

Purchase Requisition # R87958

RECEIVED  
OCT 14 2015

**MT. DIABLO UNIFIED SCHOOL DISTRICT**  
1936 Carlotta Drive  
Concord, CA 94519

SESS/DOUSD  
*[Signature]*  
On File  
W-9  
Insurance

**AGREEMENT BETWEEN  
MT. DIABLO UNIFIED SCHOOL DISTRICT  
AND INDEPENDENT CONTRACTOR**

THIS AGREEMENT is made this 31 day of August 2015, by and between the Mt. Diablo Unified School District (hereinafter "District") and University Corporation/Camp SEA Lab (hereinafter "Contractor").  
*at Marlene Bay*

District hereby engages Contractor to render services under the terms and conditions of this Agreement.

1. Performance of Services

- (a) Contractor agrees to perform the services described on Exhibit "A" (hereinafter "Services") on page 4 of this Agreement as an independent contractor. Contractor will determine the means, manner, method, and details of performing the Services. Contractor shall be responsible for providing the materials, tools and transportation necessary for the performance of the services. Contractor may, at Contractor's own expense, use non-District employees to perform the Services under this Agreement. Subcontractors may be used only with the written approval of the District.
- (b) Contractor represents that Contractor has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of the District. Contractor shall be solely responsible for the professional performance of the services, and shall receive no assistance, direction, or control from District. Contractor shall have sole discretion and control of Contractor's services and the manner in which they are performed.

2. Compensation. District agrees to compensate Contractor for the performance of the services on the following basis:

Not to exceed \$ 11,385.00 for Services 192 - 0343 - 10 - 5890 \$ 11,385.00

The basis of the fee for Services shall be as follow \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \$ \_\_\_\_\_

a. \$ \_\_\_\_\_ per hour, \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \$ \_\_\_\_\_

b. \$ \_\_\_\_\_ per day, or \_\_\_\_\_ BUDGET CODE(S)

c. \$ \_\_\_\_\_ per engagement.

Check One:

- Partial Payments: Contractor shall invoice District on a monthly basis or as agreed to for all hours worked pursuant to this Agreement.
- Partial Payments: District shall make a payment per schedule detailed in Exhibit A. District Administrator will verify invoice indicating that all required services have been performed by each timeline.
- Payment in Full: Contractor shall invoice District on completion of services. District Administrator will verify invoice indicating that all required services have been performed.

Contractor shall be responsible for all expenses incurred in association with the performance of the Services.

3. Term and Termination. This Agreement will become effective on 08/31/2015. This Agreement will terminate upon the completion of the Services or when terminated as set forth below.

Either party may terminate this Agreement at any time by giving thirty (30) days written notice to the other party. Should either party default in the performance of this Agreement or materially breach any of its provisions, the non-breaching party may terminate this Agreement by giving written notice to the breaching party. Termination shall be effective immediately on receipt of said notice.

4. Relationship of the Parties. Contractor enters into this Agreement as, and shall continue to be, an independent contractor. Under no circumstances shall Contractor be considered an employee of District within the meaning of any federal, state, or local law or regulation including, but not limited to, laws or regulations governing unemployment insurance, old age benefits, workers' compensation, industrial illness or accident coverage, taxes, or labor and employment in general. Under no circumstances shall Contractor look to District as his/her employer, or as a partner, agent, or principal. Contractor shall not be entitled to any benefits accorded to District's employees, including, without limitation, workers' compensation, disability insurance, vacation, or sick pay. Contractor shall be responsible for providing, at Contractor's expense, and in the Contractor's name, disability, workers' compensation or other insurance, as well as licenses and permits usual or necessary for conducting the Services hereunder.

Contractor shall pay, when and as due, any and all local, state and federal income or other taxes incurred as a result of Contractor's compensation hereunder, including estimated taxes, and shall provide District with proof of said payments upon demand.

