

# **WILLOWS UNIFIED SCHOOL DISTRICT**

**Regular Meeting – January 11, 2024**

**Regular Session 7:00 p.m.**

**Willows City Council Chambers**

**201 N. Lassen Street, Willows, CA 95988**

## **MINUTES**

### **1. OPEN SESSION – CALL TO ORDER**

- 1.1 Roll Call – President Geiger called the meeting to order at 7:00 p.m. Members present were Jeromy Geiger, Kirsten Gray, Margaret Parisio, Lourdes Ruiz, and Gina Taylor
- 1.2 Welcome to Visitors
- 1.3 Flag Salute was led by Hunter Thompson

### **2. AGENDA/MINUTES**

- 2.1 Approve the Agenda for January 11, 2024. President Geiger requested to pull Item 6.D.1. Business Service Action Item – Approve the 2023/24 First Interim Budget Report. Will bring back next month. President Geiger requested to add an Item to the Consent Calendar as Item 5.B.6. Overnight Field Trip Request for FFA students to attend the MFE/ALA Conference in Sacramento and Tour CSU Sacramento on January 12-13, 2024. Jeromy Geiger moved, seconded by Lourdes Ruiz to approve the Agenda for January 11, 2024 as amended.  
**AYES: Geiger, Gray, Parisio, Ruiz, and Taylor**  
**NOES: None**  
**MOTION PASSED: 5-0**
- 2.2 Approve the Minutes of the Regular & Organizational Meeting of December 7, 2023. Gina Taylor moved, seconded by Margaret Parisio to approve the Minutes of the Regular & Organizational Meeting of December 7, 2023.  
**AYES: Geiger, Gray, Parisio, Ruiz, and Taylor**  
**NOES: None**  
**MOTION PASSED: 5-0**

### **3. PUBLIC COMMENTS** - None

### **4. REPORTS**

#### **4.1 Associated Student Body President – Jordan Thomas reported:**

- Winter Homecoming will be on January 19, 2024.
- Spirit Days are coming up the week of homecoming, January 16-19, 2024.
- Come and share your spirit at the basketball game on January 19, 2024.

#### **4.2 Employee Associations (WUTA & CSEA)**

##### **WUTA – President Cathy Fleming reported:**

- Thank you to the District for putting on the wonderful Christmas social. It was very well attended and everyone there truly enjoyed themselves.
- WUTA held their monthly meeting today. Nothing really new to report.
- Still working on negotiations. A meeting was held last Tuesday and there will be another meeting on Tuesday, January 16, 2024.
- Two new members have joined WUTA. The goal is to have 90% membership.

##### **CSEA – President Kathleen Morrison reported:**

- The new 2024 Officers are: President-Kathleen Morrison, Vice President-Jamie Thorpe, and Secretary-Bev Appleton.
- CSEA’s member unity program is United We Soar. The goal is to improve the lives of the members, the students they serve, their families, and their communities.
- CSEA requested a copy of the updated collective bargaining agreement and it’s posting on the website.
- CSEA requested the district to consider implementing an HSA plan to offer to employees.

- Would like to see leave tracking amounts on the employment contracts to include any carryover amounts.
- Requested Classified to participate in the in-service days at the beginning of the year.
- Would like to see the various health & welfare vendors come to the District and participate in a health “fair” day where employees could ask questions during the open enrollment period.
- Gearing up for the next round of negotiations.
- Acknowledged Barbara Breuss for her years of service as a Yard Duty Supervisor at Murdock Elementary.

