



COLLEGE AND CAREER ADVANTAGE

33122 Valle Road in San Juan Capistrano

GOVERNING BOARD MEETING

March 8, 2023

9:00 a.m.

Capistrano Valley High School

26301 via Escolar

Mission Viejo

ADULT TRAINING CENTER – UPPER CAMPUS

RECORDING OF SCHOOL BOARD MEETINGS

In accordance with Board Policy 9324 Board Meetings, all regular School Board Meetings will be audio recorded.

AGENDA

CALL TO ORDER

ROLL CALL: Trustee Davis
 Trustee Jones
 Trustee Hanacek
 Trustee Perry
 Trustee Vickers

PRESENT

ABSENT

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

ACTION/VOTE

Motion _____ Second _____ Vote _____

EXECUTIVE DIRECTOR'S REPORT

ORAL COMMUNICATIONS

Addressing the Board. The Governing Board encourages citizens to participate in the operation of the ROP and, in turn, desires to be responsive to the needs of the school community. Any person may address the Board concerning an item on the agenda. The Board President may exercise judgment as to the time allotted to each speaker or on each subject. Board policy states that presentations are generally limited to three minutes for each speaker and a maximum of twenty minutes to each subject.

For Items on the Agenda: If you wish to address the Board regarding an item on the Board agenda, please complete a speaker card and give the card to the Board Secretary prior to the meeting. Please indicate on the card the specific Board item you wish to address and the Board President will call upon you to speak when the agenda item is being discussed.

For Items Not on the Agenda: If you wish to address the Board regarding a matter which is not included on the meeting agenda but which is within Board jurisdiction, please complete a speaker card and give the card to the Board Secretary prior to the meeting. Please indicate on the card the specific subject you wish to address. The Board President will call upon you to speak at the appropriate time. The Board is prohibited from taking action at the meeting on any matter not included on the posted agenda.

The Governing Board encourages citizens to participate in public school matters, and there is a professional staff of administrators available to handle most matters of public concern. It is expected that matters ordinarily will be presented to the administrative staff prior to the Board's involvement. It is requested that individuals who speak during the public meeting will be courteous and avoid remarks which reflect adversely on the character or motives of any person, or his or her race, religion, political views or economic status.

Reasonable Accommodation. *In order to help ensure participation in the meeting of disabled individuals, appropriate disability-related accommodations or modifications shall be provided by the Board, upon request, in accordance with the Americans with Disabilities Act (ADA). Persons with a disability who require a disability-related accommodation or modification, including auxiliary aids and services in order to participate in a Board meeting, shall contact the Executive Director or designee in writing by noon on the Monday before the scheduled meeting. Such notification shall provide ROP personnel time to make reasonable arrangements to assure accessibility to the meeting.*

COMMENTS FROM THE PUBLIC (*complete this form*)

Non-agenda items. Individuals may be limited to 3 minutes.

CONSENT CALENDAR

All matters listed under the consent calendar are considered to the Board to be routine and will be enacted by the Board in one motion in the form listed below. Usually no discussion will occur on these items; however, any member of the Board, audience or staff may request discussion of specific items on the consent calendar.

- | | |
|---|---------------------------|
| 1. MINUTES
Approval of the minutes of the Board meeting on December 7, 2022,
as presented (supporting information). | <u>Pages 1-6</u> |
| 2. MINUTES
Approval of the minutes of the Board meeting on December 19, 2022,
as presented (supporting information). | <u>Pages 7-9</u> |
| 3. PURCHASE ORDERS
Board to ratify/approve purchase orders as presented (supporting
information). | <u>Pages 10-18</u> |

4. CHECKS

Board to ratify/approve checks as presented (supporting information).

Pages 19-22

5. PERSONNEL ASSIGNMENT ORDER

Board to ratify/approve personnel assignment order as presented (supporting information).

Pages 23-24

6. EDUCATING FOR CAREERS CONFERENCE

Board to ratify/approve attendance at the Educating for Careers Conference in Sacramento, California. Dr. Paul Weir was a presenter at the conference and presented on the elementary iCAN CTE Integration program. Four CCA and five CUSD staff/administrators attended the conference. Dates of the conference were February 26 – February 28, 2023. Cost to CCA was approximately \$20,000.00 (no supporting information.)