5. Fingerprinting and Criminal Records Check of Contractor's Employees. Contractor shall comply with the provisions of California Education Code §45125.1 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the contractor and/or its employees. To the extent Education Code §45125.1 is applicable, Contractor shall not permit any employee to have any contact with District pupils until such time as Contractor has verified in writing to the governing board of the District that such employee has not been convicted of a felony, as defined in Education Code §45125.1. Contractor shall provide the certification document attached hereto as Exhibit B prior to commencing work under this Agreement.

6. Rules and Regulations. All rules, policies, and regulations of the Mt. Diablo Unified School District Board of Education and all federal, state, and local laws, ordinances and regulations are to be observed strictly by Contractor pursuant to this Agreement.

7. Indemnification. Contractor shall hold harmless, defend and indemnify District and its officers, elected and appointed officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the District.

8. Insurance. Contractor shall procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. **EXCEPTION:** Contracts of less than \$5,000 need only provide general liability insurance of \$1,000,000 per occurrence.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. **Professional Liability/Errors & Omissions Liability,** if applicable: \$1,000,000 per occurrence.

If the contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the contractor.

Purchase Requisition # R87958

The insurance policies are to contain, or be endorsed to contain, the following provisions:

**Additional Insured Status**

The District, its officers, officials, employees, and volunteers are to be named as additional insured by endorsement to the Commercial General Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations.

**Primary Coverage**

For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**Notice of Cancellation**

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

**INSURANCE REQUIREMENTS**

No waiver will be granted to eliminate the insurance requirements outlined in this contract. However, in special circumstances, certain insurance requirements may be modified or waived. The following items in Insurance section 8 are hereby waived or modified as follows:

Limits: \_\_\_\_\_

Other: \_\_\_\_\_

The initials of the Superintendent, or his/her designee, and the General Counsel, are **required** to waive or modify any Insurance requirements in this Agreement:

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
General Counsel

- 9. Ownership of Designs and Plans. Contractor agrees that all designs, plans, reports, specifications, drawings, schematics, prototypes, models, inventions and all other information and items made during the course of this Agreement and arising from the Services shall be owned by and assigned to District as its sole and exclusive property.
- 10. Notice. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by telegram, overnight delivery service, or facsimile transmission, addressed as follows:

DISTRICT

Mt. Diablo Unified School District  
1936 Carlotta Drive  
Concord, CA 94519-1397  
Attn: Superintendent

CONTRACTOR

Name: University Corporation/ Camp SEA Lab  
Attn: Chris Gibson Aunity Wood  
Address: 100 Campus Center Bldg 42  
Seaside, CA 93955  
Phone: 831-582-3681  
Fax: 831-582-3691  
Tax ID #: 77-0387459

Any notice personally given or sent by telegram or facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the next business day following delivery thereof to

Purchase Requisition # R 87958

the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

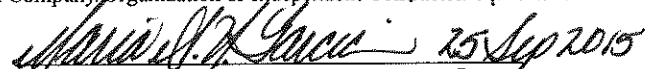
- 11. Entire Agreement of Parties. This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions, negotiations and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both parties.
- 12. California Law. This Agreement shall be governed by and the rights, duties and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Contra Costa County, California.
- 13. Attorneys' Fees. If either party files any action or brings any proceedings against the other arising out of this Agreement, the prevailing party shall be entitled to recover, in addition to its costs of suit and damages, reasonable attorneys' fees to be fixed by the court. The "prevailing party" shall be the party who is entitled to recover its costs of suit as awarded by a court of competent jurisdiction, whether or not suit proceeds to final judgment. No sum for attorneys' fees shall be counted in calculating the amount of a judgment for purposes of determining whether a party is entitled to its costs or attorneys' fees.
- 14. Waiver. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

MT. DIABLO UNIFIED SCHOOL DISTRICT

University Corporation at Montebay Bay / Camp SEALab  
Name of Company/Organization or Independent Contractor/Consultant

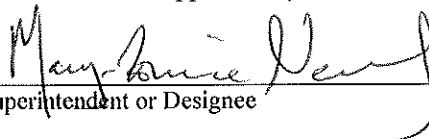
By:  9/9/15  
Signature of Principal/Budget Administrator Date