**4.3 Principals**

**MES – Miguel Barriga reported:**

- The new year brings a renewed energy at Murdock. The focus continues to be academic. It’s all about teaching and learning, yet it is understood that the foundation that holds up this process is in the expectations, the connections, and the mindset.
- The school counselors have some great information for the board today. At Murdock, the counselor plays the greatest role in identifying and supporting students who need various forms of support. These struggles could be academic, behavioral, or social emotional. The process and the product is a team effort. The counselor is the pilot.
- The PTO at Murdock is strong. They will be putting on the Father/Daughter disco dance on January 20, 2024 from 6:00-8:00 p.m. at the Quack Shack Café. Also look for the Pulled Pork drive-thru dinner in February and the movie night in March.
- Murdock does so many things to create a positive school culture. One example is Shawn Dorton and the Good News Tuesday. Another example is the welcome back “sunshine” provided by Stacy Lanzi to staff. Little details are visual all over campus.
- Congratulations to Mrs. Barbara Breuss on her retirement.
- Current enrollment is 622 with 6 students on independent study:
  - TK – 29
  - K – 90
  - 1st – 89
  - 2<sup>nd</sup> – 86
  - 3<sup>rd</sup> – 91
  - 4<sup>th</sup> – 131
  - 5<sup>th</sup> – 106

**WIS – Chris Harris reported:**

- Current enrollment is 334 students:
  - 6<sup>th</sup> – 110
  - 7<sup>th</sup> – 119
  - 8<sup>th</sup> – 106
- Chronic absenteeism is currently at 15.9% which is down from 21%. The 90<sup>th</sup> day of school will be on January 18, 2024. Letters will be sent to students who have missed nine or more days of school.
- Boys basketball is off at a fast pace. There are two 7<sup>th</sup> grade teams and two 8<sup>th</sup> grade teams. Jim Bettencourt coaches the “Red” team and Monica Throm coaches the “White” team.
- Greatly appreciate the hard work and performance at both concerts prior to the Winter Break. Thank you to the Board and the District for the support of our Music Program.
- Prior to the Winter Break, had the 2<sup>nd</sup> window of MAP Growth. Going through the reports right now and will be identifying students that achieved at a high level, but also students that showed growth.
- Michelle O’Dell is the district lead for the Community Engagement Initiative grant. The team met in person with the rest of the cohort in San Francisco on December 8, 2023. This was the first in-person meeting. Michelle has done a great job of putting together the team, but also is doing a great job of keeping the team organized and moving forward. The next in-person meeting will be February 1-2, 2024.
- 8<sup>th</sup> grade parents met this week to continue discussions of fundraising and the 8<sup>th</sup> grade trip for the end of the year.
- PTO will be meeting on January 22, 2024 at 3:30 p.m.

**WHS – Julie Carriere reported:**

- Not much has happened since the last board meeting.
- The WHS Band Concert was held on December 19, 2023 at Memorial Hall. It was a great success.

- Current enrollment is 438 students with 12 students on Independent Study.
- Finals went smoothly. The F rate is greatly improved from the first quarter progress reports.
- After the winter break, everyone is rested and ready for the 2<sup>nd</sup> half of the school year.
- WHS will be hosting a celebration of Life for Coach Robert Moore on February 24, 2024 at 1:00 p.m. in the Gym. All are welcome.
- Bob Rawles, Athletic Director reported:
  - Boys basketball is very competitive.
  - Girls basketball have the highest GPA and the lowest ineligibility rate of the winter sports group. New coach Julian Velazquez is doing an outstanding job.
  - Boys soccer has had a few injuries.
  - Girls soccer is doing outstanding.
  - Wrestling coach Mercado is doing an outstanding job. Numbers are up and not a single athlete was ineligible.
  - Senior nights for all winter sports are coming up at the end of January and early February.
  - Spring sports start on February 1<sup>st</sup>.

**WCHS – Emmett Koerperich reported:**

- Current enrollment is 20.
- Interviews will be conducted next week to replace the instructional aide who finished at the end of the 1<sup>st</sup> semester.
- There will be a faculty meeting next week to plan for the spring semester.
- There will be a field trip on January 25, 2024 for staff and students to attend the Chico Trades Day at the Silver Dollar Fairgrounds.

