

From: "Staudt, Richard" <restaudt@seattleschools.org>
To: "Nguyen, Melissa L" <mlnguyen@seattleschools.org>, "Warth, Julia C" <jcwarth@seattleschools.org>
Subject: RE: The Council of Great City Schools contract-Worker's comp clause on the PSC page#7
Sent: Thur 9/16/2021 4:59:01 PM

Hi Julia and Melissa,

We are primarily concerned about the employer's liability (EL) portion of the workers' comp coverage so if they can simply show their "Other States" workers' comp coverage on their certificate, along with the limits for EL, generally \$1M each accident, \$1M employee/disease and \$1M or \$2M policy/disease, we'll be fine. If they have no workers based in Washington State, they don't need to purchase coverage through our state fund (Labor & Industries), so there's no need to modify the contract. We have lots of out of state consultants in the same situation.

Richard

From: Nguyen, Melissa L <mlnguyen@seattleschools.org>
Sent: Thursday, September 16, 2021 6:42 AM
To: Warth, Julia C <jcwarth@seattleschools.org>; Staudt, Richard <restaudt@seattleschools.org>
Subject: The Council of Great City Schools contract-Worker's comp clause on the PSC page#7

Hello Julia,

I'm forwarding you request to Richard who is the guru in the area of Risk Management Department.

Richard,

Is this something we can omit since they are out of state and providing services remotely?

Thank you,
Melissa

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Wednesday, September 15, 2021 5:05 PM
To: Nguyen, Melissa L <mlnguyen@seattleschools.org>
Subject: RE: SPS Contract Start and End Dates

Hi Melissa,

Just wanted to check back on this language change. Is this something we can do and what is the necessary language?

Thank you!

Julia

From: Warth, Julia C
Sent: Tuesday, September 14, 2021 12:55 PM
To: Nguyen, Melissa L <mlnguyen@seattleschools.org>
Subject: FW: SPS Contract Start and End Dates

Hi Melissa,

I received the following from Teri at CGCS. Can we change the clause in terms and conditions to align with the Worker's comp issue below?

Thank you!

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, September 14, 2021 12:53 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: FW: SPS Contract Start and End Dates

Hi Julia,

I received the certificate of insurance from our agent but she told me we will need to get a separate insurance for workmen's compensation because Washington State maintains a monopolistic state fund for Workers Compensation, not allowing private insurance for this exposure. I believe the Workmen's Compensation clause on page 7 of the attached contract does not apply to us anyway. Either on Part B of Scope of Work on page 2, or on Section IV on page 3 under bullet Attachment A – Terms and Conditions --- please add "Attachment A Terms and Condition, Section 6 Worker's Compensation clause is not applicable to this contract." I am ready to send the signed contract and COI after this is completed. Thanks!

--Teri

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, September 13, 2021 3:16 PM
To: Teri Trinidad <ttrinidad@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Teri and AJ,

Here is the contract from March 2021 to September 2022 for your signature. I've also included the attachment B of the CGCS proposal—which I've edited to say 19 months.

Please sign and send back, along with your certificate of insurance (I sent separate email to Teri) and I think that's all the documents on your end!

Thank you,

Julia

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Sent: Monday, September 13, 2021 7:46 AM
To: Warth, Julia C <jcwarth@seattleschools.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Julia,

That should be okay, a few months extension is acceptable. Your \$10,000 payment will extend through September 2022.

--Teri

Teresita B. Trinidad

Director of Finance, Administration and Conferences

Council of the Great City Schools

1331 Pennsylvania Avenue, N.W., Suite 1100N

Washington, D.C. 20004

Tel (202) 393-2427 ext 20

Cell (571) 435-2879

Email: ttrinidad@cgcs.org

www.cgcs.org

From: Warth, Julia C <jcwarth@seattleschools.org>

Sent: Monday, September 13, 2021 10:42 AM

To: Teri Trinidad <ttrinidad@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>

Subject: SPS Contract Start and End Dates

Hi Teri and AJ,

AJ has confirmed that our contract should go through September 2022, so that would put our contract term from March 2021 (to capture previous work) to September 2022. Does that change anything about the terms of the contract if it's initially longer than 12 months?

Thank you,

Julia



Julia Warth (she/her/hers)

Director of Board Relations and Strategic Initiatives

jcwarth@seattleschools.org

T: 206.252.0124

C: 206.391.2636

CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

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From: "Warth, Julia C" <jcwarth@seattleschools.org>
To: "Narver, Gregory C" <gcnarver@seattleschools.org>
Subject: FW: 7500019064 CGCS-Seattle-invoice#4010-21-SEA-2022
Sent: Fri 4/8/2022 1:11:12 AM
[eInvoice, November 09 for AIRICK JOURNEY CRABILL \\$489.51.pdf](#)
[eInvoice, November 09 for AIRICK JOURNEY CRABILL \\$77.49.pdf](#)
[Courtyard Marriott Seattle Nov 2021 \\$659.83.pdf](#)
[Enterprise Rental Agreement 555459360 \\$219.54.pdf](#)
[Pacific Tower Rental \\$810.pdf](#)
[Food \\$469.25.pdf](#)

Receipts to accompany the invoice.

-----Original Message-----

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, April 5, 2022 5:48 AM
To: Nguyen, Melissa L <mnguyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>
Cc: AJ Crabill <ajcrabill@cgcs.org>
Subject: RE: 7500019064 CGCS-Seattle-invoice#4010-21-SEA-2022

Hello Melissa,

Per your request, attached are the following:

- 1) AJCrabill's airfare \$489.51 + \$77.49 = \$567
- 2) Courtyard Marriott Seattle \$659.83
- 3) Car Rental \$219.54
- 4) Meeting Expenses (Room Rental \$810) + (Food \$469.25) + (Add'l food, materials and labor \$720.75- No receipt) = \$2,000

--Teri

Teresita B. Trinidad

Director of Finance, Administration and Conferences Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N Washington, D.C. 20004 Tel (202) 393-2427 ext 20 Cell
(571) 435-2879

Email: ttrinidad@cgcs.org

<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=04%7C01%7Cjcwarth%40seattleschools.org%7Cb879d50fac3f4a0dcba508da17029227%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637847597259697757%7CUnknown%7CTWFpbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ik1haWwiLCJXVCi6Mn0%3D%7C3000&data=TiKky%2Fgi%2BaAfYs7IYwGkdYWfegOqozJSNOMwzNDLcCA%3D&reserved=0>

-----Original Message-----

From: Melissa L Nguyen <mnguyen@seattleschools.org>
Sent: Monday, April 4, 2022 11:14 AM
To: jcwarth@seattleschools.org; Teri Trinidad <ttrinidad@cgcs.org>
Subject: 7500019064 CGCS-Seattle-invoice#4010-21-SEA-2022

Hello Teri,

If I read the invoice correctly, there is a claim for reimbursement included in the invoice.

Claim for reimbursements required itemized receipts. Please help to provide the receipts to be reimbursement for the travel and meeting expenditures for AJ Crabill in the amount of \$3,446.37 as listed on the attached invoice# 4010-21-SEA-2022.

Scanned receipts are accepted as originals providing they meet the same requirements for paper receipts.

Hello Julia,

Once you received the itemized receipts from Teri, please sign the attached CSR and forward them all to A/P @ accountspayable@seattleschools.org for payment processing.

Thank you all,
Melissa

-----Original Message-----

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Monday, March 28, 2022 9:30 AM
To: Nguyen, Melissa L <mnguyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>
Cc: Alisa Adams <AAdams@cgcs.org>; Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: PO#7500019064 CGCS-Seattle PS

Hello Melissa,

Attached is our invoice for PO#7500019064 in the amount of \$13,446.37. Please confirm receipt. Thank you.

--Teri

Teresita B. Trinidad

Director of Finance, Administration and Conferences Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N Washington, D.C. 20004 Tel (202) 393-2427 ext 20 Cell (571) 435-2879

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<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=04%7C01%7Cjcwarth%40seattleschools.org%7Cb879d50fac3f4a0dcba508da17029227%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637847597259697757%7CUnknown%7CTWFpbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C3000&data=TiKky%2Fgi%2BaAfYs7IYwGkdYWFegOqozJSNOMwzNDLcCA%3D&reserved=0>

-----Original Message-----

From: Melissa L Nguyen <mnguyen@seattleschools.org>
Sent: Thursday, September 23, 2021 6:10 PM
To: jcwarth@seattleschools.org; Teri Trinidad <ttrinidad@cgcs.org>
Subject: 7500019064 Council of Great City School approved

Note: the deadline to become fully vaccinated will be October 18, 2021 as a condition of employment.

Vendor # 202842 contract PO 7500019064 approved - See Attached File. (Make a note of the unique 10-digit SPS Contract PO# assignment on your invoice(s) to be paid.)

CONTRACTOR PAYMENT

1) After services have been rendered, the contractor will submit an invoice to the contract originator. Invoices may be submitted not less than monthly. Invoices must include enough information so that a third party could understand it without an explanation. Invoices must relate to the services described in the approved contract, showing benefit to the District from these services. Invoice details should include:

1. Name and address of contractor
2. Date of invoice
3. SPS Purchase Order or contract number
4. Name & address of district location/students/staff served
5. Detail description of services which itemizes:
 - a. Dates and number of hours for hourly rate contracts
 - b. Dates and times of services for professional development contracts paid by session
 - c. Rates as specified in contract
 - d. Adequate documentation of activity for each day
 - e. Progress on deliverables as enumerated in the contract

Any reimbursable expenses included on the invoice must be supported by detailed original receipts

2) After reviewing the invoice to determine that the services were completed satisfactorily and were in line with the contract, a Certification of Services Rendered Form must be fully completed and signed by the originator.

3) The original invoice and Certification form are submitted to PSC Desk in Accounting (Mail Stop 33-343).

4) Accounting will mail the payment to the contractor to meet standard 30 day payment terms. Please allow seven to ten working days to process payment before the invoice is due.

Melissa Nguyen

Accounting/Personal Services Contract Specialist mlnguyen@seattleschools.org

T: 206.252.0270

PO Box 34165_Seattle WA 98124-1165

From: Warth, Julia C <jcwarth@seattleschools.org>

Sent: Thursday, September 16, 2021 3:29 PM

To: Nguyen, Melissa L <mlnguyen@seattleschools.org>

Subject: CGCS Contract Package

Hi Melissa,

Thank you so much for all of your help on this. Here is the complete package (I hope!) for the CGCS Contract. Please let me know if I am missing anything or if anything needs revision.

Thank you!

Julia

Julia Warth (she/her/hers)

Director of Board Relations and Strategic Initiatives jcwarth@seattleschools.org

T: 206.252.0124

C: 206.391.2636

From: Staudt, Richard <restaudt@seattleschools.org>

Sent: Thursday, September 16, 2021 9:59 AM
To: Nguyen, Melissa L <mlnguyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>
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Rental Agreement # 555459360

Invoice # 90135834015

Renter Information

Renter Name
AIRICK CRABILL

Renter Address
AUSTIN, TX 78721
USA

Vehicle Information

4DR FRONT-WHEEL DRIVE SEDAN
License #: BYW9694
State/Province: WA
Unit #: 8C7QMJ
Vehicle #: MU483580

Vehicle Class Driven
Full Size 4 door/Automatic/Air

Vehicle Class Charged
Midsize 2/4 door/Automatic/Air

Odometer Mileage/Kilometers
Starting: 12,634 **Ending:** 12,687

Total: 53

Fuel
Starting: Full **Ending:**

Thank you for renting with Enterprise Rent-A-Car

We appreciate your business!

This email was automatically generated from an unattended mailbox, so please do not reply to this e-mail.

If you have any questions about your rental, please view our Frequently Asked Questions or send us a secured message by visiting our [Support Center](#)

Trip Information

Pickup Thursday, November 11, 2021 12:16 AM
Return Friday, November 12, 2021 2:48 PM

Start Charges Thursday, November 11, 2021 12:26 AM
SEA TAC INTL ARPT (SEA) 3150 S 160TH ST STE 508 SUITE 508 SEATAC, WA 98188-2698 USA
SEA TAC INTL ARPT (SEA) 3150 S 160TH ST STE 508 SUITE 508 SEATAC, WA 98188-2698 USA

Renter Charges

| | | |
|-----------------------|---|----------|
| Rental Rate | Time & Distance 2 Day at \$61.78 / Day | \$123.56 |
| Coverages | Slp (\$12.81 / Day) | \$25.62 |
| Add-Ons | Refueling Charge (\$6.44 / Gallon) | \$12.87 |
| Taxes and Fees | Vlf Recovery (\$0.49 / Day) | \$0.98 |
| | Wa State Rental Tax 5.9 Pct (5.90%) | \$8.42 |
| | Concession Recovery Fee 11.11 Pct (11.11%) | \$18.11 |
| | Sales Tax (10.10%) | \$14.41 |
| | Con Facility Charge 6.50/day (\$6.50 / Day) | \$13.00 |
| | Rta Tax 0.80 Pct (0.80%) | \$1.14 |
| | Sports Facility Tax 1.00 Pct (1.00%) | \$1.43 |

Total **\$219.54**

(Subject to audit)

Amount charged on November 12, 2021 to VISA  (\$219.54)

Amount Due **\$0.00**

Courtyard by Marriott[®] Seattle Downtown / Pioneer Square
612 2nd Avenue, Seattle, WA 98104 P 206.625.1111
Marriott.com/SEAPS

| | | | | |
|-----------------|---------------|---------------------|---------------|---------------------|
| A. Crabill | | Room: 1204 | | |
| | | Room Type: KING | | |
| | | Number of Guests: 1 | | |
| | | Rate: \$229.00 | Clerk: | |
| Arrive: 10Nov21 | Time: 12:51AM | Depart: 12Nov21 | Time: 12:00PM | Folio Number: 52771 |

| DATE | DESCRIPTION | CHARGES | CREDITS |
|---------|----------------------|---------|---------|
| 10Nov21 | Market Beverage | 3.63 | |
| 10Nov21 | Sales Tax | 0.37 | |
| 10Nov21 | Market Packaged Food | 3.40 | |
| 10Nov21 | Sales Tax | 0.35 | |
| 10Nov21 | Room Charge | 219.00 | |
| 10Nov21 | Occupancy Sales Tax | 19.05 | |
| 10Nov21 | County Tax | 15.33 | |
| 10Nov21 | Seattle Tourism Fee | 2.00 | |
| 10Nov21 | Parking | 44.81 | |
| 10Nov21 | Parking Tax | 10.19 | |
| 11Nov21 | Market Frozen Food | 4.76 | |
| 11Nov21 | Sales Tax | 0.49 | |
| 11Nov21 | Market Beverage | 3.63 | |
| 11Nov21 | Sales Tax | 0.37 | |
| 11Nov21 | Market Packaged Food | 3.40 | |
| 11Nov21 | Sales Tax | 0.35 | |
| 11Nov21 | Market Packaged Food | 2.49 | |
| 11Nov21 | Sales Tax | 0.26 | |
| 11Nov21 | Market Beverage | 3.63 | |
| 11Nov21 | Sales Tax | 0.37 | |
| 11Nov21 | Room Charge | 229.00 | |
| 11Nov21 | Occupancy Sales Tax | 19.92 | |
| 11Nov21 | County Tax | 16.03 | |
| 11Nov21 | Seattle Tourism Fee | 2.00 | |
| 11Nov21 | Parking | 44.81 | |
| 11Nov21 | Parking Tax | 10.19 | |
| 12Nov21 | American Express | | 659.83 |

Card #: **RCW 42.56.230(5)** XXXX
Amount: 659.83 Auth: 179297
This card was electronically swiped on 10Nov21

| | |
|-----------------|-------------|
| BALANCE: | 0.00 |
|-----------------|-------------|

Marriott Bonvoy Account # XXXXX8745. Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

Courtyard by Marriott[®] Seattle Downtown / Pioneer Square
612 2nd Avenue, Seattle, WA 98104 P 206.625.1111
Marriott.com/SEAPS

| | | | | |
|-----------------|---------------|---------------------|---------------|---------------------|
| A. Crabill | | Room: 1204 | | |
| | | Room Type: KING | | |
| | | Number of Guests: 1 | | |
| | | Rate: \$229.00 | | Clerk: |
| Arrive: 10Nov21 | Time: 12:51AM | Depart: 12Nov21 | Time: 12:00PM | Folio Number: 52771 |

| DATE | DESCRIPTION | CHARGES | CREDITS |
|------|-------------|---------|---------|
|------|-------------|---------|---------|

See our "Privacy & Cookie Statement" on Marriott.com.