7. 2023 YOUTH BUSINESS SUMMIT – VIRTUAL ENTERPRISE COMPETITION

Board to approve Virtual Enterprise class travel to New York City, New York to compete in the 2023 Virtual Enterprise Youth Business Summit. Both the Business Team and Marketing Team will be attending. Fifteen students and four adult chaperones will be attending. Dates of the Business Summit are April 17 - April 19, 2023. Cost to CCA is approximately \$15,000.00 (no supporting information.)

8. GRANT SUB-AGREEMENT BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT AND COLLEGE AND CAREER ADVANTAGE FOR ROUND 5 OF THE K12 STRONG WORKFORCE PROGRAM GRANT FOR ORANGE COUNTY

Board to ratify/approve the Grant Sub-Agreement for the K12 Strong Workforce Program Grant (K12 SWP) between Rancho Santiago Community College District and College and Career Advantage to award the K12 SWP 2022/23 funds. The period of performance for this Agreement shall be from January 1, 2023, through June 3, 2025, (supporting information).

Pages 25-31

9. FIRST READING – BOARD POLICY 4118 – SUSPENSION/DISCIPLINARY ACTION

Board to approve revisions to Board Policy 4118, Suspension/Disciplinary Action. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).

Pages 32-33

10. **FIRST READING – BOARD POLICY 4119.25, 4219.25, 4319.25 – POLITICAL ACTIVITIES OF EMPLOYEES** Pages 34-35
Board to approve revisions to Board Policy 4119.25, 4219.25, 4319.25, Political Activities of Employees. The Board Policy has been updated to reflect the Organization’s correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).
11. **FIRST READING – BOARD POLICY 4119.41, 4219.41, 4319.41 – EMPLOYEES WITH INFECTIOUS DISEASE** Pages 36-37
Board to approve revisions to Board Policy 4119.41, 4219.41 4319.41, Employees with Infectious Disease. The Board Policy has been updated to reflect the Organization’s correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).
12. **FIRST READING – BOARD POLICY 4119.42, 4219.42, 4319.42 – EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS** Page 38
Board to approve revisions to Board Policy 4119.42, 4219.42 4319.42, Exposure Control Plan for Bloodborne Pathogens. The Board Policy has been updated to reflect the Organization’s correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).
13. **FIRST READING – BOARD POLICY 4119.43, 4219.43, 4319.43 – UNIVERSAL PRECAUTIONS** Page 39
Board to approve revisions to Board Policy 4119.43, 4219.43 4319.43, Universal Precautions. The Board Policy has been updated to reflect the Organization’s correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).
14. **FIRST READING – BOARD POLICY 4030 – NONDISCRIMINATION IN EMPLOYMENT** Pages 40-43
Board to approve revisions to Board Policy 4030, Nondiscrimination in Employment. The Board Policy has been updated to reflect the Organization’s correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310,

the Board may waive seconding reading or may request an additional reading if necessary (supporting information).

- 15. FIRST READING – BOARD POLICY 4131- STAFF DEVELOPMENT** Pages 44-47
Board to approve revisions to Board Policy 4131, Staff Development. The Board Policy has been updated to reflect the Organization’s correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).
- 16. FIRST READING – BOARD POLICY 4132, 4232, 4332 - PUBLICATION OR CREATION OF MATERIALS** Pages 48-49
Board to approve revisions to Board Policy 4132, 4232, 4332, Publication or Creation of Materials. The Board Policy has been updated to reflect the Organization’s correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).
- 17. FIRST READING – BOARD POLICY 4136, 4236, 4336 – NONSCHOOL EMPLOYMENT** Pages 50-51
Board to approve revisions to Board Policy 4136, 4236, 4336, Non-School Employment. The Board Policy has been updated to reflect the Organization’s correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).
- 18. FIRST READING – BOARD POLICY 4144, 4244, 4344 – COMPLAINTS** Page 52
Board to approve revisions to Board Policy 4144, 4244, 4344, Complaints. The Board Policy has been updated to reflect the Organization’s correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).
- 19. FIRST READING – BOARD POLICY 4151, 4251, 4351 – EMPLOYEE COMPENSATION** Pages 53-54
Board to approve revisions to Board Policy 4151, 4251, 4351, Employee Compensation. The Board Policy has been updated to reflect the Organization’s correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or

may request an additional reading if necessary (supporting information).