**4.4 Director of Business Services – No report**

**4.5 Director of Instructional Support Services – Michelle O’Dell reported:**

- **After School Program**
  - A parent and family night was held on December 22, 2023. Parents participated in activities that their students had signed up for. Some examples were build a snowman and make a snow globe.
  - Effective January 1, 2024, the Expanded Learning Opportunity programs (ELO-P) are required to prioritize enrollment and access for pupils who are English Language Learners, eligible for free or reduced meals, or foster and homeless youth (Education Code sections (46120 (g)(7) and 42238.02 (b)(1)). The after school program has expanded the program to accommodate all requests so far.
  - Through ELO-P there will be Music and STEM Intersession Camps held on February 21-23, 2024 for grades TK-6 at Murdock Elementary. Registration opened this week.
- **Independent Study**
  - Long term ISP enrollment: MES – 6 students, WIS – 3 students, WHS – 12 students.
- **Engagement Team**
  - Through the Community Engagement Initiative (CEI), the team from WIS attended the first in-person conference on December 6, 2023 in San Francisco. It was a great way for the team to bond. Heard from other community schools and what needs their students and families had and what they implemented in an effort to help meet those needs, participated in group-alike break-out groups (parents with parents, student with students, principals with principals, etc.), and listened to presentations from students who shared what their ideal school looks like.
  - The results of this meeting are getting input surrounding what students, parents, staff, and community members think is preventing our students from being successful, what the schools and district provide that helps students be successful, and what their ideal school looks like.
    - Starting with surveys and moving to focus groups.
    - Will be replicating the process for the three other sites in our district.
  - The next meeting is scheduled for February 1-2, 2024 in Santa Clara.
  - There will be a Cooking with Your Student Night at the WHS Cafeteria on January 19, 2024 at 5:30-7:00 p.m. There is a lot in interest in the event. There were 70 enrolled within the first week of open registration for the event. The event is capped at 100 participants. Will be using the event as another opportunity to gather data to use in our community school efforts.

Thank you to Julie Carriere for allowing the event to be held on her site. Thank you to Mike Bottarini and the Food Service Department for helping to make this event possible.

**4.6 Director of Curriculum, Instruction & Assessment – Scott Booth reported:**

- All sites are on the precipice of completing their SARCs, which will be coming to the Board on February 1, 2024.
- The Consolidated Application (CARS) Winter reporting has been completed and is before the Board this evening.
- LCAP preparation continues with the development of the LCAP Midterm Report to come to the Board in February and the scheduled LCAP meeting on January 24, 2024.
- The next Curriculum, Instruction, and Assessment Advisory (CIA) meeting is scheduled for January 23, 2024. The focus will be on reviewing data and developing root-cause analysis for potential LCAP actions.
- Training for the “testing season” begins on January 19, 2024. Meeting with Site Testing Coordinators to begin (a focus on SBAC English, Math and Science); following that with Physical Fitness Testing training for all PE teachers in early February.
- Hatching Results - throughout the last year and a half, you have heard a lot about our counselors and site administrative staff attending and working through Hatching Results trainings.
  - The school counselors from each of the school sites (MES-Yolanda Huerta Medina, WIS-Xochitl Rodriguez, WHS-Bibi McNeil and Hunter Thompson) presented. They presented the goals as a district, their roles as school counselors, and the services they provide to the district. There was a handout provided – School Counseling Services Tiered Academic Supports by Level. It is a menu of services as far as what as a district, the counselors provide for each student based on their grade level.

**4.7 Superintendent – Emmett Koerperich reported:**

- Welcome back and Happy New Year. Hope everyone had an enjoyable break.
- Debbie Costello will be recognized next week at the Butte/Glenn ACSA awards dinner as our Administrator of the Year. The entire management team plans to attend to support Debbie.
- Debbie and Emmett will be attending the School Services of California Governor’s Budget Workshop next Wednesday, January 17, 2024, to learn more about the state budget proposal for 2024-25. The state budget proposal was released on Wednesday and it included a LCFF COLA of 0.76%.
- Later in the agenda, we are looking for approval to move forward with SiteLogIQ to manage the CalShape projects. SiteLogIQ is an energy management organization who would be working with the district to provide facility improvements, energy conservation, energy generation, and energy management services. Jennifer Butler from SiteLogIQ was introduced and she provided a slideshow presentation of the program.
- A facilities update was given of upcoming projects.
- District enrollment is 1,403.