Connoisseur Travel
 Phone: (202) 667-3202
 TRACY.SMITH@CTLTD.COM

Electronic Invoice

Prepared For:
 CRABILL/AIRICK JOURNEY

| | |
|--------------------|-------------|
| SALES PERSON | 57 |
| INVOICE NUMBER | 0611179 |
| INVOICE ISSUE DATE | 22 Oct 2021 |
| RECORD LOCATOR | DDVAIZ |
| CUSTOMER NUMBER | 0000003803 |

| |
|---|
| Client Address COUNCIL OF THE GREAT CITY SCHOOLS 1331 PENNSYLVANIA AVE NW 11TH FLR WASHINGTON 20004 1331 PENNSYLVANIA AVE NW 11TH FL R WASHINGTON DC 20004 |
|---|

DATE: Tue, Nov 09

| | | | |
|---------------------------------------|---------------------------|---------|-----------------------|
| Flight SOUTHWEST AIRLINES 5635 | | | |
| From | CHICAGO MIDWAY, IL | Departs | 9:00 am |
| To | NASHVILLE, TN | Arrives | 10:30 am |
| Duration | 1hr(s) 30min(s) | Cabin | Economy |
| Type | BOEING 737 MAX | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXXX 45 |

DATE: Tue, Nov 09

| | | | |
|---------------------------------------|---------------------------|---------|-----------------------|
| Flight SOUTHWEST AIRLINES 6244 | | | |
| From | NASHVILLE, TN | Departs | 11:40 am |
| To | CHARLOTTE, NC | Arrives | 2:00 pm |
| Duration | 1hr(s) 20min(s) | Cabin | Economy |
| Type | BOEING 737-700 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXXX 45 |

DATE: Tue, Nov 09

| | | | |
|--|-----------------|-----------|--------------------------|
| Car: ENTERPRISE R A C CHARLOTTE, NC | | | |
| Pick Up | 2:00pm | Drop Off | 10 Nov |
| Confirmation Number | 1432055581COUNT | Car Type | 2/4 Door,Intermediate |
| | | Member ID | 20107094545 |
| Service Information | CIC129689 | | |
| Rate Plan For - | 1 Days,0 Hours | USD | MI/KM |
| | USD Rate | 71.44 | UNL |
| | Extra Day | 71.44 | UNL |
| | Extra Hour | 14.29 | UNL |
| | | | Extra MI/KM |
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |

| | | |
|-------------------------|-------|-----|
| Mandatory Charges | 25.68 | |
| Approximate Total Price | 97.12 | UNL |

DATE: Tue, Nov 09

**Hotel: MARRIOTT HOTELS, CHARLOTTE MARRIOTT CITY CENTER
100 W TRADE ST
CHARLOTTE NC 28202**

| | | | |
|---------------------|--------------------|----------------|---|
| Service City | CHARLOTTE | Check-Out | 10 Nov |
| Check-In | 09 Nov | Room Details | MEMBER RATE FLEXIBLE, GUEST RO CUSTOMERS SHOULD REVIEW GOVERN |
| Rooms(s) | 1 | Rate per Night | 293.00 USD |
| Night(s) | 1 | Member ID- | 242038745 |
| Confirmation Number | 77768172 | Phone | 1-704-3339000 |
| Service Information | | | |
| Guarantee | Room is guaranteed | | |

DATE: Wed, Nov 10

Flight SOUTHWEST AIRLINES 4758

| | | | |
|-----------------|---------------------------|---------|-----------------------|
| From | CHARLOTTE, NC | Departs | 5:00pm |
| To | DENVER, CO | Arrives | 6:50pm |
| Duration | 3hr(s) 50min(s) | Cabin | Economy |
| Type | BOEING 737-700 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXXX 45 |

DATE: Wed, Nov 10

Flight SOUTHWEST AIRLINES 1348

| | | | |
|-----------------|---------------------------|---------|-----------------------|
| From | DENVER, CO | Departs | 9:15pm |
| To | SEATTLE TACOMA, WA | Arrives | 11:15pm |
| Duration | 3hr(s) 0min(s) | Cabin | Economy |
| Type | BOEING 737-700 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXXX 45 |

DATE: Wed, Nov 10

**Car: ENTERPRISE R A C
SEATTLE TACOMA, WA**

| | | | |
|---------------------|-------------------|-----------|--------------------------|
| Pick Up | 11:15pm | Drop Off | 12 Nov |
| Confirmation Number | 1080029289COUNT | Car Type | 2/4 Door,Intermediate |
| Service Information | CIC129689 | Member ID | 20107094545 |
| Rate Plan For - | 2 Days,0 Hours | MI/KM | Extra MI/KM |
| | USD | UNL | 0.00 |
| | USD Rate | UNL | 0.00 |
| | 61.78 | UNL | 0.00 |
| | Extra Day | UNL | 0.00 |
| | 61.78 | UNL | 0.00 |
| | Extra Hour | UNL | 0.00 |
| | 12.36 | UNL | 0.00 |
| | Mandatory Charges | | 52.45 |

Approximate Total 176.01 UNL
Price

DATE: Wed, Nov 10

**Hotel: COURTYARD BY MC, COURT YARD DOWNTOWN MARRIOTT
612 2ND AVE
SEATTLE WA 98104**

| | | | |
|---------------------|--------------------|---------------------|---|
| Service City | SEATTLE TACOMA | Check-Out | 12 Nov |
| Check-In | 10 Nov | Room Details | FLEXIBLE RATE, GUEST ROOM, 1 K CUSTOMERS SHOULD REVIEW GOVERN |
| Rooms(s) | 1 | Rate per Night | VARIED** |
| Night(s) | 2 | Approx. Total Price | 521.90 USD INCLUDES TAXES AND SURCHARGES |
| Confirmation Number | 77773970 | Member ID- Phone | 242038745 1-206-6251111 |
| Service Information | | | |
| Guarantee | Room is guaranteed | | |

****RATES AND EFFECTIVE DATES (USD)**

219.00 36.16 TAX EFFECTIVE 10NOV - 11NOV
229.00 37.72 TAX EFFECTIVE 11NOV - 12NOV

TAX AND/OR SURCHARGE INFORMATION (USD)

73.90
27.33 OCCUPANCY TAX
29.12 STATE PROVINCE TAX
13.44 COUNTY TAX
TOTAL TAX 73.90

DATE: Fri, Nov 12

Flight SOUTHWEST AIRLINES 3490

| | | | |
|-----------------|---------------------------|------------------|----------------------|
| From | SEATTLE TACOMA, WA | Departs | 1:00pm |
| To | PHOENIX, AZ | Arrives | 4:45pm |
| Duration | 2hr(s) 45min(s) | Arrival Terminal | 4 |
| Type | BOEING 737 800 JET | Cabin | Economy |
| Stop(s) | Non Stop | Meal | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXX 45 |

DATE: Fri, Nov 12

Flight SOUTHWEST AIRLINES 5362

| | | | |
|--------------------|---------------------------|------------------|----------------------|
| From | PHOENIX, AZ | Departs | 6:10pm |
| To | LAS VEGAS, NV | Arrives | 6:15pm |
| Departure Terminal | 4 | Arrival Terminal | 1 |
| Duration | 1hr(s) 5min(s) | Cabin | Economy |
| Type | BOEING 737 800 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXX 45 |

DATE: Fri, Nov 12

Car: ENTERPRISE R A C

LAS VEGAS, NV

| | | | |
|---------------------|-------------------------|-----------|-----------------------|
| Pick Up | 9:55am | Drop Off | 14 Nov |
| Confirmation Number | 2050180991COUNT | Car Type | 2/4 Door,Intermediate |
| | | Member ID | 20107094545 |
| Service Information | CIC129689 | | |
| Rate Plan For - | 2 Days,0 Hours | USD | MI/KM |
| | USD Rate | 97.00 | UNL |
| | Extra Day | 97.00 | UNL |
| | Extra Hour | 19.40 | UNL |
| | Mandatory Charges | 72.78 | UNL |
| | Approximate Total Price | 266.78 | UNL |
| | | | Extra MI/KM |
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |

DATE: Fri, Nov 12

| | | | |
|---|--------------------|----------------|---|
| Hotel: COURTYARD BY MC, COURTYARD CONV CENTER MARRIOTT | | | |
| 3275 PARADISE RD | | | |
| LAS VEGAS NV 89109 | | | |
| Service City | LAS VEGAS | | |
| Check-In | 12 Nov | Check-Out | 14 Nov |
| Rooms(s) | 1 | Room Details | MEMBER RATE FLEXIBLE, GUEST RO CUSTOMERS SHOULD REVIEW GOVERN |
| Night(s) | 2 | Rate per Night | 284.00 USD |
| Confirmation Number | 77973205 | | |
| Service Information | | Member ID- | 242038745 |
| Guarantee | Room is guaranteed | Phone | 1-702-7913600 |

DATE: Sun, Nov 14

| | | | |
|---------------------------------------|------------------------|------------------|--------------------|
| Flight SOUTHWEST AIRLINES 4086 | | | |
| From | LAS VEGAS, NV | Departs | 6:45am |
| To | DALLAS LOVE FLD, TX | Arrives | 11:20am |
| Departure Terminal | 1 | Arrival Terminal | 1 |
| Duration | 2hr(s) 35min(s) | | |
| Type | BOEING 737-700 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXXX 45 |

DATE: Wed, Apr 13

| | |
|---------------|--|
| Others | |
| | DALLAS LOVE FLD THANK YOU FOR YOUR BUSINESS |

Ticket Information

| | | | | | |
|----------------------|---------------|-----------------------------|------------------------|-----------------|-----------|
| Ticket Number | WN 7672299375 | Passenger Exchange | CRABILL AIRICK JOURNEY | | |
| | | Billed to: | AX [REDACTED] | USD | * 37.49 |
| Service Fee | XD 0804635003 | Passenger Billed to: | AX XXXXXXXXXXXXX2066 | USD | * 40.00 |
| | | | | SubTotal | USD 77.49 |

Net Credit Card Billing * USD 77.49

Total Amount Due -----
USD 0.00

ITINERARY NOTES:
AIR TOTAL - 1590.34

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

Teri Trinidad

From: AJ Crabill <ajc@ajc7.com>
Sent: Thursday, November 11, 2021 9:16 PM
To: Teri Trinidad
Subject: Fwd: Online Order Receipt for \$469.25 at Homegrown - South Lake Union

Seattle

I think this may be the first time I've submitted a reimbursement for food. lol



----- Forwarded message -----

From: Homegrown - South Lake Union <no-reply@toasttab.com>
Date: Thu, Nov 11, 2021 at 10:49 AM
Subject: Online Order Receipt for \$469.25 at Homegrown - South Lake Union

Homegrown - South Lake Union - 206-620-0258

Check #30
Pick up 11:09 AM PST



Homegrown South Lake Union
208 Westlake Ave N
Seattle, WA 98109
206-620-0258
eathomegrown.com

Online Order (Online)

Check #30

Ordered: 11/11/21 10:49 AM

Due: 11/11/21 11:09 AM

| | |
|---------------------------|---------|
| 2 Smoked Pastrami | \$27.90 |
| 2 Grass-fed Steak & Blue | \$29.90 |
| 2 Turkey, Bacon & Avocado | \$27.90 |
| Za'atar Smashed Chickpea | \$11.95 |
| 2 Chicken Pesto | \$25.90 |
| Broccoli Melt | \$11.95 |
| Moroccan Carrot Melt | \$12.95 |
| Sonoran (vegan) | \$10.95 |
| Farmstead Cobb | \$14.95 |
| Matcha Chicken Avocado | \$12.95 |
| Spicy Braised Tofu | \$11.95 |
| Plant Powered | \$12.95 |
| Za'atar Smashed Chickpea | \$11.95 |
| NO Roasted Garlic Aioli | |
| 12 Chocolate Chip Cookie | \$33.00 |
| 4 Vegan Brownie | \$15.80 |
| Clean Greens | \$4.25 |
| 12 Chips | \$23.40 |
| Sea Salt | |
| 2 Jones Soda | \$3.90 |
| Cola | |
| 2 Jones Soda | \$3.90 |
| Diet Cola | |
| 2 Jones Soda | \$3.90 |
| Root Beer | |
| 2 Spindrift Seltzer | \$4.90 |
| Lemon Seltzer | |
| 2 Spindrift Seltzer | \$4.90 |
| Grapefruit Seltzer | |
| 2 Spindrift Seltzer | \$4.90 |
| Raspberry Lime Seltzer | |
| 2 Open Water - Still | \$4.50 |
| 2 Open Water - Sparkling | \$5.90 |
| Bottled Tea | \$2.95 |
| Organic Peach Oolalong | |

| | |
|---------------------|-----------------|
| Bottled Tea | \$2.95 |
| Organic Black Tea | |
| 2 Cup Of Soup | \$8.50 |
| Tomato Bisque | |
| 2 Cup Of Soup | \$8.50 |
| Carrot Sweet Potato | |
| Subtotal | \$360.30 |
| Tax | \$36.89 |
| Tip | \$72.06 |
| Total | \$469.25 |

| | |
|------------------|-------------------------|
| Mastercard | RCW 42.56.230(5) |
| Transaction Type | Sale |
| Authorization | Approved |
| Approval Code | |
| Payment ID | CbfmkfJftLNF |

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Connoisseur Travel
 Phone: (202) 667-3202
 TRACY.SMITH@CTLTD.COM

Electronic Invoice

Prepared For:
 CRABILL/AIRICK JOURNEY

| | |
|--------------------|-------------|
| SALES PERSON | 57 |
| INVOICE NUMBER | 0611998 |
| INVOICE ISSUE DATE | 10 Nov 2021 |
| RECORD LOCATOR | DDVAIZ |
| CUSTOMER NUMBER | 0000003803 |

| |
|---|
| Client Address COUNCIL OF THE GREAT CITY SCHOOLS 1331 PENNSYLVANIA AVE NW 11TH FLR WASHINGTON 20004 1331 PENNSYLVANIA AVE NW 11TH FL R WASHINGTON DC 20004 |
|---|

DATE: Tue, Nov 09

| | | | |
|---------------------------------------|------------------------|---------|-----------------------|
| Flight SOUTHWEST AIRLINES 5635 | | | |
| From | CHICAGO MIDWAY, IL | Departs | 9:00 am |
| To | NASHVILLE, TN | Arrives | 10:30 am |
| Duration | 1hr(s) 30min(s) | Cabin | Economy |
| Type | BOEING 737 MAX | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXXX 45 |

DATE: Tue, Nov 09

| | | | |
|---------------------------------------|------------------------|---------|-----------------------|
| Flight SOUTHWEST AIRLINES 6244 | | | |
| From | NASHVILLE, TN | Departs | 11:40 am |
| To | CHARLOTTE, NC | Arrives | 2:00 pm |
| Duration | 1hr(s) 20min(s) | Cabin | Economy |
| Type | BOEING 737-700 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXXX 45 |

DATE: Tue, Nov 09

| | | | |
|--|-----------------|-----------|------------------------|
| Car: ENTERPRISE R A C CHARLOTTE, NC | | | |
| Pick Up | 2:00pm | Drop Off | 10 Nov |
| Confirmation Number | 1432055581COUNT | Car Type | 2/4 Door, Intermediate |
| | | Member ID | 20107094545 |
| Service Information | CIC129689 | | |
| Rate Plan For - | 1 Days, 0 Hours | USD | MI/KM |
| | USD Rate | 71.44 | UNL |
| | Extra Day | 71.44 | UNL |
| | Extra Hour | 14.29 | UNL |
| | | | Extra MI/KM |
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |

| | | |
|-------------------------|-------|-----|
| Mandatory Charges | 25.68 | |
| Approximate Total Price | 97.12 | UNL |