- 20. FIRST READING – BOARD POLICY 4156.3, 4256.3, 4356.3 – EMPLOYEE PROPERTY REIMBURSEMENT** Page 55
Board to approve revisions to Board Policy 4156.3, 4256.3, 4356.3, Employee Property Reimbursement. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).
- 21. FIRST READING – BOARD POLICY 4157.1, 4257.1, 4357.1 – WORK-RELATED INJURIES** Page 56
Board to approve revisions to Board Policy 4157.1, 4257.1, 4357.1, Work Related Injuries. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).
- 22. FIRST READING – BOARD POLICY 4158, 4258, 4358 – EMPLOYEE SECURITY** Pages 57-59
Board to approve revisions to Board Policy 4158, 4258, 4358, Employee Security. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).
- 23. FIRST READING – BOARD POLICY 4159, 4259, 4359 – EMPLOYEE ASSISTANCE PROGRAMS** Pages 60-61
Board to approve revisions to Board Policy 4159, 4259, 4359, Employee Assistance Programs. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).
- 24. FIRST READING – BOARD POLICY 4161, 4261, 4361 – LEAVES** Pages 62-64
Board to approve revisions to Board Policy 4161, 4262, 4362, Leaves. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310,

the Board may waive seconding reading or may request an additional reading if necessary (supporting information).

- 25. FIRST READING – BOARD POLICY 4200 – CLASSIFIED PERSONNEL** Pages 65-66
Board to approve revisions to Board Policy 4200, Classified Personnel. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).
- 26. FIRST READING – BOARD POLICY 4216 – PROBATIONARY / PERMANENT STATUS** Page 67
Board to approve revisions to Board Policy 4216, Probationary / Permanent Status. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).
- 27. FIRST READING – BOARD POLICY 4222 – TEACHER AIDES/PARAPROFESSIONALS** Pages 68-69
Board to approve revisions to Board Policy 4222, Teacher Aides/Paraprofessionals. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).
- 28. FIRST READING – BOARD POLICY 4231 – STAFF DEVELOPMENT** Pages 70-72
Board to approve revisions to Board Policy 4231, Staff Development. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).
- 29. FIRST READING – BOARD POLICY 4300 – ADMINISTRATIVE AND SUPERVISORY PERSONNEL** Page 73
Board to approve revisions to Board Policy 4300, Administrative and Supervisory Personnel. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy

9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).

30. FIRST READING – BOARD POLICY 4301 – ADMINISTRATIVE STAFF ORGANIZATION

Page 74

Board to approve revisions to Board Policy 4301, Administrative Staff Organization. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).

31. FIRST READING – BOARD POLICY 4313.2 – DEMOTION/REASSIGNMENT

Page 75

Board to approve revisions to Board Policy 4313.2, Demotion/Reassignment. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).

32. FIRST READING – BOARD POLICY 4315.1 – STAFF EVALUATING TEACHERS

Page 76

Board to approve revisions to Board Policy 4315.1, Staff Evaluating Teachers. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).

33. FIRST READING – BOARD POLICY 4331 – STAFF DEVELOPMENT

Page 77

Board to approve revisions to Board Policy 4331, Staff Development. The Board Policy has been updated to reflect the Organization's correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive seconding reading or may request an additional reading if necessary (supporting information).

Motion _____ Second _____

ROLL CALL: Trustee Davis _____
Trustee Jones _____
Trustee Hanacek _____
Trustee Perry _____
Trustee Vickers _____

DISCUSSION/ACTION ITEMS

34. SECOND INTERIM REPORT

Board to review and certify the Second Interim Report (supporting information).

Contact: *Melanie Inskeep, Accountant*

Motion _____ Second _____ Vote _____

Pages 78-141
ACTION/VOTE

35. JOINT POWERS AUTHORITY AGREEMENT

Board to review the Fourth Amendment to the Joint Powers Authority Agreement (supporting information).

Contact: *Gila Jones, Board Vice President*

Motion _____ Second _____ Vote _____

Pages 142-148
DISCUSSION

36. ENROLLMENT DATA

Board to receive enrollment data for the 2022-23 school year along with comparison data for the 2019-20, 2020-21 and 2021-22 school years (supporting information).

