dolinka Group, LLC) shall provide Program Management Services necessary to assist Dixon Unified School District ("School District") in Calendar Year 2017. Such services shall include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• Assist the School District obtain Consultants</li> <li>• Negotiate Contracts with Consultants</li> <li>• Ensure Improvements/Enhancements are Designed to Budget</li> <li>• Participate in Design and Construction Meetings, as necessary</li> <li>• Develop System to Ensure Proper Payments to Vendors and Real-time Accounting Information</li> <li>• Develop/Host Websites</li> <li>• Present/Participate in Citizen Oversight Committee Meetings, as necessary</li> <li>• Assist with Closing Legacy Projects which were Closed Without Certification by the Division of State Architect</li> <li>• Participate in Facility Sub-Committee Meetings, as necessary</li> <li>• Present at Governing Board Meetings, as necessary</li> <li>• Train Staff of the School District, as needed</li> </ul>	
<b>Budget:</b>	<p>The fee for Cooperative Strategies to perform the services listed above, as well as other requested by the School District in connection with Program Management Services, shall be a flat fee of \$7,800 per month (including expenses) for the period of February 2017 thru December 2017.</p> <p>All other terms of the Agreement for Consulting Services entered into by and between the parties on December 10, 2015 shall apply to the services performed under this Notice of Authorization.</p>	
<p><b>Consultant:</b> Cooperative Strategies, LLC</p>  <p>_____ Benjamin E. Dolinka Chief Executive Officers</p>	<p><b>Client:</b> Dixon Unified School District</p>  <p> _____</p>	