DATE: Tue, Nov 09

**Hotel: MARRIOTT HOTELS, CHARLOTTE MARRIOTT CITY CENTER
100 W TRADE ST
CHARLOTTE NC 28202**

| | | | |
|---------------------|--------------------|----------------|---|
| Service City | CHARLOTTE | Check-Out | 10 Nov |
| Check-In | 09 Nov | Room Details | MEMBER RATE FLEXIBLE, GUEST RO CUSTOMERS SHOULD REVIEW GOVERN |
| Rooms(s) | 1 | Rate per Night | 293.00 USD |
| Night(s) | 1 | Member ID- | 242038745 |
| Confirmation Number | 77768172 | Phone | 1-704-3339000 |
| Service Information | | | |
| Guarantee | Room is guaranteed | | |

DATE: Wed, Nov 10

Flight SOUTHWEST AIRLINES 4758

| | | | |
|-----------------|---------------------------|---------|-----------------------|
| From | CHARLOTTE, NC | Departs | 5:00pm |
| To | DENVER, CO | Arrives | 6:50pm |
| Duration | 3hr(s) 50min(s) | Cabin | Economy |
| Type | BOEING 737-700 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXXX 45 |

DATE: Wed, Nov 10

Flight SOUTHWEST AIRLINES 1348

| | | | |
|-----------------|---------------------------|---------|-----------------------|
| From | DENVER, CO | Departs | 9:15pm |
| To | SEATTLE TACOMA, WA | Arrives | 11:15pm |
| Duration | 3hr(s) 0min(s) | Cabin | Economy |
| Type | BOEING 737-700 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXXX 45 |

DATE: Wed, Nov 10

**Car: ENTERPRISE R A C
SEATTLE TACOMA, WA**

| | | | |
|---------------------|-------------------|-----------|--------------------------|
| Pick Up | 11:15pm | Drop Off | 12 Nov |
| Confirmation Number | 1080029289COUNT | Car Type | 2/4 Door,Intermediate |
| Service Information | CIC129689 | Member ID | 20107094545 |
| Rate Plan For - | 2 Days,0 Hours | MI/KM | Extra MI/KM |
| | USD | UNL | 0.00 |
| | 61.78 | UNL | 0.00 |
| | Extra Day | UNL | 0.00 |
| | 12.36 | UNL | 0.00 |
| | Extra Hour | | |
| | 12.36 | | |
| | Mandatory Charges | | 52.45 |

Approximate Total Price 176.01 UNL

DATE: Wed, Nov 10

**Hotel: COURTYARD BY MC, COURT YARD DOWNTOWN MARRIOTT
612 2ND AVE
SEATTLE WA 98104**

| | | | |
|---------------------|--------------------|---------------------|---|
| Service City | SEATTLE TACOMA | Check-Out | 12 Nov |
| Check-In | 10 Nov | Room Details | FLEXIBLE RATE, GUEST ROOM, 1 K CUSTOMERS SHOULD REVIEW GOVERN |
| Rooms(s) | 1 | Rate per Night | VARIED** |
| Night(s) | 2 | Approx. Total Price | 521.90 USD INCLUDES TAXES AND SURCHARGES |
| Confirmation Number | 77773970 | Member ID- Phone | 242038745 1-206-6251111 |
| Service Information | | | |
| Guarantee | Room is guaranteed | | |

****RATES AND EFFECTIVE DATES (USD)**

219.00 36.16 TAX EFFECTIVE 10NOV - 11NOV
229.00 37.72 TAX EFFECTIVE 11NOV - 12NOV

TAX AND/OR SURCHARGE INFORMATION (USD)

73.90
27.33 OCCUPANCY TAX
29.12 STATE PROVINCE TAX
13.44 COUNTY TAX
TOTAL TAX 73.90

DATE: Fri, Nov 12

Flight SOUTHWEST AIRLINES 3996

| | | | |
|-----------------|---------------------------|----------------|----------------------|
| From | SEATTLE TACOMA, WA | Departs | 3:55pm |
| To | RENO/TAHOE INTL, NV | Arrives | 8:00pm |
| Duration | 4hr(s) 5min(s) | Cabin | Economy |
| Type | BOEING 737 800 JET | Meal | |
| Stop(s) | 1 Stop(s) | Stop over city | OAKLAND |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXX 45 |

DATE: Sun, Nov 14

Flight SOUTHWEST AIRLINES 140

| | | | |
|-----------------|---------------------------|------------------|----------------------|
| From | RENO/TAHOE INTL, NV | Departs | 6:00am |
| To | LAS VEGAS, NV | Arrives | 7:30am |
| Duration | 1hr(s) 30min(s) | Arrival Terminal | 1 |
| Type | BOEING 737-700 JET | Cabin | Economy |
| Stop(s) | Non Stop | Meal | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXX 45 |

DATE: Sun, Nov 14

Flight SOUTHWEST AIRLINES 518

| | | | |
|--------------------|---------------------------|------------------|----------------------|
| From | LAS VEGAS, NV | Departs | 8:15am |
| To | DALLAS LOVE FLD, TX | Arrives | 12:50 pm |
| Departure Terminal | 1 | Arrival Terminal | 1 |
| Duration | 2hr(s) 35min(s) | Cabin | Economy |
| Type | BOEING 737 800 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXX 45 |

DATE: Wed, Apr 13**Others**

DALLAS LOVE
FLD
THANK YOU FOR
YOUR BUSINESS

Ticket Information

| | | | | | |
|----------------------|---------------|-------------------|----------------------------|--------------------------------|--------------|
| Ticket Number | WN 7675703698 | Passenger | CRABILL AIRICK JOURNEY | | |
| | | Exchange | WN 7672299375 | | |
| | | Billed to: | AX RCW 42.56.230(5) | USD | * 449.51 |
| Service Fee | XD 0805159593 | Passenger | CRABILL AIRICK JOURNEY | | |
| | | Billed to: | AX RCW 42.56.230(5) | USD | * 40.00 |
| | | | | SubTotal | USD 489.51 |
| | | | | Net Credit Card Billing | * USD 489.51 |
| | | | | | ----- |
| | | | | Total Amount Due | USD 0.00 |

ITINERARY NOTES:
AIR TOTAL - 1590.34

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

From: "Warth, Julia C" <jcwarth@seattleschools.org>
To: "Narver, Gregory C" <gcnarver@seattleschools.org>
Subject: FW: 7500019064 CGCS-Seattle-invoice#4010-21-SEA-2022
Sent: Fri 4/8/2022 1:11:12 AM
[eInvoice, November 09 for AIRICK JOURNEY CRABILL \\$489.51.pdf](#)
[eInvoice, November 09 for AIRICK JOURNEY CRABILL \\$77.49.pdf](#)
[Courtyard Marriott Seattle Nov 2021 \\$659.83.pdf](#)
[Enterprise Rental Agreement 555459360 \\$219.54.pdf](#)
[Pacific Tower Rental \\$810.pdf](#)
[Food \\$469.25.pdf](#)

Receipts to accompany the invoice.

-----Original Message-----

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, April 5, 2022 5:48 AM
To: Nguyen, Melissa L <mnguyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>
Cc: AJ Crabill <ajcrabill@cgcs.org>
Subject: RE: 7500019064 CGCS-Seattle-invoice#4010-21-SEA-2022

Hello Melissa,

Per your request, attached are the following:

- 1) AJCrabill's airfare \$489.51 + \$77.49 = \$567
- 2) Courtyard Marriott Seattle \$659.83
- 3) Car Rental \$219.54
- 4) Meeting Expenses (Room Rental \$810) + (Food \$469.25) + (Addtl food, materials and labor \$720.75- No receipt) = \$2,000

--Teri

Teresita B. Trinidad

Director of Finance, Administration and Conferences Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N Washington, D.C. 20004 Tel (202) 393-2427 ext 20 Cell
(571) 435-2879

Email: ttrinidad@cgcs.org

<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=04%7C01%7Cgcnarver%40seattleschools.org%7Cac30e731430c4a643b6008da18fcac82%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637849770905280090%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C3000&data=OoTaD9m8yEUOKrhIPWPIj5m1G9NGMGnx%2FERqrzIFgLw%3D&reserved=0>

-----Original Message-----

From: Melissa L Nguyen <mnguyen@seattleschools.org>
Sent: Monday, April 4, 2022 11:14 AM
To: jcwarth@seattleschools.org; Teri Trinidad <ttrinidad@cgcs.org>
Subject: 7500019064 CGCS-Seattle-invoice#4010-21-SEA-2022

Hello Teri,

If I read the invoice correctly, there is a claim for reimbursement included in the invoice.

Claim for reimbursements required itemized receipts. Please help to provide the receipts to be reimbursement for the travel and meeting expenditures for AJ Crabill in the amount of \$3,446.37 as listed on the attached invoice# 4010-21-SEA-2022.

Scanned receipts are accepted as originals providing they meet the same requirements for paper receipts.

Hello Julia,

Once you received the itemized receipts from Teri, please sign the attached CSR and forward them all to A/P @ accountspayable@seattleschools.org for payment processing.

Thank you all,
Melissa

-----Original Message-----

From: Teri Trinidad <ttrinidad@cgcs.org>

Sent: Monday, March 28, 2022 9:30 AM

To: Nguyen, Melissa L <mnguyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>

Cc: Alisa Adams <AAdams@cgcs.org>; Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>

Subject: PO#7500019064 CGCS-Seattle PS

Hello Melissa,

Attached is our invoice for PO#7500019064 in the amount of \$13,446.37. Please confirm receipt. Thank you.

--Teri

Teresita B. Trinidad

Director of Finance, Administration and Conferences Council of the Great City Schools

1331 Pennsylvania Avenue, N.W., Suite 1100N Washington, D.C. 20004 Tel (202) 393-2427 ext 20 Cell (571) 435-2879

Email: ttrinidad@cgcs.org

<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=04%7C01%7Cgcnarver%40seattleschools.org%7Cac30e731430c4a643b6008da18fcac82%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637849770905280090%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C3000&data=OoTaD9m8yEUOKrhIPWPIj5m1G9NGMGnx%2FERqrzIFgLw%3D&reserved=0>

-----Original Message-----

From: Melissa L Nguyen <mnguyen@seattleschools.org>

Sent: Thursday, September 23, 2021 6:10 PM

To: jcwarth@seattleschools.org; Teri Trinidad <ttrinidad@cgcs.org>

Subject: 7500019064 Council of Great City School approved

Note: the deadline to become fully vaccinated will be October 18, 2021 as a condition of employment.

Vendor # 202842 contract PO 7500019064 approved – See Attached File. (Make a note of the unique 10-digit SPS Contract PO# assignment on your invoice(s) to be paid.)

CONTRACTOR PAYMENT

1) After services have been rendered, the contractor will submit an invoice to the contract originator. Invoices may be submitted not less than monthly. Invoices must include enough information so that a third party could understand it without an explanation. Invoices must relate to the services described in the approved contract, showing benefit to the District from these services. Invoice details should include:

1. Name and address of contractor
2. Date of invoice
3. SPS Purchase Order or contract number
4. Name & address of district location/students/staff served
5. Detail description of services which itemizes:
 - a. Dates and number of hours for hourly rate contracts
 - b. Dates and times of services for professional development contracts paid by session
 - c. Rates as specified in contract
 - d. Adequate documentation of activity for each day
 - e. Progress on deliverables as enumerated in the contract

Any reimbursable expenses included on the invoice must be supported by detailed original receipts

2) After reviewing the invoice to determine that the services were completed satisfactorily and were in line with the contract, a Certification of Services Rendered Form must be fully completed and signed by the originator.

3) The original invoice and Certification form are submitted to PSC Desk in Accounting (Mail Stop 33-343).

4) Accounting will mail the payment to the contractor to meet standard 30 day payment terms. Please allow seven to ten working days to process payment before the invoice is due.

Melissa Nguyen

Accounting/Personal Services Contract Specialist mlnguyen@seattleschools.org

T: 206.252.0270

PO Box 34165_Seattle WA 98124-1165

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Thursday, September 16, 2021 3:29 PM
To: Nguyen, Melissa L <mlnguyen@seattleschools.org>
Subject: CGCS Contract Package

Hi Melissa,

Thank you so much for all of your help on this. Here is the complete package (I hope!) for the CGCS Contract. Please let me know if I am missing anything or if anything needs revision.

Thank you!

Julia

Julia Warth (she/her/hers)

Director of Board Relations and Strategic Initiatives jcwarth@seattleschools.org

T: 206.252.0124

C: 206.391.2636

From: Staudt, Richard <restaudt@seattleschools.org>

Sent: Thursday, September 16, 2021 9:59 AM

To: Nguyen, Melissa L <mlnguyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>
Subject: RE: The Council of Great City Schools contract-Worker's comp clause on the PSC page#7

Hi Julia and Melissa,

We are primarily concerned about the employer's liability (EL) portion of the workers' comp coverage so if they can simply show their "Other States" workers' comp coverage on their certificate, along with the limits for EL, generally \$1M each accident, \$1M employee/disease and \$1M or \$2M policy/disease, we'll be fine. If they have no workers based in Washington State, they don't need to purchase coverage through our state fund (Labor & Industries), so there's no need to modify the contract. We have lots of out of state consultants in the same situation.

Richard

From: Nguyen, Melissa L <mlnguyen@seattleschools.org>

Sent: Thursday, September 16, 2021 6:42 AM

To: Warth, Julia C <jcwarth@seattleschools.org>; Staudt, Richard <restaudt@seattleschools.org>
Subject: The Council of Great City Schools contract-Worker's comp clause on the PSC page#7

Hello Julia,

I'm forwarding you request to Richard who is the guru in the area of Risk Management Department.

Richard,

Is this something we can omit since they are out of state and providing services remotely?

Thank you,
Melissa

From: Warth, Julia C <jcwarth@seattleschools.org>

Sent: Wednesday, September 15, 2021 5:05 PM

To: Nguyen, Melissa L <mlnguyen@seattleschools.org>
Subject: RE: SPS Contract Start and End Dates

Hi Melissa,

Just wanted to check back on this language change. Is this something we can do and what is the necessary language?

Thank you!

Julia

From: Warth, Julia C

Sent: Tuesday, September 14, 2021 12:55 PM

To: Nguyen, Melissa L <mlnguyen@seattleschools.org>
Subject: FW: SPS Contract Start and End Dates

Hi Melissa,

I received the following from Teri at CGCS. Can we change the clause in terms and conditions to align with the Worker's comp issue below?

Thank you!

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, September 14, 2021 12:53 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: FW: SPS Contract Start and End Dates

Hi Julia,

I received the certificate of insurance from our agent but she told me we will need to get a separate insurance for workmen's compensation because Washington State maintains a monopolistic state fund for Workers Compensation, not allowing private insurance for this exposure. I believe the Workmen's Compensation clause on page 7 of the attached contract does not apply to us anyway. Either on Part B of Scope of Work on page 2, or on Section IV on page 3 under bullet Attachment A – Terms and Conditions ---- please add "Attachment A Terms and Condition, Section 6 Worker's Compensation clause is not applicable to this contract." I am ready to send the signed contract and COI after this is completed. Thanks!

--Teri

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, September 13, 2021 3:16 PM
To: Teri Trinidad <ttrinidad@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Teri and AJ,

Here is the contract from March 2021 to September 2022 for your signature. I've also included the attachment B of the CGCS proposal—which I've edited to say 19 months.

Please sign and send back, along with your certificate of insurance (I sent separate email to Teri) and I think that's all the documents on your end!

Thank you,

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Monday, September 13, 2021 7:46 AM
To: Warth, Julia C <jcwarth@seattleschools.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Julia,

That should be okay, a few months extension is acceptable. Your \$10,000 payment will extend through September 2022.