Contact: *Kim Thomas, Director Instructional Programs*

Page 149
DISCUSSION

37. PROGRAM PLANNING

Board to receive oral report on program planning for fall 2023-24 (supporting information).

Contact: *Kim Thomas, Director Instructional Programs*

Page 150
DISCUSSION

38. WASC UPDATE

The WASC report is finished and was uploaded to the WASC portal. The report was also sent to all teachers, staff, and board members for final review. Meetings with our WASC lead have been held. A Save-the-Date was sent to all participating partners inviting them to our welcome reception on Sunday, April 16, 2023, from 2:30 p.m. to 5:00 p.m. The reception will be catered by our culinary team and students. The visitation is scheduled for April 17-19, 2023 (no supporting documentation).

Contact: *Kim Thomas, Director Instructional Programs*

DISCUSSION

39. BOARD COMMENTS

40. ADJOURNMENT

Motion _____ Second _____ Vote _____

ACTION/VOTE

COLLEGE AND CAREER ADVANTAGE

BOARD MEETING: December 7, 2022
MINUTES

CALL TO ORDER

Trustee Jones called the meeting to order at 9:13 a.m.

ROLL CALL: Present: Trustees Davis, Jones, McNicholas
Absent: Trustees Perry, Vickers

Trustee Jones led the Pledge of Allegiance.

APPROVAL OF AGENDA

Item 27, 2021-2022 Audit, will be presented prior to other agenda items.

**Approval
of Agenda**

On a motion from Trustee McNicholas, seconded by Trustee Davis, it carried by a vote of 3-0-2 to approve the agenda as amended.

VOTE: Present: Trustees Davis, Jones, McNicholas
Absent: Trustees Perry, Vickers

COMMENTS FROM THE PUBLIC

There were no public comments.

**Public
Comments**

2021-2022 AUDIT

The audit firm Christy White conducted an audit of the organization for the year ended June 30, 2022. Heather Reynolds from the audit firm presented a summary review of the 2021-2022 audit report noting there were no material weaknesses, significant deficiencies and no non-compliance material to financial statements resulting in an unmodified opinion. The report was clean with no findings.

**2021-2022
Audit**

On motion from Trustee Davis, seconded by Trustee McNicholas, it carried by a vote of 3-0-2 to acknowledge receipt of the 2021-2022 audit report.

VOTE: Present: Trustees Davis, Jones, McNicholas
Absent: Trustees Perry, Vickers

CONSENT CALENDAR

Staff requested that Items 8 and 22 be pulled for further discussion.

On a motion from Trustee Davis, seconded by Trustee McNicholas, it carried by a roll call vote of 3-0-2 to approve the consent calendar to include the following.

Minutes of the Board meeting on September 14, 2022	<u>Minutes</u>
Purchase Orders	<u>Purchase Orders</u>
Checks	<u>Checks</u>
Personnel Assignment Order	<u>Personnel Assignment Order</u>
Starbucks donation	<u>Donation</u>
Urban Café donation	<u>Donation</u>
Appointment of SchoolsFirst Plan Administrator to provide 457(b) plan administration and compliance services for CCA	<u>SchoolsFirst</u>
Agreement #10002253 with the Orange County Superintendent of Schools	<u>Agreement 10002253</u>
Board Policy 1000 Concept and Roles	<u>BP 1000</u>
Board Policy 1100 Communication with the Public	<u>BP 1100</u>
Board Policy 1112 Media Relations	<u>BP 1112</u>
Board Policy 1113 College and Career Advantage Website	<u>BP 1113</u>
Board Policy 1150 Commendations and Awards	<u>BP 1150</u>
Board Policy 1160 Political Processes	<u>BP 1160</u>
Board Policy 1250 Visitors/Outsiders	<u>BP 1250</u>
Board Policy 1270 Refreshments at Public Events	<u>BP 1270</u>
Board Policy 1312.1 Complaints Concerning College and Career Advantage Employees	<u>BP 1312.1</u>
Board Policy 1312.2 Complaints Concerning Instructional Materials	<u>BP 1312.2</u>
Board Policy 1312.3 Uniform Complaint Procedures	<u>BP 1312.3</u>