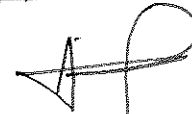
By:  25 Sep 2015  
Signature of Contractor/Consultant Date

Title: Nancy Klinkner Principal  
Print Name and Title


Title: Maria A. Garcia Director of Operations  
Print Name and Title

Authorized and Approved by:

 10/15/15  
Superintendent or Designee Date

 9/18/15  
AMY WOOD/DIRECTOR  
CAMP SEALAB

**Prior to commencement of service, sign and forward completed original contract to Fiscal Services.**

 9/9/15  
Originator's Signature Date  
Michaela Bradley 5th Grade Teacher Coordinator  
Print Name of Originator and Title

Westwood Elementary School  
Site/Department Originating this Contract

Billing Address if reimbursed by outside agency—i.e. ASB, PTA, PFC

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Distribution**  
original: Fiscal Services for payment  
copy: Contractor  
copy: Originator/Budget Administrator

## EXHIBIT A

### LIST OF SERVICES, INCLUDING DATE(S), TO BE PERFORMED BY CONTRACTOR

IF PARTIAL PAYMENTS ARE TO BE MADE TO CONTRACTOR ON A SCHEDULE AS INDICATED ON PAGE 1, PLEASE LIST PAYMENT SCHEDULE HERE

University Corporation (Camp SEA Lab) will provide:

3 days of program , 2 nights of lodging. 6 meals (dinner day 1, through lunch on day 3); *March 21-23, 2016*

Naturalist Instructors

Coordination of all site logistics and programmatic implementation.

Supplies for all activities: includes student journals

This is a unique and innovative experience that will enable your students to get their hands and feet wet as they experience the wonders of the marine environment.

Oceanography-Conservation

self esteem-team building

squid dissection, plankton study and ocean currents

Science hands on laboratory

2 - 5th Grade teachers

1 - SDC teacher

6 - Volunteers

55 - 5th Grade Students (possibly 3 more students will be attending-- 58 students)

2 - Interpreters

Payment Schedule: \* see program invoice for revised schedule payment

<u>Due Date</u>	<u>Item</u>	<u>Amount</u>
Sept. 18, 2015	Holding Fee	* 250.00
Nov. 13, 2015	30% Deposit - holding fee	* 3,165.50
Feb. 22, 2016	Balance	* 7,774.50

## EXHIBIT B

### Contractor **REQUIRED** to Complete CRIMINAL BACKGROUND CHECK CERTIFICATION

**Mt. Diablo Unified School District  
Consultant/Independent Contractor Agreement - Criminal Background Check**

Name of Independent Consultant/Contractor:	University Corporation / <i>Camp SEA Lab</i>	
Services to be performed under the Agreement:	See Exhibit A - page 5	
Schools/Locations where services will be performed:	Camp St. Francis 2320 Summer Ave. Aptos, CA 95003	
Total amount to be paid by the District under this Agreement:	\$ 11,385.00	
Term of Agreement:	March 21-23, 2016	
<b>Check the applicable box(es) and fill in any blanks.</b>		
1	<input type="checkbox"/>	I certify that none of my employees, nor myself, will have more than limited contact (as defined by the District) with District students during the term of the Agreement. Therefore, we have not been fingerprinted.
2A	<input checked="" type="checkbox"/>	If this box is checked, then Box 2B also applies and must be checked to indicate these employees <del>have been</del> fingerprinted. The following employees will have more than limited contact (as defined by the District) with District students during the term of the Agreement (attach and sign additional pages, as needed): * Employees will be fingerprinted prior to commencement of program, in Jan. 2016.
2B	<input checked="" type="checkbox"/>	I certify that the employees noted in 2A above <del>have been</del> * fingerprinted under procedures established by the California Department of Justice, and the results of those fingerprints reveal that none of these employees have been arrested or convicted of a serious or violent felony, as defined by the California Penal Code.

Certification by Contractor/Consultant

"I certify that the information provided herein is true and accurate. I further acknowledge that during the term of my Agreement with the District, if I learn of additional information which differs from the responses provided above, I promise to forward this additional information to the District immediately."