--Teri

Teresita B. Trinidad

Director of Finance, Administration and Conferences Council of the Great City Schools

1331 Pennsylvania Avenue, N.W., Suite 1100N Washington, D.C. 20004 Tel (202) 393-2427 ext 20 Cell

(571) 435-2879

Email: ttrinidad@cgcs.org

<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=04%7C01%7Cgcnarver%40seattleschools.org%7Cac30e731430c4a643b6008da18fcac82%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637849770905280090%7CUnknown%7CTWFPbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haVWwiLCJXVCi6Mn0%3D%7C3000&data=OoTaD9m8yEUOKrhIPWPlj5m1G9NGMGnx%2FERqrzIFgLw%3D&reserved=0>

From: Warth, Julia C <jcwarth@seattleschools.org>

Sent: Monday, September 13, 2021 10:42 AM

To: Teri Trinidad <ttrinidad@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>

Subject: SPS Contract Start and End Dates

Hi Teri and AJ,

AJ has confirmed that our contract should go through September 2022, so that would put our contract term from March 2021 (to capture previous work) to September 2022. Does that change anything about the terms of the contract if it's initially longer than 12 months?

Thank you,

Julia

Julia Warth (she/her/hers)

Director of Board Relations and Strategic Initiatives jcwarth@seattleschools.org

T: 206.252.0124

C: 206.391.2636

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Marriott.com/SEAPS

| | | | | |
|-----------------|---------------|---------------------|---------------|---------------------|
| A. Crabill | | Room: 1204 | | |
| | | Room Type: KING | | |
| | | Number of Guests: 1 | | |
| | | Rate: \$229.00 | Clerk: | |
| Arrive: 10Nov21 | Time: 12:51AM | Depart: 12Nov21 | Time: 12:00PM | Folio Number: 52771 |

| DATE | DESCRIPTION | CHARGES | CREDITS |
|---------|----------------------|---------|---------|
| 10Nov21 | Market Beverage | 3.63 | |
| 10Nov21 | Sales Tax | 0.37 | |
| 10Nov21 | Market Packaged Food | 3.40 | |
| 10Nov21 | Sales Tax | 0.35 | |
| 10Nov21 | Room Charge | 219.00 | |
| 10Nov21 | Occupancy Sales Tax | 19.05 | |
| 10Nov21 | County Tax | 15.33 | |
| 10Nov21 | Seattle Tourism Fee | 2.00 | |
| 10Nov21 | Parking | 44.81 | |
| 10Nov21 | Parking Tax | 10.19 | |
| 11Nov21 | Market Frozen Food | 4.76 | |
| 11Nov21 | Sales Tax | 0.49 | |
| 11Nov21 | Market Beverage | 3.63 | |
| 11Nov21 | Sales Tax | 0.37 | |
| 11Nov21 | Market Packaged Food | 3.40 | |
| 11Nov21 | Sales Tax | 0.35 | |
| 11Nov21 | Market Packaged Food | 2.49 | |
| 11Nov21 | Sales Tax | 0.26 | |
| 11Nov21 | Market Beverage | 3.63 | |
| 11Nov21 | Sales Tax | 0.37 | |
| 11Nov21 | Room Charge | 229.00 | |
| 11Nov21 | Occupancy Sales Tax | 19.92 | |
| 11Nov21 | County Tax | 16.03 | |
| 11Nov21 | Seattle Tourism Fee | 2.00 | |
| 11Nov21 | Parking | 44.81 | |
| 11Nov21 | Parking Tax | 10.19 | |
| 12Nov21 | American Express | | 659.83 |

Card #: **RCW 42.56.230(5)** XXXX
Amount: 659.83 Auth: 179297
This card was electronically swiped on 10Nov21

| | |
|-----------------|-------------|
| BALANCE: | 0.00 |
|-----------------|-------------|

Marriott Bonvoy Account # XXXXX8745. Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

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| | | | | |
|-----------------|---------------|---------------------|---------------|---------------------|
| A. Crabill | | Room: 1204 | | |
| | | Room Type: KING | | |
| | | Number of Guests: 1 | | |
| | | Rate: \$229.00 | | Clerk: |
| Arrive: 10Nov21 | Time: 12:51AM | Depart: 12Nov21 | Time: 12:00PM | Folio Number: 52771 |

| DATE | DESCRIPTION | CHARGES | CREDITS |
|------|-------------|---------|---------|
|------|-------------|---------|---------|

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Connoisseur Travel
 Phone: (202) 667-3202
 TRACY.SMITH@CTLTD.COM

Electronic Invoice

Prepared For:
 CRABILL/AIRICK JOURNEY

| | |
|--------------------|-------------|
| SALES PERSON | 57 |
| INVOICE NUMBER | 0611998 |
| INVOICE ISSUE DATE | 10 Nov 2021 |
| RECORD LOCATOR | DDVAIZ |
| CUSTOMER NUMBER | 0000003803 |

| |
|---|
| Client Address COUNCIL OF THE GREAT CITY SCHOOLS 1331 PENNSYLVANIA AVE NW 11TH FLR WASHINGTON 20004 1331 PENNSYLVANIA AVE NW 11TH FL R WASHINGTON DC 20004 |
|---|

DATE: Tue, Nov 09

| | | | |
|---------------------------------------|---------------------------|---------|----------------------|
| Flight SOUTHWEST AIRLINES 5635 | | | |
| From | CHICAGO MIDWAY, IL | Departs | 9:00 am |
| To | NASHVILLE, TN | Arrives | 10:30 am |
| Duration | 1hr(s) 30min(s) | Cabin | Economy |
| Type | BOEING 737 MAX | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXX 45 |

DATE: Tue, Nov 09

| | | | |
|---------------------------------------|---------------------------|---------|----------------------|
| Flight SOUTHWEST AIRLINES 6244 | | | |
| From | NASHVILLE, TN | Departs | 11:40 am |
| To | CHARLOTTE, NC | Arrives | 2:00 pm |
| Duration | 1hr(s) 20min(s) | Cabin | Economy |
| Type | BOEING 737-700 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXX 45 |

DATE: Tue, Nov 09

| | | | |
|--|-----------------|-----------|--------------------------|
| Car: ENTERPRISE R A C CHARLOTTE, NC | | | |
| Pick Up | 2:00pm | Drop Off | 10 Nov |
| Confirmation Number | 1432055581COUNT | Car Type | 2/4 Door,Intermediate |
| | | Member ID | 20107094545 |
| Service Information | CIC129689 | | |
| Rate Plan For - | 1 Days,0 Hours | USD | MI/KM |
| | USD Rate | 71.44 | UNL |
| | Extra Day | 71.44 | UNL |
| | Extra Hour | 14.29 | UNL |
| | | | Extra MI/KM |
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |

| | | |
|-------------------------|-------|-----|
| Mandatory Charges | 25.68 | |
| Approximate Total Price | 97.12 | UNL |

DATE: Tue, Nov 09

**Hotel: MARRIOTT HOTELS, CHARLOTTE MARRIOTT CITY CENTER
100 W TRADE ST
CHARLOTTE NC 28202**

| | | | |
|---------------------|--------------------|----------------|---|
| Service City | CHARLOTTE | Check-Out | 10 Nov |
| Check-In | 09 Nov | Room Details | MEMBER RATE FLEXIBLE, GUEST RO CUSTOMERS SHOULD REVIEW GOVERN |
| Rooms(s) | 1 | Rate per Night | 293.00 USD |
| Night(s) | 1 | Member ID- | 242038745 |
| Confirmation Number | 77768172 | Phone | 1-704-3339000 |
| Service Information | | | |
| Guarantee | Room is guaranteed | | |

DATE: Wed, Nov 10

Flight SOUTHWEST AIRLINES 4758

| | | | |
|-----------------|---------------------------|---------|-----------------------|
| From | CHARLOTTE, NC | Departs | 5:00pm |
| To | DENVER, CO | Arrives | 6:50pm |
| Duration | 3hr(s) 50min(s) | Cabin | Economy |
| Type | BOEING 737-700 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXXX 45 |

DATE: Wed, Nov 10

Flight SOUTHWEST AIRLINES 1348

| | | | |
|-----------------|---------------------------|---------|-----------------------|
| From | DENVER, CO | Departs | 9:15pm |
| To | SEATTLE TACOMA, WA | Arrives | 11:15pm |
| Duration | 3hr(s) 0min(s) | Cabin | Economy |
| Type | BOEING 737-700 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXXX 45 |

DATE: Wed, Nov 10

**Car: ENTERPRISE R A C
SEATTLE TACOMA, WA**

| | | | |
|---------------------|-------------------------|-----------|--------------------------|
| Pick Up | 11:15pm | Drop Off | 12 Nov |
| Confirmation Number | 1080029289COUNT | Car Type | 2/4 Door,Intermediate |
| Service Information | CIC129689 | Member ID | 20107094545 |
| Rate Plan For - | 2 Days,0 Hours | MI/KM | Extra MI/KM |
| | USD | UNL | 0.00 |
| | Extra Day 61.78 | UNL | 0.00 |
| | Extra Hour 12.36 | UNL | 0.00 |
| | Mandatory Charges 52.45 | | |

Approximate Total Price 176.01 UNL

DATE: Wed, Nov 10

**Hotel: COURTYARD BY MC, COURT YARD DOWNTOWN MARRIOTT
612 2ND AVE
SEATTLE WA 98104**

| | | | |
|---------------------|--------------------|---------------------|---|
| Service City | SEATTLE TACOMA | Check-Out | 12 Nov |
| Check-In | 10 Nov | Room Details | FLEXIBLE RATE, GUEST ROOM, 1 K CUSTOMERS SHOULD REVIEW GOVERN |
| Rooms(s) | 1 | Rate per Night | VARIED** |
| Night(s) | 2 | Approx. Total Price | 521.90 USD INCLUDES TAXES AND SURCHARGES |
| Confirmation Number | 77773970 | Member ID- Phone | 242038745 1-206-6251111 |
| Service Information | | | |
| Guarantee | Room is guaranteed | | |

****RATES AND EFFECTIVE DATES (USD)**

219.00 36.16 TAX EFFECTIVE 10NOV - 11NOV
229.00 37.72 TAX EFFECTIVE 11NOV - 12NOV

TAX AND/OR SURCHARGE INFORMATION (USD)

73.90
27.33 OCCUPANCY TAX
29.12 STATE PROVINCE TAX
13.44 COUNTY TAX
TOTAL TAX 73.90

DATE: Fri, Nov 12

Flight SOUTHWEST AIRLINES 3996

| | | | |
|-----------------|---------------------------|----------------|----------------------|
| From | SEATTLE TACOMA, WA | Departs | 3:55pm |
| To | RENO/TAHOE INTL, NV | Arrives | 8:00pm |
| Duration | 4hr(s) 5min(s) | Cabin | Economy |
| Type | BOEING 737 800 JET | Meal | |
| Stop(s) | 1 Stop(s) | Stop over city | OAKLAND |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXX 45 |

DATE: Sun, Nov 14

Flight SOUTHWEST AIRLINES 140

| | | | |
|-----------------|---------------------------|------------------|----------------------|
| From | RENO/TAHOE INTL, NV | Departs | 6:00am |
| To | LAS VEGAS, NV | Arrives | 7:30am |
| Duration | 1hr(s) 30min(s) | Arrival Terminal | 1 |
| Type | BOEING 737-700 JET | Cabin | Economy |
| Stop(s) | Non Stop | Meal | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXX 45 |

DATE: Sun, Nov 14

Flight SOUTHWEST AIRLINES 518

| | | | |
|--------------------|---------------------------|------------------|-----------------------|
| From | LAS VEGAS, NV | Departs | 8:15am |
| To | DALLAS LOVE FLD, TX | Arrives | 12:50 pm |
| Departure Terminal | 1 | Arrival Terminal | 1 |
| Duration | 2hr(s) 35min(s) | Cabin | Economy |
| Type | BOEING 737 800 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXXX 45 |

DATE: Wed, Apr 13

Others

DALLAS LOVE
FLD
THANK YOU FOR
YOUR BUSINESS

Ticket Information

| | | | | | |
|----------------------|---------------|-------------------|----------------------------|--------------------------------|--------------|
| Ticket Number | WN 7675703698 | Passenger | CRABILL AIRICK JOURNEY | | |
| | | Exchange | WN 7672299375 | | |
| | | Billed to: | AX XXXXXXXXXXXX [REDACTED] | USD | * 449.51 |
| Service Fee | XD 0805159593 | Passenger | CRABILL AIRICK JOURNEY | | |
| | | Billed to: | AX XXXXXXXXXXXX [REDACTED] | USD | * 40.00 |
| | | | | SubTotal | USD 489.51 |
| | | | | Net Credit Card Billing | * USD 489.51 |
| | | | | | ----- |
| | | | | Total Amount Due | USD 0.00 |

ITINERARY NOTES:
AIR TOTAL - 1590.34

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Rental Agreement # 555459360

Invoice # 90135834015

Renter Information

Renter Name
AIRICK CRABILL

Renter Address
AUSTIN, TX 78721
USA

Vehicle Information

4DR FRONT-WHEEL DRIVE SEDAN
License #: BYW9694
State/Province: WA
Unit #: 8C7QMJ
Vehicle #: MU483580

Vehicle Class Driven
Full Size 4 door/Automatic/Air

Vehicle Class Charged
Midsize 2/4 door/Automatic/Air

Odometer Mileage/Kilometers
Starting: 12,634 **Ending:** 12,687

Total: 53

Fuel
Starting: Full **Ending:**

Thank you for renting
with Enterprise Rent-A-
Car

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Trip Information

Pickup Thursday, November 11, 2021 12:16 AM
Return Friday, November 12, 2021 2:48 PM

Start Charges Thursday, November 11, 2021 12:26 AM
SEA TAC INTL ARPT (SEA) 3150 S 160TH ST STE 508 SUITE 508 SEATAC, WA 98188-2698 USA
SEA TAC INTL ARPT (SEA) 3150 S 160TH ST STE 508 SUITE 508 SEATAC, WA 98188-2698 USA

Renter Charges

| | | |
|-----------------------|---|----------|
| Rental Rate | Time & Distance 2 Day at \$61.78 / Day | \$123.56 |
| Coverages | Slp (\$12.81 / Day) | \$25.62 |
| Add-Ons | Refueling Charge (\$6.44 / Gallon) | \$12.87 |
| Taxes and Fees | Vlf Recovery (\$0.49 / Day) | \$0.98 |
| | Wa State Rental Tax 5.9 Pct (5.90%) | \$8.42 |
| | Concession Recovery Fee 11.11 Pct (11.11%) | \$18.11 |
| | Sales Tax (10.10%) | \$14.41 |
| | Con Facility Charge 6.50/day (\$6.50 / Day) | \$13.00 |
| | Rta Tax 0.80 Pct (0.80%) | \$1.14 |
| | Sports Facility Tax 1.00 Pct (1.00%) | \$1.43 |

Total **\$219.54**

(Subject to audit)

Amount charged on November 12, 2021 to VISA  (\$219.54)

Amount Due **\$0.00**



Connoisseur Travel
 Phone: (202) 667-3202
 TRACY.SMITH@CTLTD.COM

Electronic Invoice

Prepared For:
 CRABILL/AIRICK JOURNEY

| | |
|--------------------|-------------|
| SALES PERSON | 57 |
| INVOICE NUMBER | 0611179 |
| INVOICE ISSUE DATE | 22 Oct 2021 |
| RECORD LOCATOR | DDVAIZ |
| CUSTOMER NUMBER | 0000003803 |

| |
|---|
| Client Address COUNCIL OF THE GREAT CITY SCHOOLS 1331 PENNSYLVANIA AVE NW 11TH FLR WASHINGTON 20004 1331 PENNSYLVANIA AVE NW 11TH FL R WASHINGTON DC 20004 |
|---|

DATE: Tue, Nov 09

| | | | |
|---------------------------------------|------------------------|---------|----------------------|
| Flight SOUTHWEST AIRLINES 5635 | | | |
| From | CHICAGO MIDWAY, IL | Departs | 9:00 am |
| To | NASHVILLE, TN | Arrives | 10:30 am |
| Duration | 1hr(s) 30min(s) | Cabin | Economy |
| Type | BOEING 737 MAX | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXX 45 |