Board Policy 1325 Advertising and Promotion **BP 1325**

Board Policy 1340 Access to College and Career Advantage Records **BP 1340**

Board Policy 1400 Relations Between Other Governmental Agencies and the Schools **BP 1400**

Board Policy 4215 Evaluation/Supervision Classified Personnel **BP 4215**

Board Policy 4315 Evaluation/Supervision Administrative and Supervisory Personnel **BP 4315**

ROLL CALL: Ayes: Trustees Davis, Jones, McNicholas
Nos: None
Absent: Trustees Perry, Vickers

Following discussion of consent calendar item #8 and on a motion from Trustee McNicholas, seconded by Trustee Davis, it carried by a vote of 3-0-2 to approve consent calendar item #8.

VOTE: Ayes: Trustees Davis, Jones, McNicholas
Nos: None
Absent: Trustees Perry, Vickers

Following discussion of consent calendar item #22 and on a motion from Trustee Jones, seconded by Trustee McNicholas, it carried by a vote of 3-0-2 to approve consent calendar item #22.

VOTE: Ayes: Trustees Davis, Jones, McNicholas
Nos: None
Absent: Trustees Perry, Vickers

SINGLE BUDGET ADOPTION

On a motion from Trustee Jones, seconded by Trustee Davis, it carried by a vote of 3-0-2 to approve continuing the single budget adoption process for fiscal year 2023-2024.

**Single
Budget
Adoption**

VOTE: Ayes: Trustees Davis, Jones, McNicholas
Nos: None
Absent: Trustees Perry, Vickers

FIRST INTERIM REPORT

Melanie Inskeep, Accountant, provided the Board with a summary review of the First Interim Report and addressed Trustee questions.

**First interim
Report**

On a motion from Trustee Davis, seconded by Trustee McNicholas, it carried by a vote of 4-0-1 to approve the First Interim Report for positive certification

VOTE: Ayes: Trustees Davis, Jones, McNicholas, Vickers
Nos: None
Absent: Trustee Perry

APPROVAL OF THE 2022-2023 ORGANIZATIONAL GOALS

A word change was suggested at the last Board meeting. The change has been incorporated in the 2022-2023 Organizational Goals.

**2022-2023
Organizational
Goals**

On a motion from Trustee McNicholas, seconded by Trustee Davis, it carried by a vote of 4-0-1 to approve the 2022-2023 Organizational Goals.

VOTE: Ayes: Trustees Davis, Jones, McNicholas, Vickers
Nos: None
Absent: Trustee Perry

APPROVAL OF THE 2022-2023 WASC GOALS

Dr. Weir presented the 2022-2023 WASC Goals which will be the focus of the organization's WASC self-study process. These goals have also been shared with staff. Board questions were addressed. Following discussion and on a motion from Trustee McNicholas, seconded by Trustee Davis, it carried by a vote of 4-0-1 to approve the 2022-2023 WASC Goals.

**2022-2023
WASC Goals**

VOTE: Ayes: Trustees Davis, Jones, McNicholas, Vickers
Nos: None
Absent: Trustee Perry

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (ACTE) CAREER TECH VISION CONFERENCE 2022

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a vote of 4-0-1 to ratify/approve attendance at the ACTE Career Tech Vision Conference

**ACTE Career
Tech Vision
Conference**

VOTE: Ayes: Trustees Davis, Jones, McNicholas, Vickers
Nos: None
Absent: Trustee Perry

EXECUTIVE DIRECTOR'S REPORT

Dr. Weir reported that the K12 SWP intent to fund was received, however the actual award amount will not be known until later this month. The CTEIG application was submitted, and it is anticipated we will receive information on funding soon.

Saddleback Community College received notice from the California University Office of President that articulation agreements have been reinstated.

Two new instructors will begin teaching for CCA at the beginning of the new semester: a new automotive instructor and a new veterinary technician teacher. Both new instructors are located at Capistrano Valley High School.

Trustees received information on upcoming ribbon cutting ceremonies.

Staff will be attending the Educating for Careers Conference in February and Dr. Weir will be presenting on the "iCAN" project.

A six-part counselor induction program regarding CTE will begin and will include information on core sequencing, dual enrollment, how to enroll in classes, attaining college credit and so much more.