**4.8 Board of Education Members****Kirsten Gray reported:**

- Welcome back from Winter break.
- Love hearing about the staff culture at each campus.
- Thank you to the counseling department for their presentation given earlier in the meeting. Appreciate all of their efforts

**Lourdes Ruiz reported:**

- Attended a soccer game.
- Keeps up on Mrs. Lanzi’s Instagram posts. It’s always fun to see what Murdock is doing.
- Nice to see all of the students back in school.

**Margaret Parisio reported:**

- Welcome back from Winter break.
- Counseling team gave a great presentation. Appreciates all that they do for the schools.
- Attended the Winter Concert. They did a wonderful job.

**Gina Taylor reported:**

- Welcome back and Happy New Year everyone.

- Attended her first Golden State Risk Management meeting of the year via Zoom. Thanked Golden State for the good job that they do for all of the school districts that they represent.

**Jeromy Geiger reported:**

- Welcome back to all staff members and students.
- Appreciated the counseling presentation and their efforts.

**5. CONSENT CALENDAR**

**A. GENERAL**

1. Accept donation from Willows Hardware in the amount of \$100.00 for the WHS Baseball Program.
2. Accept donation from Carriere Family Farms in the amount of \$250.00 for the WHS Baseball Program.
3. Accept donation from Baker Trucking in the amount of \$500.00 for the WHS Baseball Program.

**B. EDUCATIONAL SERVICES**

1. Approve Interdistrict Request for Students #23-24-46 through #23-24-49 to attend school in the Willows Unified School District for the 2023/24 school year.
2. Approve Interdistrict Request for Students #24-25-01 through #24-25-03 to attend school in the Willows Unified School District for the 2024/25 school year.
3. Approve Interdistrict Request for Students #24-25-01 through #24-25-02 to attend school in another district for the 2024/25 school year.
4. Approve the Overnight Field Trip Request for student representatives to attend the Community Engagement Initiative (CEI) Conference in Santa Clara, CA on January 30 – February 2, 2024.
5. Approve the 2023-24 CARS (Consolidated Application and Reporting System) Winter Collection.
6. **Added: Approve the Overnight Field Trip Request for FFA students to attend the MFE/ALA Conference in Sacramento and Tour CSU Sacramento on January 12-13, 2024.**

**C. HUMAN RESOURCES**

1. Accept the resignation of Aislyn Holloway, Custodian/Sub Bus Driver, effective December 15, 2023.
2. Accept the resignation of Maria Garcia, Instructional Aide I at WCHS, effective December 21, 2023.
3. Approve the employment of the following coaches for the 2023/24 school year:

JV Baseball Head Coach	TBD
Baseball Volunteer Coach	Loren Chapman
Varsity Softball Head Coach	Kristi Hill
JV Softball Head Coach	Rachel LaGrande
Softball Volunteer Coach	Jamie Hobbs
Boys Track Head Coach	Mike Biggs
Girls Track Head Coach	Pedro Bobadilla
Track Volunteer Coaches	Bob Rawles, Jeremiah Spooner, Emily Spooner, Jakob Munguia
Boys Tennis Head Coach	Bibiana McNeil
Boys Tennis Volunteer Coach	David Ortega (pending clearance)
Golf Head Coach	Jake Hutson

**D. BUSINESS SERVICES**

1. Approve budget revision summary.
2. Approve warrants from 12/5/23 through 1/8/24.

Gina Taylor moved, seconded by Margaret Parisio to approve the Consent Calendar.

**AYES: Geiger, Gray, Parisio, Ruiz, and Taylor**

**NOES: None**

**MOTION PASSED: 5-0**

**6. DISCUSSION/ACTION CALENDAR**

**A. GENERAL**

1. **(Information)** Williams Uniform Complaints Quarterly Report. (There were no complaints.)
2. **(Action)** Approve the Certificated/Student Calendar with Revised Dismissal Time for Murdock Elementary School on Minimum Days for 2023/24 School Year.