DATE: Tue, Nov 09

| | | | |
|---------------------------------------|------------------------|---------|----------------------|
| Flight SOUTHWEST AIRLINES 6244 | | | |
| From | NASHVILLE, TN | Departs | 11:40 am |
| To | CHARLOTTE, NC | Arrives | 2:00 pm |
| Duration | 1hr(s) 20min(s) | Cabin | Economy |
| Type | BOEING 737-700 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXX 45 |

DATE: Tue, Nov 09

| | | | |
|--|-----------------|-----------|------------------------|
| Car: ENTERPRISE R A C CHARLOTTE, NC | | | |
| Pick Up | 2:00pm | Drop Off | 10 Nov |
| Confirmation Number | 1432055581COUNT | Car Type | 2/4 Door, Intermediate |
| | | Member ID | 20107094545 |
| Service Information | CIC129689 | | |
| Rate Plan For - | 1 Days, 0 Hours | USD | MI/KM |
| | USD Rate | 71.44 | UNL |
| | Extra Day | 71.44 | UNL |
| | Extra Hour | 14.29 | UNL |
| | | | Extra MI/KM |
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |

| | | |
|-------------------------|-------|-----|
| Mandatory Charges | 25.68 | |
| Approximate Total Price | 97.12 | UNL |

DATE: Tue, Nov 09

**Hotel: MARRIOTT HOTELS, CHARLOTTE MARRIOTT CITY CENTER
100 W TRADE ST
CHARLOTTE NC 28202**

| | | | |
|---------------------|--------------------|----------------|---|
| Service City | CHARLOTTE | Check-Out | 10 Nov |
| Check-In | 09 Nov | Room Details | MEMBER RATE FLEXIBLE, GUEST RO CUSTOMERS SHOULD REVIEW GOVERN |
| Rooms(s) | 1 | Rate per Night | 293.00 USD |
| Night(s) | 1 | | |
| Confirmation Number | 77768172 | | |
| Service Information | | Member ID- | 242038745 |
| Guarantee | Room is guaranteed | Phone | 1-704-3339000 |

DATE: Wed, Nov 10

Flight SOUTHWEST AIRLINES 4758

| | | | |
|-----------------|---------------------------|---------|-----------------------|
| From | CHARLOTTE, NC | Departs | 5:00pm |
| To | DENVER, CO | Arrives | 6:50pm |
| Duration | 3hr(s) 50min(s) | Cabin | Economy |
| Type | BOEING 737-700 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXXX 45 |

DATE: Wed, Nov 10

Flight SOUTHWEST AIRLINES 1348

| | | | |
|-----------------|---------------------------|---------|-----------------------|
| From | DENVER, CO | Departs | 9:15pm |
| To | SEATTLE TACOMA, WA | Arrives | 11:15pm |
| Duration | 3hr(s) 0min(s) | Cabin | Economy |
| Type | BOEING 737-700 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXXX 45 |

DATE: Wed, Nov 10

**Car: ENTERPRISE R A C
SEATTLE TACOMA, WA**

| | | | |
|---------------------|-------------------------|-----------|--------------------------|
| Pick Up | 11:15pm | Drop Off | 12 Nov |
| Confirmation Number | 1080029289COUNT | Car Type | 2/4 Door,Intermediate |
| Service Information | CIC129689 | Member ID | 20107094545 |
| Rate Plan For - | 2 Days,0 Hours | MI/KM | Extra MI/KM |
| | USD | UNL | 0.00 |
| | Extra Day 61.78 | UNL | 0.00 |
| | Extra Hour 12.36 | UNL | 0.00 |
| | Mandatory Charges 52.45 | | |

Approximate Total 176.01 UNL
Price

DATE: Wed, Nov 10

**Hotel: COURTYARD BY MC, COURT YARD DOWNTOWN MARRIOTT
612 2ND AVE
SEATTLE WA 98104**

| | | | |
|---------------------|--------------------|---------------------|---|
| Service City | SEATTLE TACOMA | Check-Out | 12 Nov |
| Check-In | 10 Nov | Room Details | FLEXIBLE RATE, GUEST ROOM, 1 K CUSTOMERS SHOULD REVIEW GOVERN |
| Rooms(s) | 1 | Rate per Night | VARIED** |
| Night(s) | 2 | Approx. Total Price | 521.90 USD INCLUDES TAXES AND SURCHARGES |
| Confirmation Number | 77773970 | Member ID- Phone | 242038745 1-206-6251111 |
| Service Information | | | |
| Guarantee | Room is guaranteed | | |

****RATES AND EFFECTIVE DATES (USD)**

219.00 36.16 TAX EFFECTIVE 10NOV - 11NOV
229.00 37.72 TAX EFFECTIVE 11NOV - 12NOV

TAX AND/OR SURCHARGE INFORMATION (USD)

73.90
27.33 OCCUPANCY TAX
29.12 STATE PROVINCE TAX
13.44 COUNTY TAX
TOTAL TAX 73.90

DATE: Fri, Nov 12

Flight SOUTHWEST AIRLINES 3490

| | | | |
|-----------------|---------------------------|------------------|----------------------|
| From | SEATTLE TACOMA, WA | Departs | 1:00pm |
| To | PHOENIX, AZ | Arrives | 4:45pm |
| Duration | 2hr(s) 45min(s) | Arrival Terminal | 4 |
| Type | BOEING 737 800 JET | Cabin | Economy |
| Stop(s) | Non Stop | Meal | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXX 45 |

DATE: Fri, Nov 12

Flight SOUTHWEST AIRLINES 5362

| | | | |
|--------------------|---------------------------|------------------|----------------------|
| From | PHOENIX, AZ | Departs | 6:10pm |
| To | LAS VEGAS, NV | Arrives | 6:15pm |
| Departure Terminal | 4 | Arrival Terminal | 1 |
| Duration | 1hr(s) 5min(s) | Cabin | Economy |
| Type | BOEING 737 800 JET | Meal | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXX 45 |

DATE: Fri, Nov 12

Car: ENTERPRISE R A C

LAS VEGAS, NV

| | | | |
|---------------------|-------------------------|-----------|-----------------------|
| Pick Up | 9:55am | Drop Off | 14 Nov |
| Confirmation Number | 2050180991COUNT | Car Type | 2/4 Door,Intermediate |
| | | Member ID | 20107094545 |
| Service Information | CIC129689 | | |
| Rate Plan For - | 2 Days,0 Hours | USD | MI/KM |
| | USD Rate | 97.00 | UNL |
| | Extra Day | 97.00 | UNL |
| | Extra Hour | 19.40 | UNL |
| | Mandatory Charges | 72.78 | UNL |
| | Approximate Total Price | 266.78 | UNL |
| | | | Extra MI/KM |
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |

DATE: Fri, Nov 12

| | | | |
|---|--------------------|----------------|---|
| Hotel: COURTYARD BY MC, COURTYARD CONV CENTER MARRIOTT | | | |
| 3275 PARADISE RD | | | |
| LAS VEGAS NV 89109 | | | |
| Service City | LAS VEGAS | Check-Out | 14 Nov |
| Check-In | 12 Nov | Room Details | MEMBER RATE FLEXIBLE, GUEST RO CUSTOMERS SHOULD REVIEW GOVERN |
| Rooms(s) | 1 | Rate per Night | 284.00 USD |
| Night(s) | 2 | | |
| Confirmation Number | 77973205 | | |
| Service Information | | Member ID- | 242038745 |
| Guarantee | Room is guaranteed | Phone | 1-702-7913600 |

DATE: Sun, Nov 14

| | | | |
|---------------------------------------|------------------------|------------------|--------------------|
| Flight SOUTHWEST AIRLINES 4086 | | | |
| From | LAS VEGAS, NV | Departs | 6:45am |
| To | DALLAS LOVE FLD, TX | Arrives | 11:20am |
| Departure Terminal | 1 | Arrival Terminal | 1 |
| Duration | 2hr(s) 35min(s) | Meal | |
| Type | BOEING 737-700 JET | | |
| Stop(s) | Non Stop | | |
| Seat(s) Details | CRABILL/AIRICK JOURNEY | | WN - XXXXXXXXXX 45 |

DATE: Wed, Apr 13

| | |
|---------------|--|
| Others | |
| | DALLAS LOVE FLD THANK YOU FOR YOUR BUSINESS |

Ticket Information

| | | | | | |
|----------------------|---------------|-----------------------------|----------------------------|-----------------|-----------|
| Ticket Number | WN 7672299375 | Passenger Exchange | CRABILL AIRICK JOURNEY | | |
| | | Billed to: | AX RCW 42.56.230(5) | USD | * 37.49 |
| Service Fee | XD 0804635003 | Passenger Billed to: | CRABILL AIRICK JOURNEY | USD | * 40.00 |
| | | | AX XXXXXXXXXXXXX2066 | | |
| | | | | SubTotal | USD 77.49 |

Net Credit Card Billing * USD 77.49

Total Amount Due -----
USD 0.00

ITINERARY NOTES:
AIR TOTAL - 1590.34

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

Teri Trinidad

From: AJ Crabill <ajc@ajc7.com>
Sent: Thursday, November 11, 2021 9:16 PM
To: Teri Trinidad
Subject: Fwd: Online Order Receipt for \$469.25 at Homegrown - South Lake Union

Seattle

I think this may be the first time I've submitted a reimbursement for food. lol



----- Forwarded message -----

From: Homegrown - South Lake Union <no-reply@toasttab.com>
Date: Thu, Nov 11, 2021 at 10:49 AM
Subject: Online Order Receipt for \$469.25 at Homegrown - South Lake Union

Homegrown - South Lake Union - 206-620-0258

Check #30
Pick up 11:09 AM PST



Homegrown South Lake Union
208 Westlake Ave N
Seattle, WA 98109
206-620-0258
eathomegrown.com

Online Order (Online)

Check #30

Ordered: 11/11/21 10:49 AM

Due: 11/11/21 11:09 AM

| | |
|---------------------------|---------|
| 2 Smoked Pastrami | \$27.90 |
| 2 Grass-fed Steak & Blue | \$29.90 |
| 2 Turkey, Bacon & Avocado | \$27.90 |
| Za'atar Smashed Chickpea | \$11.95 |
| 2 Chicken Pesto | \$25.90 |
| Broccoli Melt | \$11.95 |
| Moroccan Carrot Melt | \$12.95 |
| Sonoran (vegan) | \$10.95 |
| Farmstead Cobb | \$14.95 |
| Matcha Chicken Avocado | \$12.95 |
| Spicy Braised Tofu | \$11.95 |
| Plant Powered | \$12.95 |
| Za'atar Smashed Chickpea | \$11.95 |
| NO Roasted Garlic Aioli | |
| 12 Chocolate Chip Cookie | \$33.00 |
| 4 Vegan Brownie | \$15.80 |
| Clean Greens | \$4.25 |
| 12 Chips | \$23.40 |
| Sea Salt | |
| 2 Jones Soda | \$3.90 |
| Cola | |
| 2 Jones Soda | \$3.90 |
| Diet Cola | |
| 2 Jones Soda | \$3.90 |
| Root Beer | |
| 2 Spindrift Seltzer | \$4.90 |
| Lemon Seltzer | |
| 2 Spindrift Seltzer | \$4.90 |
| Grapefruit Seltzer | |
| 2 Spindrift Seltzer | \$4.90 |
| Raspberry Lime Seltzer | |
| 2 Open Water - Still | \$4.50 |
| 2 Open Water - Sparkling | \$5.90 |
| Bottled Tea | \$2.95 |
| Organic Peach Oolalong | |

| | |
|---------------------|-----------------|
| Bottled Tea | \$2.95 |
| Organic Black Tea | |
| 2 Cup Of Soup | \$8.50 |
| Tomato Bisque | |
| 2 Cup Of Soup | \$8.50 |
| Carrot Sweet Potato | |
| Subtotal | \$360.30 |
| Tax | \$36.89 |
| Tip | \$72.06 |
| Total | \$469.25 |

| | |
|------------------|-------------------------|
| Mastercard | RCW 42.56.230(5) |
| Transaction Type | Sale |
| Authorization | Approved |
| Approval Code | |
| Payment ID | CbfmkfJftLNF |

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From: "Warth, Julia C" <jcwarth@seattleschools.org>
To: "Narver, Gregory C" <gcnarver@seattleschools.org>
Subject: FW: PO#7500019064 CGCS-Seattle PS
Sent: Fri 4/8/2022 1:11:10 AM
[Seattle PSA Invoice 3-28-2022.pdf](#)
[Countersign Contract with Seattle Public Schools March 1 2021 to Sept 2022.pdf](#)

Hi Greg,

Here is the CGCS invoice and contract. I will forward the other email with the receipts for reference as well.

Thank you!

Julia

-----Original Message-----

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Monday, March 28, 2022 9:30 AM
To: Nguyen, Melissa L <mnguyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>
Cc: Alisa Adams <AAdams@cgcs.org>; Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: PO#7500019064 CGCS-Seattle PS

Hello Melissa,

Attached is our invoice for PO#7500019064 in the amount of \$13,446.37. Please confirm receipt. Thank you.

--Teri

Teresita B. Trinidad
Director of Finance, Administration and Conferences Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N Washington, D.C. 20004 Tel (202) 393-2427 ext 20 Cell (571) 435-2879
Email: ttrinidad@cgcs.org
<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=04%7C01%7Cgcnarver%40seattleschools.org%7C8a7664cbdb0546bd2d8308da18fcab07%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637849770909186071%7CUnknown%7CTWFpbGZsb3d8eyJWljoimC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&data=r2Y%2FBLyXGdgVdNA8LuCVSHDloRryrdcoY9%2FEJ%2BC0uF0%3D&reserved=0>

-----Original Message-----

From: Melissa L Nguyen <mnguyen@seattleschools.org>
Sent: Thursday, September 23, 2021 6:10 PM
To: jcwarth@seattleschools.org; Teri Trinidad <ttrinidad@cgcs.org>
Subject: 7500019064 Council of Great City School approved

Note: the deadline to become fully vaccinated will be October 18, 2021 as a condition of employment.

Vendor # 202842 contract PO 7500019064 approved – See Attached File. (Make a note of the unique 10-digit SPS Contract PO# assignment on your invoice(s) to be paid.)

CONTRACTOR PAYMENT

1) After services have been rendered, the contractor will submit an invoice to the contract originator. Invoices may be submitted not less than monthly. Invoices must include enough information so that a third party could understand it without an explanation. Invoices must relate to the services described in the approved contract, showing benefit to the District from these services. Invoice details should include:

1. Name and address of contractor
 2. Date of invoice
 3. SPS Purchase Order or contract number
 4. Name & address of district location/students/staff served
 5. Detail description of services which itemizes:
 - a. Dates and number of hours for hourly rate contracts
 - b. Dates and times of services for professional development contracts paid by session
 - c. Rates as specified in contract
 - d. Adequate documentation of activity for each day
 - e. Progress on deliverables as enumerated in the contract
- Any reimbursable expenses included on the invoice must be supported by detailed original receipts

2) After reviewing the invoice to determine that the services were completed satisfactorily and were in line with the contract, a Certification of Services Rendered Form must be fully completed and signed by the originator.

3) The original invoice and Certification form are submitted to PSC Desk in Accounting (Mail Stop 33-343).

4) Accounting will mail the payment to the contractor to meet standard 30 day payment terms. Please allow seven to ten working days to process payment before the invoice is due.

Melissa Nguyen
Accounting/Personal Services Contract Specialist mlnguyen@seattleschools.org
T: 206.252.0270
PO Box 34165_Seattle WA 98124-1165

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Thursday, September 16, 2021 3:29 PM
To: Nguyen, Melissa L <mlnguyen@seattleschools.org>
Subject: CGCS Contract Package

Hi Melissa,

Thank you so much for all of your help on this. Here is the complete package (I hope!) for the CGCS Contract. Please let me know if I am missing anything or if anything needs revision.

Thank you!