*Amity Wood*  
 \_\_\_\_\_  
 Independent Contractor/Consultant Signature

*Mary-Louise Newling*  
 \_\_\_\_\_  
 Superintendent or Designee's Signature

*Maria A Y Garcia 25/10/2015*  
 \_\_\_\_\_  
 Print Name Date  
 Independent Contractor/Consultant

*MARY-LOUISE NEWLING 10/15/15*  
 \_\_\_\_\_  
 Print Name Date  
 Superintendent or Designee's Signature

<b>CERTIFICATE OF COVERAGE</b>		DATE (MM/DD/YYYY) 9/29/2015
<b>PRODUCER</b>  Alliant Insurance Services, Inc. 100 Pine Street 11th Floor San Francisco CA 94111	THIS CERTIFICATE IS ISSUED AS A MATTER OF EVIDENCE ONLY AND CONFERES NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE MEMORANDUM(S) OF COVERAGE BELOW.  THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING COVERAGE PROVIDER, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.  <b>IMPORTANT:</b> IF THE CERTIFICATE HOLDER IS AN ADDITIONAL COVERED PARTY, THE MEMORANDUM OF COVERAGE MUST BE ENDORSED. A STATEMENT ON THIS CERTIFICATE DOES NOT CONFER RIGHTS TO THE CERTIFICATE HOLDER IN LIEU OF SUCH ENDORSEMENT(S).  <b>IMPORTANT:</b> IF SUBROGATION IS WAIVED, SUBJECT TO THE TERMS AND CONDITIONS OF THE MEMORANDUM(S) OF COVERAGE AN ENDORSEMENT MAY BE REQUIRED. A STATEMENT ON THE CERTIFICATE DOES NOT CONFER RIGHTS TO THE CERTIFICATE HOLDER IN LIEU OF SUCH ENDORSEMENT(S).	
<b>NAMED COVERED PARTY</b>  University Corporation at Monterey Bay 100 Campus Center Seaside CA 93955-8001	<b>PROGRAM AFFORDING COVERAGE</b>  <b>A:</b> CSURMA AORMA  <b>B:</b> AORMA WC/Safety National Cas.  <b>C:</b>	

**COVERAGES**  
THIS IS TO CERTIFY THAT THE COVERAGE IS AFFORDED TO THE ABOVE NAMED MEMBER, AS PROVIDED BY THE MEMORANDUM(S) OF COVERAGE, FOR THE PERIOD SHOWN BELOW, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE PROGRAM DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH MEMORANDUM(S) OF COVERAGE. THE FOLLOWING COVERAGE IS IN EFFECT.

JPA LTR	TYPE OF COVERAGE	MEMORANDUM NUMBER	COVERAGE EFFECTIVE DATE (MM/DD/YY)	COVERAGE EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<b>GENERAL LIABILITY</b>	AORMA-1516-01	7/1/2015	7/1/2016	EACH OCCURRENCE	\$5,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXPENSE (Any one person)	\$5,000
	<input checked="" type="checkbox"/> <u>Prof Liability</u>				PERSONAL & ADV INJURY	\$5,000,000
	<input checked="" type="checkbox"/> <u>Contractual Liab</u>				GENERAL AGGREGATE	\$5,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS-COMP/OP AGG	\$5,000,000
	<input checked="" type="checkbox"/> MEMOR-ANDUM <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
A	<b>AUTOMOBILE LIABILITY</b>	AORMA-1516-01	7/1/2015	7/1/2016	COMBINED SINGLE LIMIT (Ea accident)	\$5,000,000
	<input checked="" type="checkbox"/> ANY AUTO				\$	
	<input checked="" type="checkbox"/> ALL OWNED AUTOS					
	<input checked="" type="checkbox"/> SCHEDULED AUTOS					
	<input checked="" type="checkbox"/> HIRED AUTOS					
<input checked="" type="checkbox"/> NON-OWNED AUTOS						
B	<b>WORKERS' COMPENSATION AND EMPLOYERS LIABILITY</b>	AORMA-WC-1516	7/1/2015	7/1/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
	ANY PROPRIETOR/PARTNER/ EXECUTIVE/OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$5,000,000
	IF YES, DESCRIBED UNDER SPECIAL PROVISION BELOW				E.L. DISEASE - EA EMPLOYEE	\$5,000,000
					E.L. DISEASE - POLICY LIMIT	\$5,000,000
	<b>OTHER</b>					
	<b>OTHER</b>					