Gina Taylor moved, seconded by Margaret Parisio to approve the Certificated/Student Calendar with Revised Dismissal Time for Murdock Elementary School on Minimum Days for 2023/24 School Year.

**AYES: Geiger, Gray, Parisio, Ruiz, and Taylor**

**NOES: None**

**MOTION PASSED: 5-0**

**B. EDUCATIONAL SERVICES**

1. **(Action)** Approve the move of 5<sup>th</sup> Grade to WIS beginning of the 2024/25 school year.

Jeremy Geiger moved, seconded by Lourdes Ruiz to approve the move of 5<sup>th</sup> Grade to WIS beginning of the 2024/25 school year.

**AYES: Geiger, Gray, Parisio, Ruiz, and Taylor**

**NOES: None**

**MOTION PASSED: 5-0**

**C. HUMAN RESOURCES**

**D. BUSINESS SERVICES**

- ~~1. **(Action)** Approve the 2023/24 First Interim Budget Report. Pulled from agenda.~~

2. **(Discussion/Possible Action)** Authorize the Superintendent to engage in an Energy Services Agreement for the CalSHAPE HVAC Program.

President Geiger asked Mr. Koerperich where the agreement letter was as it is usually provided so that the Board can review beforehand. As the Board did not have knowledge of this letter, President Geiger asked for a copy so that the Board could review it prior to discussion and possible action as there is a need to move forward as time is of the essence. Letter was provided and the Board took a few moments to review.

Discussion ensued with Jennifer Butler the SitelogIQ representative, the Board, and Mr. Koerperich. Gina Taylor stated that the item should be reworded before the Board took any action. President Geiger stated that was possible as it is a Discussion/Possible Action item.

Gina Taylor moved to Authorize the Superintendent to engage in a letter of agreement for CalShape Energy Services with SitelogIQ, seconded by Jeremy Geiger. No further discussion.

**AYES: Geiger, Gray, Parisio, Ruiz, and Taylor**

**NOES: None**

**MOTION PASSED: 5-0**

7. **ANNOUNCEMENTS**

7.1 Monday, January 15, 2024 is a district-wide holiday – Martin Luther King, Jr. Day.

7.2 Winter Homecoming is January 19, 2024.

7.3 The next Regular Board Meeting will be held on February 1, 2024 at 7:00 p.m. at the Willows Civic Center.

7.4 The WHS Boosters Annual Fundraising Dinner will be held on Saturday, February 3, 2024 at 6:00 p.m., St. Monica's Parish Hall.

8. **PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS** – None

At 8:29 p.m., the Board took a short recess after the Regular Meeting before going into Closed Session. President Geiger will report out into Open Session upon conclusion of Closed Session.

9. **CLOSED SESSION**

Closed session began at 8:43 p.m.

9.1 Pursuant to Government Code §54957.6: Conference with Labor Negotiator – Agency Negotiator: Emmett Koerperich. Employee Organizations: WUTA, CSEA, Management, and Confidential.

9.2 Pursuant to §54956.9(d)(1): Conference with Legal Counsel – Existing Litigation.

10. **RECONVENE TO OPEN SESSION**

10.1 Announcement of Action Taken in Closed Session.

At 9:55 p.m., the meeting reconvened to Open Session. President Geiger reported out:

10.1 Update given to the Board.

11. **ADJOURNMENT**

Meeting adjourned at 9:56 p.m.



January 11, 2024

Emmett Koerperich  
Superintendent  
Willows Unified School District  
823 W Laurel St.  
Willows, CA 95988

**RE: Facility Solution Project Feasibility and Letter of Agreement (LOA)**

Dear Mr. Koerperich,

This Letter of Agreement (LOA) is intended to briefly describe the manner in which SiteLogIQ and Willows Unified School District will work together during the project development process, as well as the obligations of each party with respect to the development process.