Julia

Julia Warth (she/her/hers)
Director of Board Relations and Strategic Initiatives jcwarth@seattleschools.org
T: 206.252.0124
C: 206.391.2636

From: Staudt, Richard <restaudt@seattleschools.org>
Sent: Thursday, September 16, 2021 9:59 AM

To: Nguyen, Melissa L <mnguyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>
Subject: RE: The Council of Great City Schools contract-Worker's comp clause on the PSC page#7

Hi Julia and Melissa,

We are primarily concerned about the employer's liability (EL) portion of the workers' comp coverage so if they can simply show their "Other States" workers' comp coverage on their certificate, along with the limits for EL, generally \$1M each accident, \$1M employee/disease and \$1M or \$2M policy/disease, we'll be fine. If they have no workers based in Washington State, they don't need to purchase coverage through our state fund (Labor & Industries), so there's no need to modify the contract. We have lots of out of state consultants in the same situation.

Richard

From: Nguyen, Melissa L <mnguyen@seattleschools.org>
Sent: Thursday, September 16, 2021 6:42 AM
To: Warth, Julia C <jcwarth@seattleschools.org>; Staudt, Richard <restaudt@seattleschools.org>
Subject: The Council of Great City Schools contract-Worker's comp clause on the PSC page#7

Hello Julia,

I'm forwarding you request to Richard who is the guru in the area of Risk Management Department.

Richard,

Is this something we can omit since they are out of state and providing services remotely?

Thank you,
Melissa

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Wednesday, September 15, 2021 5:05 PM
To: Nguyen, Melissa L <mnguyen@seattleschools.org>
Subject: RE: SPS Contract Start and End Dates

Hi Melissa,

Just wanted to check back on this language change. Is this something we can do and what is the necessary language?

Thank you!

Julia

From: Warth, Julia C
Sent: Tuesday, September 14, 2021 12:55 PM
To: Nguyen, Melissa L <mnguyen@seattleschools.org>
Subject: FW: SPS Contract Start and End Dates

Hi Melissa,

I received the following from Teri at CGCS. Can we change the clause in terms and conditions to align with the Worker's comp issue below?

Thank you!

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, September 14, 2021 12:53 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: FW: SPS Contract Start and End Dates

Hi Julia,

I received the certificate of insurance from our agent but she told me we will need to get a separate insurance for workmen's compensation because Washington State maintains a monopolistic state fund for Workers Compensation, not allowing private insurance for this exposure. I believe the Workmen's Compensation clause on page 7 of the attached contract does not apply to us anyway. Either on Part B of Scope of Work on page 2, or on Section IV on page 3 under bullet Attachment A – Terms and Conditions ---- please add "Attachment A Terms and Condition, Section 6 Worker's Compensation clause is not applicable to this contract." I am ready to send the signed contract and COI after this is completed. Thanks!

--Teri

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, September 13, 2021 3:16 PM
To: Teri Trinidad <ttrinidad@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Teri and AJ,

Here is the contract from March 2021 to September 2022 for your signature. I've also included the attachment B of the CGCS proposal—which I've edited to say 19 months.

Please sign and send back, along with your certificate of insurance (I sent separate email to Teri) and I think that's all the documents on your end!

Thank you,

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Monday, September 13, 2021 7:46 AM
To: Warth, Julia C <jcwarth@seattleschools.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Julia,

That should be okay, a few months extension is acceptable. Your \$10,000 payment will extend through September 2022.

--Teri

Teresita B. Trinidad

Director of Finance, Administration and Conferences Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N Washington, D.C. 20004 Tel (202) 393-2427 ext 20 Cell
(571) 435-2879

Email: ttrinidad@cgcs.org

<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=04%7C01%7Cgcnarver%40seattleschools.org%7C8a7664cbdb0546bd2d8308da18fcab07%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637849770909186071%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEkaWwiLCJXVCi6Mn0%3D%7C3000&data=r2Y%2FBLYXGdgVdNA8LuCVSHDloRryrdcoY9%2FEJ%2BC0uF0%3D&reserved=0>

From: Warth, Julia C <jcwarth@seattleschools.org>

Sent: Monday, September 13, 2021 10:42 AM

To: Teri Trinidad <ttrinidad@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>

Subject: SPS Contract Start and End Dates

Hi Teri and AJ,

AJ has confirmed that our contract should go through September 2022, so that would put our contract term from March 2021 (to capture previous work) to September 2022. Does that change anything about the terms of the contract if it's initially longer than 12 months?

Thank you,

Julia

Julia Warth (she/her/hers)

Director of Board Relations and Strategic Initiatives jcwarth@seattleschools.org

T: 206.252.0124

C: 206.391.2636

CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

| | |
|--|---|
| CONTRACTOR NAME AND ADDRESS (Legal Name – MUST be same as registered with Tax ID Number) | CONTRACT MUST BE FULLY EXECUTED IN ADVANCE OF SERVICES |
| Name: Council of the Great City Schools | WA State Business License (UBI#): 712223 |
| Doing Business As (DBA): Council of the Great City Schools | Email: ttrinidad@cgcs.org |
| Address: 1331 Pennsylvania Avenue, N.W.Suite 1100N | Telephone: (202) 393-2427 |
| City, State and Zip: Washington, D.C. 20004 | Fax: (202) 393-2400 |
| Accounting Use: Vendor # 112842 | PO# 7500019064 |

This contract is made between the Seattle School District (“the District”) and the above-named contractor (the “Contractor”). **District employees, other than personnel in the District Financial Services Department are not authorized to make promises for contractual services, promises for a particular period of time or promises of a particular level of payment. Any verbal or written statements to that effect by District employees other than Financial Services personnel are null and void.**

Whereas, the District requires the Contractor’s services; and whereas, the Contractor’s education and experience qualify the Contractor to perform specified services; it is agreed that the Contractor will provide services as follows:

I. SCOPE OF WORK

A. General objectives of this contract (include a brief description of the agreed upon services):

The Council shall provide professional services to the District’s governing team — school board and superintendent — that include, but are not limited to, training, coaching, and professional development, and facilitation of discussions regarding the district’s long-term vision and strategic plan (“Services”). These services are to support the district implementation of Student Outcomse Focused Governance.

- B. In order to accomplish the general objects of this contract, Contractor shall perform the following specific duties (Describe the work to be performed by the contractor in detail, including the quantifiable steps or components of what the contractor is to do. Identify all tasks, work elements and objectives/outcomes of the contract, and timetables by which major parts of the work are to be completed. The specific duties may be attached as a separate document. If a separate attachment, please state “contractor shall perform the duties outlined in attachment __.):**

Up to 3 sessions of Leadership Training. This typically involves an initial two days of on-site or virtual visits by

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

Council team members. This is inclusive of preparation and planning prior to the session.

Ongoing Coaching Support. In addition to the Leadership Training requested and provided above, the Council will provide ongoing monthly coaching, strategic planning, and implementation support to the district (either individually or in groups).

Subject Matter Experts. Meetings with subject matter experts provided if needed for individual consultation.

See Attachment B Contractor Proposal for detail.

C. Site/Location of Services:

John Stanford Center for Educational Excellence/Seattle, Washington and Virtual

II. SCHEDULE OF PERFORMANCE

No costs shall be incurred under this contract until fully executed and subsequent to the termination date.

The schedule of performance of Contractor's duties is as follows:

| Dates of Services | |
|----------------------------------|-------------------------------------|
| Start Date: March 1, 2021 | End Date: September 30, 2022 |

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

III. PAYMENT (Select type):

Hourly rate/Not to Exceed: In consideration of Contractor’s satisfactory performance of the duties set forth herein, Contractor shall be compensated at an hourly rate of \$ _____, for services rendered not to exceed a total of \$ _____. Payment for satisfactory performance shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work, which will cause the maximum payment to be increased.

Set Rate: In consideration of Contractor’s satisfactory performance of the duties set forth herein, Contractor shall be compensated at a set rate of dollars \$ 75,000, inclusive of travel and all other contract-related costs. Payment for satisfactory performance shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work, which will cause the maximum payment to be increased.

Non-Financial: This is a non-financial agreement. In no event shall either party seek compensation for work performed under this agreement.

IV. INCORPORATION OF ATTACHMENTS AND ORDER OF PRECEDENCE

Each of the attachments listed below is by this reference hereby incorporated into this contract. In the event of any inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and state of Washington statutes and regulations
- Seattle School District Policies and Superintendent Procedures
- Attachment A – Terms and Conditions
- Attachment B (if applicable) – Contractor Proposal
- Attachment C (if applicable) – [Title of attachment]
- Any other provision, term or material incorporated herein by reference or otherwise incorporated.

V. APPROVAL

This contract shall be subject to the written approval of the Superintendent’s authorized representative and shall not be binding until so approved. The contract may be altered, amended or waived only by a written amendment executed by both parties.

Contractor Diversity (OPTIONAL)

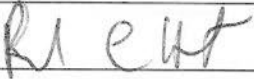
The District is committed to educational equity for our students with the goal of having all students, regardless of race or class, ready to succeed in a racially and culturally diverse local, national and global community (School Board Policy No. 0030). Values of inclusion and equity are also part of the District’s business practices - ensuring that minority-owned and women-owned businesses (WMBEs) have the maximum practicable opportunity to participate in contracting with the District. The District defines WMBE firms as at least 51 percent owned by women and/or minority. State certification is recommended, but not required to meet the District’s WMBE definition. To assist the District in tracking our goal for diversity in our contracts, please provide the following information regarding your business:

| | |
|---|--|
| <input type="checkbox"/> Minority-owned, Self-identified | <input type="checkbox"/> Minority-owned, OMWBE Certified |
| <input type="checkbox"/> Women-owned, Self-identified | <input type="checkbox"/> Women-owned, OMWBE Certified |
| <input type="checkbox"/> Not applicable or Prefer not to answer | |

We the undersigned, agree to the terms of the foregoing contract.

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

| | |
|--|--|
| CONTRACTOR NAME (PRINT NAME): COUNCIL OF THE GREAT CITY SCHOOLS | FEDERAL TAX I.D. OR SOCIAL SECURITY NO.: 36-2481232 |
| SIGNATURE:  | TITLE OF CONTRACTOR AND DATE SIGNED: Executive Director September 14, 2021 |


Contractor: Please note there must be an IRS Form "W-9 Request for Taxpayer Identification Number and Certification" attached to this contract. The Federal Tax I.D. or Social Security number given below MUST match the number specified on the W-9. A W-9 form may be obtained from the IRS at www.irs.gov

As an authorized representative of the originating school/department and having budget authority to authorize the disbursement of funds from the budget line give below, I declare that:

1. I have personally verified the existence of funds available within the appropriate unit to pay this contract.
2. I am satisfied that the contractor meets the eligibility requirements for an independent contractor as outlined in the attached Classification Checklist.
3. The services being provided do not violate any labor agreement regarding contracting out for services. Having completed these steps, I hereby authorize the release of funds from the budget line coded below.

SCHOOL/DEPARTMENT BUDGET AUTHORITY

| | | |
|--|------------|------------------------|
| School/Department Name: Relationships & Strategic Initiatives | Mail Stop: | Phone: 206.252.0124 |
|--|------------|------------------------|

| | |
|--|---|
| Print Name: Julia Warth | Title: Director of Board Relations and Strategic Initiatives |
| Signature:  | Date: 9/16/2021 |

CODING

| FISCAL YEAR | FUND | FUND CENTER/COST CENTER | COMMITMENT ITEM |
|------------------------|-------------|-------------------------|-----------------|
| 2021 & 2022 | 1000 | 01097111A0 | 7330 |
| | | | |
| | | | |

SCHOOL BASED CONTRACTS APPROVAL OVER \$25,000

| | |
|-------------|--------|
| Print Name: | Title: |
| Signature: | Date: |

FINAL SEATTLE PUBLIC SCHOOLS APPROVAL

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

| | | |
|--|---------------------------|--|
| Contracts up to \$75,000: <i>Amy Fleming</i> | Date: 9/23/2021 | Accounting Director Amy Fleming |
| Contracts up to \$75,000 and Over: <i>JoLynn Berge</i> | Date: 9/22/2021 | Chief Financial Officer JoLynn Berge |
| Contracts over \$100,000: | Date: | Deputy Superintendent |

| | |
|--------------------------|--|
| FOR ACCOUNTING USE ONLY | |
| Funds Encumbered | Date |
| Grant Accounting Review: | Contracts Accounting Review: 9/16/2021 MN |

Last Updated: January 2019

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

ATTACHMENT A – TERMS AND CONDITIONS

1. Payment to the Contractor: Compensation for the described services will be by warrant of the Seattle Public Schools after receipt of services. State Law RCW

42.24.080 forbids prepayment of services. The Contractor must submit an invoice to the originating school or department. The originator must then attach a completed Certification of Services Rendered form to the invoice and submit both to the Accounting Department for payment. The warrant will be issued through the Accounting Department.

2. Contractor Invoices: Contractor shall submit an invoice itemizing actual services and expenses after services have been rendered. **Invoices must meet District invoicing standards.** Payment will be made in one sum unless other approved. Unless otherwise specified, **payment terms are net 30 days.** Progress payments may be made not less than monthly. Any reimbursable expense for travel shall comply with district policy. If the parties anticipate the amount due for services and/or expenses will exceed this contract amount, or the dates of services will be extended, it will be necessary to complete a "Contract Modification/Extension" form which is subject to the same approval process as the original Services Contract. The District is not liable for any services above the approved contract amount without a properly approved and signed modification.

3. Correction of Noncompliance: Contractor shall, at no cost to District, promptly and satisfactorily correct or re-perform any Services found to be defective or not in compliance with the requirements of this contract or the requirements of any governmental authority, law, regulation or ordinance.

4. Compliance with Laws: Contractor shall comply, and be certain that its Services comply, with all applicable laws, ordinances, regulations, resolutions, licenses of record, permits of record, and other requirements applicable to the Services, in effect at the time of performance of the Services. Contractor shall furnish documents as may be required to evidence compliance with this section. Failure to comply with this section shall be grounds for District to immediately terminate the contract.

4.1 Discrimination: Contractor shall comply with applicable local, state and federal laws prohibiting discrimination with regard to race, creed, color, national origin, sex, sexual orientation, including gender expression or identity, marital status, age or the presence of any sensory, mental or physical handicap.

4.2 Confidentiality: Contractor, all its employees, volunteers, agents or subcontractors providing Services at a public school shall comply with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. Section 1232g

4.3 Criminal background screening: Contractor, all its employees, volunteers, agents or subcontractors providing Services at a public school shall complete and pass a comprehensive national background check. Contractor shall at minimum meet criminal background check standards adopted by the District's volunteer program. Criminal background checks should be completed at the contractor's expense prior to start of Services. Contractor, all its employees, volunteers, agents or subcontractors may be background checked using District's Washington Access to Criminal History account (WATCH) as required by the WATCH user agreement.

4.4 Individuals with criminal records: Criminal records of Contractor, all its employees, volunteers, agents or subcontractors shall be examined using the District's procedure for reviewing volunteer applications with criminal records, or Contractor's own assessment tool if it is more rigorous than the District's.

4.5 Disqualifying criminal records: pursuant to RCW 28A.400.330, Contractor, all its employees, volunteers, agents or subcontractors shall be prohibited from providing Services at a public school where there may be contact with children, if they pled guilty to or been convicted of any felony crime involving the physical neglect of a child under Chapter 9A.42 RCW, the physical injury or death of a child under Chapter 9A.32 or 9A.36 RCW, sexual offenses under Chapter 9A.44 RCW where a minor is the victim, promoting prostitution of a minor under Chapter 9A.88 RCW, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws of another jurisdiction. Contractor shall furnish such documents as may be required to evidence such compliance.

4.6 Adult Sexual Misconduct Prevention awareness: Prior to start of Service, contractor, all its employees, volunteers, agents or subcontractors providing Services at a public school shall complete the District's "Adult Sexual Misconduct Prevention training for volunteers" available on the District's website at no cost.