Contact has been made with the regional manager of the Marriott in Irvine; the first field trip has been set up for students to go through different departments of the hotel.

Meetings were scheduled with high school Principals and Vice Principals to review program planning. Administrators were proud of their CTE offerings and would like to see the CTE programs grow.

The State will continue to push for consolidation of K12-SWP and CTEIG funding under the umbrella of CTEIG and there have been discussions occurring that would create a funding stream for unpaid internships. CCA will continue to follow these two items.

SPECIAL RECOGNITION

Dr. Weir presented Trustee McNicholas with a plaque in appreciation for her many years of service as a Trustee, and for her hard work and advocacy on behalf of College and Career Advantage.

BOARD COMMENTS

Trustees thanked Martha McNicholas for her years of service and dedication.

ADJOURNMENT

Adjournment

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a vote of 4-0-1 to adjourn the meeting at 10:50 a.m.

VOTE: Ayes: Trustees Davis, Jones, McNicholas, Vickers
 Nos: None
 Absent: Trustee Perry

Vice President

Secretary

COLLEGE AND CAREER ADVANTAGE

BOARD MEETING: December 19, 2022 MINUTES

The meeting was called to order at 8:20 a.m.

Call to Order

ROLL CALL: Present: Trustees Hanacek, Jones, Vickers
Absent: Trustees Davis, Perry

Trustee Jones led the Pledge of Allegiance.

APPROVAL OF AGENDA

On a motion from Trustee Vickers, seconded by Trustee Hanacek, it carried by a vote of 3-0-2 to approve the Agenda.

Approval of Agenda

VOTE: Ayes: Trustees Hanacek, Jones, Vickers
Nos: None
Absent: Trustees Davis, Perry

EXECUTIVE DIRECTOR'S REPORT

Dr. Weir welcomed Amy Hanacek to the College and Career Advantage Governing Board as well as the Capistrano Unified and Laguna Beach Unified alternate Board members.

Executive Director's Report

The organization received its allocation amount for CTEIG and K12-SWP. Funding from the K16-SWP in partnership with CUSD will fund a Grant Technician position for a period of four years.

The grand opening ceremony for the San Juan Hills High School Career Center was well attended and the grand opening ceremony for the San Clemente High School Career Center is scheduled for February 10, 2023.

The new dance floor at Capistrano Valley High School has been completed and the dance class relocated. The Robotics class has been moved to the old dance classroom giving them the space needed to practice.

An Initial meeting with the Technology Department at Capistrano Unified School District was held to begin discussions regarding student internships. The Technology Department was supportive and will begin discussions on how the internship could be structured.

January 27, 2022, is the Counselor/Admin visit at Saddleback to help Counselors envision the future of students; where they can go with the instruction they receive in our classes.

The new arts, media and entertainment standards are posted on the state website and will be shared with all instructors for public comment and feedback.

REORGANIZATION OF THE BOARD

ELECTION OF PRESIDENT

Trustee Jones called for nominations for the office of President of the CCA Governing Board for 2023. Trustee Jones nominated Trustee Davis. On a motion of Trustee Jones, seconded by Trustee Vickers, it carried by a vote of 3-0-2 to elect Trustee Davis as President for 2023.

**Election of
President**

VOTE: Ayes: Trustees Hanacek, Jones, Vickers
Nos: None
Absent: Trustees Davis, Perry

ELECTION OF VICE PRESIDENT

Trustee Hanacek called for nominations for the office of Vice President of the CCA Governing Board for 2023. Trustee Hanacek nominated Trustee Jones. On a motion from Trustee Hanacek, seconded by Trustee Vickers, it carried by a vote of 3-0-2 to elect Trustee Jones as Vice President for 2023.

**Election of
Vice
President**

VOTE: Ayes: Trustees Hanacek, Jones, Vickers
Nos: None
Absent: Trustees Davis, Perry

COMMENTS FROM THE PUBLIC

There were no comments from the public.

**Public
Comments**

RESOLUTION #01-22/23 – SETTING OF REGULAR MEETING DATES

Trustees discussed Board meeting dates for 2023. Proposed meeting dates that will accommodate various schedules will be emailed to Trustees for the remainder of 2023.