**Client Identification:** Willows Unified School District

**Facility Location(s):**

- Murdock Elementary: 655 French St. Willows, CA 95988
- Willows High School: 203 N Murdock Ave. Willows, CA 95988
- Willows Intermediate: 1145 W Cedar St, Willows, CA 95988
- Willows Community High: 823 W Laurel St Willows, CA 95988

**Area of Focus:**


SiteLogIQ will provide a proposal and Facility Solution agreement for the implementation of facility improvements, energy conservation, energy generation, and/or energy management services.

**Scope of Services:**

- A. SiteLogIQ will conduct a site visit to the Facility(ies) to perform a physical audit and collect data. The Client will cooperate and collaborate with SiteLogIQ during this phase by providing copies of requested data, including (if available): Site and/or system drawings, historical operating data produced or recorded by existing controls or meters, manual logs, and any other data that may be pertinent to this evaluation.
- B. Client will also make operational personnel available at reasonable times for

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*Phone: (916) 914-1929*

[www.sitelogiq.com](http://www.sitelogiq.com)  CA License #1054171





in-person and telephone interviews with SitelogIQ to answer questions about existing facilities conditions, operating profile and existing equipment operation.

- C. Where operational data is not available to support the analysis, SitelogIQ will utilize standard engineering practices and assumptions to provide a conservative analysis on the potential energy savings from installing the energy conservation measures.
- D. SitelogIQ will also analyze the potential for energy generation measures.
- E. SitelogIQ will recommend energy management and/or on-going monitoring services.
- F. For each of the targeted Energy Conservation Measures (ECMs), estimated (projected) operating costs will be calculated and then compared to existing operating costs. Existing conditions will be evaluated using data-logged or stipulated and mutually agreed operational schedules.
- G. SitelogIQ will prepare a return on investment analysis (consistent with the client's preferred evaluation methods based on agreed upon Economic Criteria noted below).
- H. SitelogIQ will provide budgetary construction costs estimates and a summary Scope of Work for all recommended ECMs. Cost estimates will represent a "turnkey" solution. Refer to Attachment A for the list of discussed potential ECM's to be evaluated.
- I. The results will be presented to client as a recommended Scope of Work and a financial proforma (such as a Cash Flow) which will include costs and energy savings for the next 25 years with escalation of no more than 6% and including future maintenance & repair costs. As a result, *True Cost of Ownership* is presented to the client for their review and consideration.

**Client Responsibilities:**

In order for SitelogIQ to provide the services described in this LOA, the Client agrees to provide (or cause its energy suppliers to provide) SitelogIQ with the data requested in Attachment B. In addition, Client shall execute Attachment C ("Utility Authorization Form") to provide access to Client's Utility account information.

**Development Efforts:**



Client acknowledges that SitelogIQ will incur considerable expense in developing the Project. This expense includes the cost to by SitelogIQ's development team, the cost to visit the Site, and the cost to prepare the financial proforma. SitelogIQ is acting hereunder as an independent contractor and not as an agent or employee of the Client. SitelogIQ shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of the Client.

**Ownership of Work:**

All work products, including all proforma's, schedules, and scope of work documentation provided by SitelogIQ, will only become the property of the Client upon execution of a binding, irrevocable contract between the Client and SitelogIQ for the implementation of the ECMs proposed by SitelogIQ. Notwithstanding the foregoing, to the extent that any tangible work documentation produced by SitelogIQ contains SitelogIQ's pre-existing materials (including but not limited to templates, forms, and other SitelogIQ -created materials), SitelogIQ will remain the sole and exclusive owner of all such pre-existing materials.

**Interconnection Application:**

If applicable, SitelogIQ may request important Distribution System information from the local utility regarding planned Solar/BESS interconnection points, prior to submitting an Interconnection Application during construction of a Solar/BESS. The purpose is to avoid or address early in the design phase any existing utility infrastructure that may prohibit or delay the construction of a Solar/BESS at any of the listed locations below.

- Murdock Elementary: 655 French St. Willows, CA 95988
- Willows High School: 203 N Murdock Ave. Willows, CA 95988
- Willows Intermediate: 1145 W Cedar St, Willows, CA 95988
- Willows Community High: 823 W Laurel St Willows, CA 95988

**A. Complete Interconnection Application Report:**

Provides a readily available level of Distribution System data.