5. District Use: All drawings, specifications, materials, information, property and other items obtained or developed in connection with the Services or the cost of which is included in the Reimbursable Expenses (including, but not limited to, documents, designs, drawings, plans, specifications, calculations, maps, sketches, notes, reports, data, estimates, reproductions, renderings, models, mock-ups, educational materials, curriculum and instructional material, books, workbooks,

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

videos, and completed Services and Services in progress), together with all rights associated with ownership of such items (such as copyright, patent, trade secret and other proprietary rights), shall become the property of District when so obtained or developed or when such expense is incurred, as the case may be, whether or not delivered to District. It is agreed by the Contractor that the services provided to the District are specially ordered or commissioned and that such services are rendered on a work-made-for-hire basis. This confirms ownership by the District of all right, title, and interest, including all right of copyright, in and to any work of authorship created under this agreement. If for any reason it is determined that services were not provided under a work-made-for-hire situation, the Contractor irrevocably and permanently assigns to the District all ownership interest to any work created under this Agreement. Contractor shall deliver such items, together with all materials, information, property and other items furnished by District or the cost of which is included in the Reimbursable Expenses, to District upon request and in any event upon the completion, termination or cancellation of this contract. However, Contractor may at its own expense retain copies of any such items for its own records or for use in the furtherance of its professional knowledge.

District shall have a permanent, assignable, nonexclusive, royalty-free license and right to use all concepts, methods, processes, products, writings and other items (whether or not copyrightable or patentable) developed or first reduced to practice in the performance of the Services or otherwise whether by Contractor, any of its subcontractors, or any employee(s) of Contractor in connection with this contract. District shall hold Contractor or its subcontractors harmless for District's reuse of documents on a project other than this project.

6. Workers' Compensation: Contractor expressly waives any immunity or limitations (e.g., on the type or amount of damages, compensation, benefits or liability payable by Contractor) that might otherwise be afforded under any industrial insurance, worker's compensation, disability benefit or similar law, rule, regulation or order of any governmental authority having jurisdiction (including, but not limited to, the Washington Industrial Insurance Act, Title 51 of the Revised Code of Washington). By executing this contract, Contractor acknowledges that the foregoing waiver has been mutually negotiated by the parties.

7. Termination for Breach by Contractor or for the Convenience of the District: District may terminate this contract at any time for material breach by the contractor, by written notice, in which case contractor shall be liable for the direct and incidental damages suffered by the District for such material breach, but not for consequential damages. In addition, District may, at its option, terminate all or a portion of the services not then performed under this contract at any time, for its convenience for any reason, by so notifying Contractor in writing. In the event of termination, all finished or unfinished documents and other materials as described above shall, at the option of District, become its property upon compensation therefore in accordance with this contract, and District shall indemnify and hold harmless Contractor and its agents and employees from any claims arising from District's subsequent use of such documents and other materials, except to the extent Contractor is solely or concurrently negligent. If the contract is terminated by District for the convenience of the District as provided herein, Contractor's compensation for the Services shall be (i) that portion of the compensation for services performed prior to termination, and (ii) proper compensation for reimbursable expenses. Under no circumstances shall District be liable for any consequential damages, including, but not limited to, loss of profits on other projects or of reputation incurred by Contractor as a result of such termination.

8. Miscellaneous:

8.1 General: This contract represents the entire and integrated agreement between District and Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This contract may be amended only by written instrument signed by both District and Contractor. This contract shall be interpreted, construed, and enforced in all respects in accordance with the laws of the State of Washington. Venue in any litigation shall be in King County, Washington.

8.2 Independent Contractor: Contractor shall at all times be an independent contractor and not an agent or representative of District with regard to performance of the Services as authorized by this contract. Contractor shall not represent that it is, or hold itself out as, an agent or representative of District.

8.3 Indemnification: All activities performed by the Contractor are performed at its own risk, and Contractor shall indemnify, defend and hold the District harmless from any liability, claim, expense, damages or injuries to persons or property arising out of acts or omissions of Contractor, its employees, agents or subcontractors under this agreement, except to the extent caused by the District, its officers or agents.

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

8.4 Debarment: Vendor, by accepting this contract, warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (defined as not being eligible to receive federal funds) by any local, state or federal department or agency. Vendor agrees to be bound by the terms of School Board Policy No. 6973, which provides additional requirements applicable to debarment of contractors from receiving future contracts with SPS.

8.5 Contractor Responsibility: Contractor shall provide and furnish all necessary tools, labor, materials, equipment and transportation, as necessary to perform the services. Contractor is liable for, among other things, employment and other taxes, personal health and car insurance, worker's compensation for its employees.

8.6 Assignment: Neither District nor Contractor shall assign, sublet or transfer any interest in this contract without the written consent of the other. Contractor shall not (by contract, operation of law or otherwise) delegate or subcontract performance of any Services to any other person or entity without the prior written consent of District.

8.7 District Policies and Procedures: Contractor agrees that all staff assigned to a District school or those that will provide services to District students under this contract shall comply with all District policies, procedures and guidelines.

8.8 Insurance: If (1) this contract, or any amendments to this contract exceed a total value of more than \$49,999, and (2) Contractor performs services on District property, the Contractor shall, prior to starting services, submit a certificate of insurance showing evidence of Contractor's commercial general liability insurance, with a limit of not less than \$1,000,000 per occurrence bodily injury, personal injury and property damage combined, including premises, operations, contractual and personal liability. Such insurance shall not be cancelled or reduced until 30 days prior written notice has been given to the District. If performance of the services involves regular unsupervised contact with minors, the District may require the Contractor to provide evidence of coverage for sexual abuse and molestation. If the contracted services involve professional services (including, but not limited to, medical, financial, legal, programming, design or educational services) the District may require the Contractor to provide evidence of professional liability coverage. If performance of the services requires use of an automobile, Contractor and its employees must have automobile liability insurance. Seattle Public Schools shall be named as additional insured on the contractor's general liability policy.

8.9 Conflict of Interest: Vendor understands and agrees that District employees and officers generally must not accept gifts or gratuities from people who may have an interest in District actions. Pursuant to Policy 5251, a District employee may only accept from a vendor: (1) advertising or promotional items of nominal value; (2) informational materials, subscriptions related to the recipient's performance of official duties; and food and beverages consumed at hosted receptions or hosted meals where attendance is related to the receiving employee's performance of official duties. Further, Vendor may not enter into any non-consumer business arrangement with any director, employee or agent of Seattle Public Schools, other than as a representative of the District, without prior written notification thereof to the District.

8.10 Cooperation with District Auditor and State Auditor: Vendor agrees to provide reasonable cooperation with any inquiry by either the district or State Auditor relating to the performance of this contract. The District has the right to audit records of the Vendor relating to payment, performance, or performance under this contract, for three (3) years after completion of this contract. Failure to cooperate may be cause for debarment from award of future contracts.

Council of the Great City Schools

Contract for Professional Services

Assisting with District Governance

The following agreement describes ongoing professional services provided by the Council of the Great City Schools (“Council”) to Seattle Public Schools (“District”).

Scope

The Council shall provide professional services to the District’s governing team — school board and superintendent — that include, but are not limited to, training, coaching, and professional development, and facilitation of discussions regarding the district’s long-term vision and strategic plan (“Services”).

Term

This contract (“Contract”) shall begin on the date of its final execution by the Superintendent on behalf of the Board and shall terminate February 28, 2022. If the district determines in its sole discretion that it is necessary to receive services past February 28, 2022, this agreement may remain effective up to February 28, 2023, unless terminated earlier by either party.

Costs to the District for Services and Expenses

The maximum amount that may be paid by the District for the Services, inclusive of travel expenses, is \$75,000 per a 19-month period, as described below.

- **Compensation for Leadership Training**: Provided at \$10,000 per full session, this typically involves an initial two days of on-site or virtual visits by Council team members. This is inclusive of preparation and planning prior to session. The district will be invoiced for \$10,000 upon execution of this contract. Additional training and facilitation are provided as mutually agreed upon at the cost of \$10,000 per full session.
- **Compensation for Coaching Support**: In addition to the Leadership Training requested and provided above, the Council will provide ongoing monthly coaching, strategic planning, and implementation support to the district (either individually or in groups). The total fee paid for the Ongoing Coaching Support, which is tracked by Council staff, shall be invoiced by the Council at the termination of the contract. The amount invoiced shall be at a rate of \$1,000 per day or at a rate of \$125 per hour – whichever is less.
- **Subject Matter Experts**: Provided if needed, at \$1,000 per full day of service or at a rate of \$125 per hour—whichever is less. This amount shall be invoiced after delivery of their services.
- **Travel expenses**: The District shall reimburse the Council for all travel related expenses incurred and necessary for the performance of the Services up to a total effective rate not to exceed \$1,500 per day. Such reimbursement shall include, but is not limited to, transportation to and within the region, lodging, and meals and will comply with all district policies, as well as state and local statutes.

Waiver of Additional Fees

Notwithstanding the language above, the Council agrees to waive additional Leadership Training and all Coaching Support fees in the event District:

- Develops a "Board Work Plan" identifying measurable, objective and attainable work products or activities (approximately 2-3) to be completed during the term of the contract. An example of a work plan is included as Exhibit A.

and,

- Completes the work products or activities within the Board Work Plan that had deadlines occurring prior to the termination of the contract. The determination as to whether there was completion of the relevant work products or activities shall be made by the Council in consultation with the board chair.

Signatures below signifies acceptance of this agreement.

Approval by District Representative:

| | | |
|---|---|------------------|
| <small>DocuSigned by:</small>  Signature | JoLynn Berge-Chief Financial Officer | 9/22/2021 |
| | Full Name & Title | Date |

Approval by Council Representative:

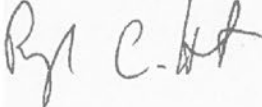
| | | |
|--|-------------------------------------|-----------|
|  Signature | Raymond C. Hart, Executive Director | 9/14/2021 |
| | Full Name & Title | Date |

Exhibit A: Example Work Plan

This example is a modified excerpt of four months from an actual district's work plan. This example is not intended as a promise of these specific services; every work plan is necessarily unique.

Status Indicators (far right column)

| | | | | |
|-------------|-----------|--------------------|----------|-----------|
| Not Started | Off Track | Slightly Off Track | On Track | Completed |
|-------------|-----------|--------------------|----------|-----------|

February 2021

| Activity | Description | Due Date | Owner | Status |
|-----------------|---|----------|-------|--------|
| Board Training | Board completes orientation on governance that is student outcomes focused | 9.13.20 | Coach | |
| Vision & Values | Board receives student data analysis to help understand high leverage, high need areas (root cause analysis, comprehensive student needs assessment, and/or similar research-based tool) | 9.30.20 | Supt | |

March 2021

| Activity | Description | Due Date | Owner | Status |
|------------------------|---|----------|-------------|--------|
| Vision & Values | Board drafts potential Goals and Guardrails based on student data | 10.4.20 | Coach | |
| Vision & Values | Board plans community engagement process regarding Goals and Guardrails | 10.4.20 | Coach | |
| Agenda Redesign | Board designs Q&A document process | 10.30.20 | Coach | |
| Constituent Engagement | Board conducts constituent workshops on governance that's focused on student outcomes | 10.30.20 | Coach | |
| Constituent Engagement | Board shares governance improvement plan outline with constituents | 10.30.20 | Board Chair | |

April 2021

| Activity | Description | Due Date | Owner | Status |
|-----------------|--|----------|-------|--------|
| Vision & Values | Superintendent shares their progress measures for the draft Goals and Guardrails | 11.1.20 | Supt | |

| | | | | |
|-----------------|---|----------|-------------|--|
| Self Eval | Board conducts quarterly self evaluation | 11.17.20 | Coach | |
| Vision & Values | Board conducts listening sessions on draft Goals and Guardrails | 11.30.20 | Board Chair | |

May 2021

| Activity | Description | Due Date | Owner | Status |
|-----------------|---|----------|-------------|--------|
| Vision & Values | Board conducts listening sessions on draft Goals and Guardrails | 12.15.20 | Board Chair | |
| Vision & Values | Board revises draft Goals and Guardrails based on constituent input | 12.18.20 | Board Chair | |
| Agenda Redesign | Board implements Q&A document process | 12.18.20 | Board Admin | |

Seattle Public Schools Bargaining Unit Checklist

The information provided below will assist the Seattle Public Schools in determining whether a service may be performed by an independent contractor and whether the individual can appropriately be classified as a contractor with the District. Please note that this page should be completed by the Principal/Program Manager contracting the Independent Contractor and must be attached to the SEATTLE SCHOOL DISTRICT PERSONAL SERVICES CONTRACT FORM for processing and approval.

Name of contractor or business Council of the Great City Schools

Tax Payer Identification # 36-2481232

Please answer YES or NO to the following two (2) questions:

SECTION 1. BARGAINING UNIT CHECKLIST

Yes No Is the service being provided included in a current district position that a current employee could do or could be trained to do?

Yes No Will the service contract bypass and/or violate collective bargaining agreements or District hiring process/procedures or any other District policies (i.e., Hiring of Relatives, Child Labor Laws)?

Bargaining units include but are not limited to:

- | | |
|--|--|
| 1) Seattle Education Association Certificated Paraprofessional SAEOP | 3) Machinists 289/79 Machinists Auto machinists |
| 2) International Union of Operating Engineers Custodial/gardeners Nutrition services Security specialists, alarm monitors | 4) Teamsters 117/174 Warehouse workers Truck drivers |
| | 5) PASS (Principals Assoc of Seattle Schools) |
| | 6) Seattle/King Cty Building & Trades Council |

Please Note:

If the answer is "Yes" to EITHER of the above two questions, the individual cannot be classified as a contractor. (Please contact your Personnel Analyst for staffing concerns and contact the Payroll Department for Retirement information.)

If the answer is "NO" to both of the questions listed above, please proceed to the Determining Employee versus Independent Contractor Checklist.

I, **Seattle School District's Principal or Department Manager** confirm that the above information is true.

Name (print) Julia Warth

Signature *Julia Warth*

Title Director of Board Relations and Strategic Initiatives

**SEATTLE PUBLIC SCHOOLS
DETERMINING EMPLOYEE versus INDEPENDENT CONTRACTOR
CLASSIFICATION CHECKLIST**

The information provided below will assist the Seattle Public Schools in determining whether an individual performing services will be classified as an employee of the District or as an independent contractor for federal, state and FICA tax purposes. Please note that this page should be completed by the Principal/Program Manager contracting the Independent Contractor and must be attached to the SEATTLE SCHOOL DISTRICT PERSONAL SERVICES CONTRACT FORM for processing and approval.

| | |
|---|--|
| SECTION 1. GENERAL | |
| Name of Individual/Business: AJ Crabill/Council of the Great City Schools | Individual/Business E-mail Address: AJCrabill@cgcs.org |
| For Individuals: (check one) <input checked="" type="checkbox"/> US Citizen <input type="checkbox"/> Resident Tax Alien <input type="checkbox"/> Nonresident Alien | Taxpayer Identification Number: 36-2481232 |
| School or Program Location: John Stanford Center for Educational Excellence, Vir | Phone Number/Address: 512.953.3252/1331 Pennsylvania Avenue, N.W.Suite 1100N, Wa |

| | |
|--|---|
| SECTION 2. MULTIPLE RELATIONSHIPS WITH THE DISTRICT | |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Does this individual currently work for the District as an employee (including hourly, temporary or substitute)? |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Does the District expect to hire this individual as an employee to provide the same or similar services immediately following the termination of his/her independent contractor service? |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | During the previous 12 months prior to the date on which the independent contractor service commenced, was the individual an employee (including hourly, temporary or substitute) to provide the same or similar service? |
| Please Note: If the answer is "Yes" to ANY of the above three questions, the individual should be classified as an EMPLOYEE and paid through the normal payroll process. See footnote*. | |

| | |
|---|---|
| SECTION 3. RETIREMENT BENEFITS | |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Is this individual drawing state retirement benefits? |

| | |
|--|--|
| SECTION 4. RELATIONSHIP WITH THE DISTRICT | |
| The individual does not receive extensive instructions on how to perform his/her job, except perhaps topics to discuss. The individual does provide or could be available to perform this job at other businesses/schools. The individual does not receive benefits from the Seattle Public School District, nor does the individual expect to receive benefits from the District. The District and the individual agree, either in writing or orally, that the relationship is strictly that of an independent contract relationship. | |
| I, Seattle School District's Principal or Department Manager , confirm that the above paragraph is true and therefore the individual is an independent contractor. If the above statement is not true, the individual may be an employee.* | |
| Name (print): <u>Julia Warth</u> | Title: <u>Director of Board Relations and Strategi</u> |
| Signature: <u><i>Julia Warth</i></u> | Date: <u>9/16/2021</u> |
| Phone Number: <u>206.252.0124</u> | E-mail Address: <u>jwarth</u> @seattleschools.org |

*If the department requesting services disagrees with this determination, please complete the Internal Revenue Services SS-8 form (available at www.irs.gov), provide documentation to provide answers, and submit completed packet to the Contracts Desk in Accounting. Accounting and Payroll will work with the department to make a final decision.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
COUNCIL OF THE GREAT CITY SCHOOLS

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ **not for profit corporation**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
1331 Pennsylvania Avenue, N.W., Suite 1100N

6 City, state, and ZIP code
Washington, D.C. 20004

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

| | | | | | | | | | | | |
|--|--|--|--|---|--|--|---|--|--|--|--|
| | | | | - | | | - | | | | |
|--|--|--|--|---|--|--|---|--|--|--|--|

or

Employer identification number

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 3 | 6 | - | 2 | 4 | 8 | 1 | 2 | 3 | 2 |
|---|---|---|---|---|---|---|---|---|---|

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *James B. Trindler* Date ▶ *2/5/2009*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

<https://dor.wa.gov/education/industry-guides/out-state-businesses>

Out of state businesses reporting thresholds and nexus

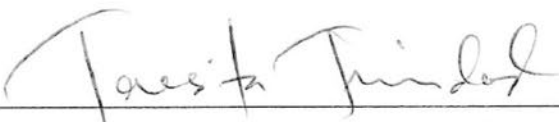
Updated April 2020

Starting Jan. 1, 2020, a business must register to report B&O tax and collect/submit applicable sales tax, if the business meets any of the following thresholds in the current or prior year:

- Has physical presence nexus in Washington. NO
- Has more than \$100,000 in combined gross receipts sourced or attributed to Washington. NO
- Is organized or commercially domiciled in Washington. NO

These thresholds will apply to all Washington income, including retailing, wholesaling, service and other activities, and other apportionable activities.