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL/PROVISIONS**  
Note: Workers' Compensation Coverage is provided as evidence only.  
Mt. Diablo Unified School District, its officers, officials, employees, and volunteers are named as additional covered parties as respects the use of facilities for Westwood's 5th Grade Outdoor Education Camp on March 21 - 23, 2016.

<b>CERTIFICATE HOLDER</b>  Mt. Diablo Unified School District Attn: Superintendent 1936 Carlotta Drive Concord CA 94519-1397	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED MEMORANDUM(S) OF COVERAGE BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE MEMORANDUM(S) OF COVERAGE PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Kim Song</i>
---------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



**Endorsement No.:** Per Blanket Additional Covered Party attached to Memorandum of Coverage of Coverage listed below  
**Effective:** 07/01/2015  
**Forms a part of MOC No.:** AORMA-15-16  
**Issued to:** Per Attached Certificate of Coverage  
**Issued by:** CSURMA Auxiliary Organizations Risk Management Authority  
**Issued on behalf of Member:** AORMA Member On File With Company

**This endorsement modifies the Memorandum of Coverage of Coverage. Please read it carefully.  
 ADDITIONAL COVERED PARTY**

**Additional Covered Party** means any person(s), entity(ies), or organization(s) to whom the Member is obligated by virtue of any written contract to provide coverage solely with respect to **bodily injury, property damage and personal injury** arising out of the Member's operations or premises owned by or rented to the Member; and

For which a certificate of coverage has been issued to such person(s), entity(ies) or organization(s) and is on file with CSURMA AORMA evidencing their status as an additional insured under this coverage.

The coverage provided does not apply to any occurrence taking place:

1. Prior to the Members' operations or occupation of the premises; or
2. After the Members' operations have been completed or occupation of the premises has ceased.

The limits of coverage will be limited to the limits required within the terms of the written contract of the limits of liability of this Memorandum of Coverage, whichever is less, and will apply in excess of the Members' retained limit shown in the Declarations. CSURMA AORMA will not be obligated for limits of coverage shown in the written contract that are greater than the limits of liability of this Memorandum of Coverage.

The inclusion of more than one Covered Party under this policy shall not operate to impair the rights of one Covered Party against another Covered Party and the coverages afforded by this Memorandum of Coverage shall apply as though separate Memorandum of Coverage had been issued to each Covered Party. The inclusion of more than one Covered Party shall not, however, operate to increase the limit of the Company's liability.

Any other insurance carried by a certificate holder which may be applicable shall be deemed excess and the Covered Party's coverage primary notwithstanding any conflicting provisions in the Covered Party's Memorandum of Coverage.

A certificate holder shall not, by reason of their inclusion under this Memorandum of Coverage, incur liability for payment of premium for this Memorandum of Coverage.

In the event of reduction in coverage or cancellation of this Memorandum of Coverage before the expiration date thereof, notice will be delivered in accordance with the Memorandum of Coverage provisions to each entity added as per certificates on file with CSURMA AORMA which specify that a written contract exists and requires that the entity be an additional covered party.

All other terms and conditions in the Memorandum of Coverage remain unchanged.

Signed: Wiemie Song

Date: 7/1/15





University Corporation / Camp SEA Lab  
100 Campus Center Bldg.42, Seaside, CA 93955  
T (831)582-3681 F (831)582-3691  
campsealab@csumb.edu www.campsealab.org

## RESIDENTIAL SERVICE AGREEMENT

Please review, initial the financial statements, sign one copy and return with your holding fee to our office by September 18, 2015.