**Development Fee:**

SitelogIQ will develop the Project for the firm, fixed fee/rate as listed below:

Fee/Rate of: \$50,000 Fixed Fee.

This fee does not include the cost of any grant proposals. If the Client requests grant proposals, SitelogIQ will pass through any additional fees to the Client.



In the event that the Client enters into a contract with SitelogIQ for the implementation of the ECMs within 60 days after presenting the Proposal, then SitelogIQ's cost to develop the Proposal will be waived. If the Client enters into a contract with SitelogIQ at a later date, the Development Fee paid by the Client will be credited toward the project's total implementation cost.

If SitelogIQ cannot meet the Economic Criteria Client will not compensate SitelogIQ for its LOA fee.

**Economic Criteria:**

The Client has represented to SitelogIQ that Client agrees to move forward with the project if the project is shown to reduce the operational expenses at the site over the useful life of the project. The main financial objectives of the project are as follows:

- 1. Provide a self-funded program, which pays for itself through expense reductions and minimizes the Client's contribution, and meets the requirements of California Government Code 4217.10 et seq

**Terms & Conditions:**

Contractor is acting hereunder as an independent contractor and not as an agent or employee of the Customer. The Contractor shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of the Customer.

This LOA shall be construed and enforced in accordance with the laws of the State of California without regard to principles of conflicts of law.

If you agree with the provisions set forth in this LOA, kindly sign and date the LOA below and return one fully-executed copy to my attention. Thank you again for providing SitelogIQ with the opportunity to work on this important initiative.

**Acceptance of Letter of Agreement**

This agreement is between Willows Unified School District and SitelogIQ, Inc.

Client: <u>Willows Unified S.D.</u>	SitelogIQ
<u>Σ- Wih</u>	_____
Name: _____	Name: _____
Title: <u>Superintendent</u>	Title: _____
Date: <u>1/11/24</u>	Date: _____





**Attachment A:  
Potential Facility Improvement, Energy Conservation, Energy Generation,  
and Energy Management Measures to be considered**

1. HVAC Upgrades
2. HVAC Controls
3. Energy Storage Batteries
4. EV Charging
5. Energy Management
6. Solar Operation & Maintenance
7. Solar



**Attachment B:**  
Pre-audit Information Request

#	Must Have	Nice to Have
<b>Utility Information</b>		
1	Electric, Gas, Water, Oil, Other: Utility supplier and contact	all data in excel format; 3 to 5 years. Customer Access through Utility API.
2	Summary of monthly usage and cost (1 year minimum, 3 years preferred)	Utility Rate structures
3	Copies of actual Utility bills for one year	Kilo Watt (kW) and Kilo Volt Amp (kVA) Data: Monthly Peaks & 15-minute interval
4	What are the interconnection or other major electrical codes that we need to be aware of, e.g., for islanding from the utility, for connecting to a substation, etc.	Utility Meters: main & sub-meters- layout drawing, locations, areas they feed
5	What is the power rating of equipment (Volts, Amps, Hz)?	
<b>Facility Information</b>		
1	Age, Total building area (sq. feet.), Conditioned Area, window area, number of rooms, common facilities	Roof type & age, window type & age, any window films, etc?
2	Operation schedule, monthly occupancy data	
3	Complete set of building plans (original & as-builts); at a minimum, overall architectural plan, main mechanical schedule, electrical single-line diagram;	Please scan & pdf all the building as-built drawings.
4	Any problems regarding guest comfort (humidity, hot/cold areas, mold, etc.)	Equipment Maintenance logs & schedule (indicate recurring problems)
5	Any major renovation projects in the last 3 years? Or plans to renovate	Air balance report, Facility Assessment Plan



**Attachment C:**  
Utility Authorization Request

Please include a copy of the Specific Utility Authorization Form  
for the Client's Utility (i.e. PG&E, SCE, SDG&E, SMUD, etc.)