Company: COUNCIL OF THE GREAT CITY SCHOOLS

sign:  Date: September 9, 2021
DIRECTOR OF FINANCE + ADMINISTRATION



**Seattle Public Schools
Sole Source Justification Form**

| Procurement Approvals | Initials | Date |
|-----------------------|---|-----------|
| Accounting | DocuSigned by: <i>Amy Fleming</i> B675897313E941E | 9/23/2021 |
| Contracting | DocuSigned by: <i>Nancy Milgate</i> 68077FB3927458 | 9/23/2021 |
| Legal | DocuSigned by: <i>Gregory C. Narver</i> 238A86EB757D440 | 9/22/2021 |
| Purchasing | | |

Instructions

- This form must be completely filled out and must accompany a Personal Services Contract (PSC) over \$25,000 whenever a sole source contract is requested. If purchasing goods and equipment, this form must be completed and accompany the Purchase Requisition (B2B/Market Place) whenever a sole source purchase is requested. For sole source purchases funded from federal grant money, this section must be completely filled out and must accompany any PSC that is over **\$9,999**, if a sole source contract is requested. A sole source purchase is made when only one provider or supplier is available to meet the District's needs. Approvals for sole source requests shall be made in accordance with the thresholds indicated in the Authority matrix.
- The sole source purchase must meet the requirements of RCW 39.04.280, Competitive bidding requirements – Exemptions: (a) Purchases that are clearly and legitimately limited to a single source of supply, or (b) Purchases involving special facilities or market conditions.
- The District requires competition whenever practicable as part of good business practices. In cases where only one product or service is desired, competition should be used in obtaining the best price/service from dealers and distributors.**
- Completing this form does not guarantee that the proposed supplier will be selected. Additional information may be required. It is the requestor's responsibility to provide all the required information and documentation indicated on this form.

THIS SOLE SOURCE REQUEST IS FOR THE USE OF A SPECIFIC (check appropriate box below):

- Personal or Purchased Service Vendor/Contractor
 Manufacturer, Brand and/or Model of goods, materials, software or equipment

| INITIATORS'S DEPARTMENT INFORMATION | | | |
|---|---|---------------|----------------------------|
| Department | Relationships & Strategic Initiatives | Phone | 206.252.0124 |
| Contact Name | Julia Warth | E-mail | jcwarth@seattleschools.org |
| Title | Director of Board Relations and Strategic Initiatives | | |
| Contract Amount: \$ | 75,000 | | |
| PROPOSED VENDOR/SUPPLIER INFORMATION | | | |
| Company Name | Council of the Great City Schools | Phone | (202) 393-2427 |
| Address | 1331 Pennsylvania Avenue, N.W.Suite 1100N | Email | ttrinidad@cgcs.org |
| City, State, Zip | Washington, D.C. 20004 | Web Address | cgcs.org |
| Description of service: | Student Outcomes Focused Governance Implementation | | |
| PROPOSED MANUFACTURER INFORMATION (IF SUBMITTING REQUEST FOR A SPECIFIC MANUFACTURER, BRAND AND/OR MODEL) | | | |
| Manufacturer | | Brand/Model # | |
| Description of goods, materials, software or equipment: | | | |

PLEASE ANSWER THE FOLLOWING QUESTIONS. Attach additional sheets if needed.

1. Is the vendor or good specifically identified within a grant or sponsored project?

- Yes
- No

If YES, provide backup documentation from the funding source confirming this.

2. For goods, is the product required to match or be compatible with current equipment?

- Yes
- No
- Not Applicable (request is for Services)

If YES, describe.

3. Have you used this vendor for these goods or services in the past?

- Yes
- No

If YES, describe (years, duration)

We have not used this vendor for these exact services in the past, but have been a member of the Council of the Great City Schools for over 30 years and participate in their training and research opportunities.

4. How long into the future do you anticipate utilizing this vendor or manufacturer for these goods or services under a sole source designation?

The contract is for 19 months and can be extended up to 24 if needed. Additional services after that are not anticipated.

5. As stewards of public funds, competition is required whenever practicable to obtain the best price for goods or best value of services needed.

a. List the vendors that were contacted and indicate why their services or goods were not considered / appropriate.

No other vendors were contacted. Student Outcomes Focused Governance is a framework established by the Council of Great City Schools, of which we are a member district. There is not another vendor that could provide this service.

b. How did the prices or fees compare to other vendors? Be specific.

N/A

6. a. State the reason in detail why the product/service can only be provided by the recommended sole source vendor.

Student Outcomes Focused Governance is a framework established by the Council of the Great City Schools, of which we are a member district. There is not another vendor that could provide this service.

b. Include and list any documentation (ex. CV, product specifications, quote, proposal, website address, etc.) that supports your recommendation.

Student outcomes don't change until adult behaviors change. Or said differently when placed in the context of governing, patterns of behavior that are exhibited in the boardroom can reasonably be expected to be found paralleled in the classroom. This concept, which offers a summation of the current literature on board behaviors and their relationship to improving student outcomes, is as simple as it can be confounding. The intention of the Council of the Great City Schools' (CGCS) Student Outcomes Focused Governance framework is to translate existing research and the collective experience of dozens of CGCS board members and superintendents into a set of tools that boards can use to identify their strengths and weaknesses as well as to track progress along their journey toward improving student outcomes. The framework is built around six research-based competencies that correlate with improvements in student outcomes: Vision & Goals, Values & Constraints, Accountability & Monitoring, Communication & Collaboration, Unity & Trust, and Continuous Improvement.

Lead Consultant, Director of Governance at CGCS AJ Crabill Biography: <https://www.ajc7.com/2017/07/bio.html>
CGCS Website: cgcs.org

7. If we do not contract with the proposed vendor, how would you accomplish this work? Are other options available?

There are not other options available to support the desired governance shift. SPS staff do not have the capacity to support and continue this work without contracting with the proposed vendor.

Sole Source Justification - Approvals required

This sole source form is to be attached to the Executive Approval Form (Superintendent Procedure 6220SP.A, Attachment 2) to obtain proper approval signatures as noted below.



| Sole Source Approvals | | Initiator | Manager | Director | Purchasing | Contracting Services | Legal | Accounting | Chief for Initiator | Chief Financial Officer | Superintendent | Board |
|--|-----------------|-----------|---------|----------|------------|----------------------|-------|------------|---------------------|-------------------------|----------------|-------|
| Personal Services | Up to \$25K | RA | RA | | | | | RA,E | | | | |
| | \$25K - \$75K | RA | RA | RA | | RA | RA | RA,E | | | | |
| | \$75K - \$100K | RA | RA | RA | | RA | RA | RA | RA | E | | |
| | \$100K - \$250K | RA | RA | RA | | RA | RA | RA | RA | RA | E | |
| | Over \$250K | RA | RA | RA | | RA | RA | RA | RA | RA | E | RA |
| Goods, Materials, Software, Equipment and Purchased Services | Up to \$75K | RA | RA | | RA,E | | | | | | | |
| | \$75K - \$100K | RA | RA | RA | RA | | RA | RA | RA | E | | |
| | \$100K - \$250K | RA | RA | RA | RA | | RA | RA | RA | RA | E | |
| | Over \$250K | RA | RA | RA | RA | | RA | RA | RA | RA | E | RA |

*Assistant Superintendent for Business and Finance has authority to execute sole source justifications up to \$100K. The Superintendent and Assistant Superintendent for Business and Finance must approve any sole source justification over \$100K.

Sole source documentation or documentation of competition must be included with Personal Services Contract if over \$25K, and must be included with any sole source PSC if funded by federal grant money

RA – Review/Approval
E – Execute

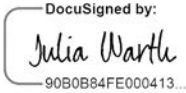
I have read and understand the District’s Board Policy 6220 for Procurement and the sole source procedures and certify that this contract meets the guidelines and requirements of sole source procurement.

| | | | |
|--|---|------|--|
| Department Initiator | Signature  | Date | 9/16/2021 |
| | Printed Name Julia Warth | | |
| Reviewed and Approved by Department Manager or Director: | Signature  | Date | 8/16/2021 9/22/2021 |
| | Printed Name JoLynn Berge | | |

Unauthorized Personal Service Contract

(Please complete and return to PSC/Accounting M/S 33-343)

Today's Date: **9/20/2021**

Contract Originator:  90B0B84FE000413...

District procedures require that a completed Personal Service Contract package be sent to Accounting and approved by appropriate signatures **before any work or service is performed**. Principals, Program Managers, Department Managers, or other staff are not authorized to make promises of contracted services or financial obligations. The District's Financial Services Department must approve and sign-off on all Personal Services Contracts before any Principals or Managers can extend an offer to contractors.

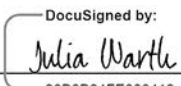
The following Personal Service Contract wasn't approved "**prior**" to the **work being performed**:

Contractor Name: **Council of the Great City Schools**

Date(s) of Service: **March 1, 2021 - September 30, 2022**

Contract or Payment Amount: **\$75,000**

Please provide an explanation why normal Personal Service Contract procedures were not followed and what has been put in place to insure these procedures will be followed in the future: **The preliminary conversations and work with the Council of the Great City Schools on Student Outcomes Focused Governance began as a means of sharing the learning and conversations of the CGCS School Board President cohort program that the SPS Board president participated in during 2021, with the full board. As the Board began to engage in formal activities and move towards formal adoption of the Goals and Guardrails foundational to implementing Student Outcomes Focused Governance, we were advised that in the event the Goals and Guardrails were not approved, no additional services would be necessary. The Board approved the Goals and Guardrails on August 25, 2021 and so additional services are necessary to implement Student Outcomes Focused Governance, and compensation for the formal services provided prior that led to Board adoption of the Goals and Guardrails. In the future, workplans and contingencies will be developed prior to formal work to comply with district Personal Service Contract procedures.**

Name:  Date: **9/20/2021**
Signature of School/Department Budget Authority representative

Seattle Public School Personal Services Contract Package

Your Personal Services Contract (PSC) package must be completed and approved by the Director of Finance before services may begin. Allow a "minimum" of 7 working days for approval.

You will be contacted when PSC has been approved.

This final package must include all of the following original hard copy forms
All Forms are Online – mysps.seattleschools.org - Business & Finance Forms

- 1. **Personal Services Contract** (7 pages) form completed in full, signed by contractor, signed by principal/program manager then to Accounting for approval. Include contractor's, Curriculum Vitae, name, address, email address, detailed description of services, including when and who is receiving services, daily schedule of service, location of services, service start and end dates—along with hourly or daily payment terms, Flat Fee terms should be "upon confirmation of completed services" and show payment timeline, pre-approved reimbursable expenses, and TOTAL Value not to exceed amount. All contracts greater than \$25,000 must also receive preliminary approval from the appropriate Education Director. Fund and grant coding must be provided, and **budget must be available in SAP to encumber funds and create your PO#.**

- 1.a) **Section 8.7 Insurance** – Vendor must provide a Certificate of Insurance if contract is more than \$49,999. For insurance coverage limits information, contact pscontracts@seattleschools.org

- 2. The **Bargaining Unit Checklist Form** must be completed, signed by Principal or Department Head and attached to the PSC. A contractor cannot be contracting for a job that is traditionally performed by District employees covered by a collective bargaining agreement.

- 3. The **Classification Checklist Form** must be completed, signed by Principal or Department Head and attached to the PSC; this is to determine employee vs. independent contractor classification. A contractor cannot be a district employee. A contractor should generally have a federal employer identification number, which is included on the PSC form, and matches the W-9.

- 4. The IRS **W-9 Form**, Request for Taxpayer Identification and Certification, completed in full for a corporation or individual, signed and attached.

- 5. A copy of the contractor's Washington **State Business License (UBI#)**
<http://bls.dor.wa.gov/licenseSearch/>

- 6. A **comprehensive background check** must be attached when contracting with individuals who have regularly scheduled unsupervised access to children. Verified Volunteers is the selected screening service for non-SPS employees. RCW 28A.400.303, [click here](#). **If not needed, explain WHY in an attachment:**

- 7. **The Documentation of Competition or Sole Source Justification Form** must be attached for all federally funded personal service contracts, greater than \$9,999, or for all non-federally funded contracts over \$25,000. This applies to all contracts when only one provider or supplier is available to meet the District's needs, signed by principal/program manager recommending approval **AND the other departmental signatures as needed.**

- 8. If needed, Internal Revenue Service **SS-8 form**, Determination of Worker Status for Purposes of Federal Employment Taxes and Income Tax Withholding.

Send original hard copies of your Complete PSC package to Accounting (Mail Stop: 33-343 / Attn: PSContracts)
"Forms are available at mysps.seattleschools.org>Business & Finance Forms>Section 1. Accounts Payable"

Questions?_email: pscontracts@seattleschools.org

LastUpdated: January 2019



Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
(202) 393-2427
E.I.N. 36-2481232

Date: March 28, 2022

Bill To: Seattle Public Schools
P.O. Box 34165
Seattle, WA 98124-1165
mnguyen@seattleschools.org

**** INVOICE ****

| | | |
|-----------|---|--------------|
| 3/28/2022 | CONTRACT PURCHASE ORDER #7500019064 Vendor #202842 Work/Services related to Professional Services to Seattle Public Schools' governing team that include training, coaching, and professional development, and facilitation of discussions regarding the district's long-term vision and strategic plan. These services are to support the district implementation of Student Outcome Focused Governance. Date of Services: March 1, 2021 through February 28, 2022 | \$ 10,000.00 |
| | Reimbursement for travel & meeting expenses of AJ Crabill for facilitating in-person retreat on November 10-12, 2021 | \$ 3,446.37 |
| | Airfare \$ 567.00 | |
| | Hotel \$ 659.83 | |
| | Ground Transportation \$ 219.54 | |
| | Meeting Expenses \$ 2,000.00 | |

TOTAL INVOICE AMOUNT \$ 13,446.37

Please remit check to the address above