### School information:

Westwood Elementary School  
1748 West Street  
Concord, CA 94521  
Phone: 925-685-4202  
Fax: 925-680-0431  
Mt Diablo Unified School District  
Grade level of students: 5th

Contacts: Michaela Bradley  
Position: Teacher  
Email: bradley@mduisd.org  
Cell phone: 925-695-4980

Contra Costa County  
Lead Teacher: Michaela Bradley

### Program information:

Arrival date: **Mon., March 21, 2016** Departure date: **Wed., March 23, 2016**  
Arrival time: 11:00am Departure time: 1:00pm  
Location: Camp St. Francis, 2320 Sumner Ave, Aptos, CA 95003

Maximum number of students:	55
Estimated number of chaperones:	6
Estimated number of teachers:	2
Total participants:	63

*Additional students above the maximum number must be agreed upon by Camp SEA Lab.*

### Camp SEA Lab will provide:

- ❖ 3 days of program, 2 nights of lodging, 6 meals (dinner day 1, through lunch on day 3).
- ❖ Naturalist Instructors, On-site Supervisor.
- ❖ Coordination of all site logistics and program implementation.
- ❖ Supplies for all activities.

### School will provide:

- ❖ One teacher for every 30 students, and one chaperone per every 10 students. Any additional adults must be agreed upon by both parties prior to final payment (4 weeks prior to program date), and must pay full program tuition.
- ❖ Coordination and cost of transportation for arrival to and departure from program site.
- ❖ Distribution and collection of forms and monies from students and chaperones.
- ❖ Bag lunches on arrival day (student brought or school provided).



Camp SEA Lab  
Science Education & Adventure

University Corporation / Camp SEA Lab  
100 Campus Center Bldg.42, Seaside, CA 93955  
T (831)582-3681 F (831)582-3691  
campsealab@csumb.edu www.campsealab.org

**Financial agreement for Westwood Elementary School:**

See Program Invoice for financial calculations.

Student: \$195.00

Adults: teachers at 1:30 teacher/student ratio are free  
chaperones at 1:10 chaperone/student ratio are \$110.00  
adults over these ratios pay full rate of \$195.00

**Initial the financial statements below.**

*no*

**Guaranteed minimum:**

We allow for a (15%) decrease in student numbers stated on this service agreement. If student numbers fall below the 15% decrease, you agree to pay **\$9,116.25**, which is 85% of student cost. (Cost for adults will be combined with this minimum.)

*no*

**Payment schedule:** *\* See program invoice for revised payment schedule*

**September 18, 2015:** Non-refundable holding fee of **\$250.00** must be received or your reservation will be relinquished.

**November 13, 2015:** 30% Deposit (minus your holding fee) = **\$3,165.50**

**February 22, 2016 (4 weeks prior):** Final payment based on student/adult numbers.

*no*

**Late penalty:** A \$50 per week penalty will be assessed for late payment or paperwork.

*no*

**Cancellation policy:**

If your school needs to cancel your reservation prior to **February 22, 2016** (4 weeks prior), your deposit will not be refunded, unless the dates can be filled by another group of equal or greater number. The non-refundable holding fee will be retained to cover administrative costs.

If your school needs to cancel after **February 22, 2016**, no refunds will be offered.

If program activities are canceled due to weather or other unforeseen occurrences beyond our control, no refund of those activity costs will be provided.

*no*

**Change in student numbers from what is stated on the service agreement:**

Increase in number of students: will result in a post-program invoice.

Decrease in number of students *within* the guaranteed minimum: will be charged for the total number of students that arrive on site during the program. Any over payment will be retained as credit toward a future program.

Decrease in number of students that fall *below* the guaranteed minimum: will be charged the guaranteed minimum.

Participants sent home due to disciplinary procedures or illness: will not result in a credit or refund.

	Printed name	Signature	Date
Camp SEA Lab Director:	Amity Wood		8/11/15
Lead Teacher:	Michaela Bradley		8/19/15
Principal:	Nancy Klinkner		8/31/15



Camp SEA Lab  
Science, Education & Adventure

University Corporation / Camp SEA Lab  
100 Campus Center Bldg.42, Seaside, CA 93955  
T (831)582-3681 F (831)582-3691  
campsealab@csumb.edu www.campsealab.org

### PROGRAM INVOICE

**Westwood Elementary School**  
1748 West Street  
Concord, CA 94521  
Grade level of students: 5th  
Program Dates: March 21-23, 2016

**Contacts: Michaela Bradley**  
Position: Teacher  
Email: bradley@mduisd.org  
Lead Teacher:  
Location: Camp St Francis

Contracted	Estimated #	Tuition/costs	Total
Students	55	\$195.00	\$10,725.00
Chaperone 1:10	6	\$110.00	\$ 660.00
Teacher 1:30	2	\$0.00	\$0.00
Extra Adults		\$195.00	\$0.00
		<b>Total</b>	<b>\$11,385.00</b>
<b>Payments Due</b>			
Due November 25, 2015		30% Deposit	\$3,415.50
Credit from Spring 2015			\$195.00
Due February 22, 2016		Balance	\$7,774.50

Final Payment	Final #	Tuition/costs	Total
Students		\$195.00	\$0.00
		<b>Guaranteed Student Minimum*</b>	<b>\$9,116.25</b>
Chaperone 1:10		\$110.00	\$0.00
Teacher 1:30		\$0.00	\$0.00
Extra Adults		\$195.00	\$0.00
		<b>Final Total</b>	<b>\$0.00</b>
<b>Payments Recorded</b>			
Holding Fee		check #	
Deposit paid		check #	
Payments		check #	
Late Penalty		\$50.00/week	
Due		<b>Final Payment**</b>	

\*The Guaranteed Student Minimum is 85% of the total maximum student cost.

\*\*Final payment includes the student cost or the guaranteed minimum, whichever has the higher value.

**Cancellation policy:**

If your school needs to cancel your reservation prior to **February 22, 2016** (4 weeks prior), your deposit will not be refunded, unless the dates can be filled by another group of equal or greater number. The non-refundable holding fee will be retained to cover administrative costs.

If your school needs to cancel after **February 22, 2016**, no refunds will be offered.

If program activities are canceled due to weather or other unforeseen occurrences beyond our control, no refund of those activity costs will be provided.

**Change in student numbers from what is stated on the service agreement:**

Increase in number of students: will result in a post-program invoice.

Decrease in number of students *within* the guaranteed minimum: will be charged for the total number of students that arrive on site during the program. Any over payment will be retained as credit toward a future program.

Decrease in number of students that fall *below* the guaranteed minimum: will be charged the guaranteed minimum.

Participants sent home due to disciplinary procedures or illness: will not result in a credit or refund.

**Laura Juranek**

---

**From:** cgibson@csumb.edu on behalf of Camp SEA Lab <campsealab@csumb.edu>  
**Sent:** Wednesday, October 14, 2015 3:44 PM  
**To:** Laura Juranek  
**Cc:** Jill Kimack; MICHAELA BRADLEY  
**Subject:** Re: Mt Diablo Contract with Camp SEA Lab  
**Attachments:** Westwood2016\_InvoiceRev.pdf

Dear Laura,

Thank you for alerting us to the timing of your next board meeting. Let me know if you need more information.

-----

Re: the payment schedule for Westwood Elementary School.

Please use the attached invoice as a revised payment schedule for Exhibit A of the "Agreement between Mt Diabie USD and Independent Contractor (University Corporation of Monterey Bay/Camp SEA Lab). Purchase Requisition #R87958.

30% Deposit due November 25, 2015

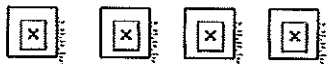
Balance due February 22, 2016

Thank you for your assistance as we move forward in the review of this agreement.

Sincerely,  
Chris

-----  
Christine Gibson  
Operations Coordinator  
**Camp SEA Lab**  
100 Campus Center, Bldg 42  
Seaside, CA 93955  
831-582-3681

Sign up for our [email newsletter!](#)



*"Fostering lifelong excitement, scientific understanding and stewardship of our coasts and ocean."*