**Resolution
#01-22/23**

On a motion from Trustee Hanacek, seconded by Trustee Vickers, it carried by a roll call vote of 3-0-2 to approve Resolution #01-22/23, Setting of Regular Meeting Dates. The next meeting of the CCA Governing Board will be held Wednesday, March 8, 2023, at 9:00 a.m.

ROLL CALL: Ayes: Trustees Hanacek, Jones, Vickers
Nos: None
Absent: Trustees Davis, Perry

RESOLUTION #02-22/23 – AUTHORIZATION OF SIGNATURES

On a motion from Trustee Hanacek, seconded by Trustee Vickers, it carried by a roll call vote of 3-0-2 to approve Resolution #02-22/23, Authorization of Signatures.

**Resolution
#02-22/23**

ROLL CALL: Ayes: Trustees Hanacek, Jones, Vickers
Nos: None
Absent: Trustees Davis, Perry

BOARD COMMENTS

Trustee Hanacek expressed her pleasure to be back on the CCA Board, and all Trustees acknowledged the hard work and dedication of the CCA staff.

**Board
Comments**

ADJOURNMENT

On a motion from Trustee Hanacek, seconded by Trustee Vickers, it carried by a roll call vote of 3-0-2 to adjourn the meeting at 9:47 a.m.

Adjournment

ROLL CALL: Ayes: Trustees Hanacek, Jones, Vickers
Nos: None
Absent: Trustees Davis, Perry

Vice President

Secretary

COLLEGE & CAREER ADV
PURCHASE ORDER DETAIL REPORT BY FUND
BOARD OF TRUSTEES MEETING 03/08/2023

FROM 11/29/2022 TO 02/28/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S97R0236	THOMAS, KIMBERLEY	54.28	54.28	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0355	AMERICAN EXPRESS	12,272.06	12,272.06	0174310013 4315	COVID-THS / Instr Supplies-Software
S97R0356	AMERICAN EXPRESS	3,210.96	3,210.96	0174310013 4315	COVID-THS / Instr Supplies-Software
S97R0357	HOME DEPOT CREDIT SERVICES	936.22	399.62	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
			536.60	0138701405 4400	CTEIG-SJHHS / NONCAPITALIZATION EQUIPMENT
S97R0434	KEY CODE MEDIA INC	31,972.01	31,972.01	0174310014 4400	COVID-SJHHS / NONCAPITALIZATION EQUIPMENT
S97R0437	AMERICAN EXPRESS	6,311.96	664.96	0138700A05 5220	CTEIG-Admin / Conferences
S97R0438	AMOUKHTEH, KATHERINE	505.99	505.99	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0439	ULINE	677.48	677.48	0138700A05 4400	CTEIG-Admin / NONCAPITALIZATION EQUIPMENT
S97R0440	AMERICAN EXPRESS	779.83	779.83	0174311001 4310	COVID-CCTC / Instructional Supplies
S97R0441	AMOUKHTEH, KATHERINE	25.85	25.85	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0442	DIFRANCESCO, ROCCO	51.25	51.25	0138710005 5200	CTEIG-Instruction / TRAVEL & CONFERENCES
S97R0443	PEREZ, MARIA DEL CARMEN	55.00	55.00	0174310001 5200	COVID-Instruction / TRAVEL & CONFERENCES
S97R0445	B&H PHOTO & VIDEO	7,342.24	1,419.28	0174310014 4400	COVID-SJHHS / NONCAPITALIZATION EQUIPMENT
			5,922.96	0174310014 6400	COVID-SJHHS / EQUIPMENT
S97R0446	AMERICAN EXPRESS	229.15	229.15	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0447	AMAZON.COM	123.87	123.87	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0448	AMERICAN EXPRESS	39.09	39.09	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0449	AMERICAN EXPRESS	60.16	60.16	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0451	AMERICAN EXPRESS	9.90	9.90	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0452	AMERICAN EXPRESS	120.00	120.00	0138710005 5300	CTEIG-Instruction / DUES & MEMBERSHIPS
S97R0453	AMERICAN EXPRESS	244.69	244.69	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0454	LIFESAVER EDUCATION	435.50	58.50	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
			195.00	01191901 4310	Medical Assistant-Adult / Instructional Supplies
			175.50	0138700105 4310	CTEIG-CCC / Instructional Supplies
S97R0455	DEAN, JILLIAN	1,027.08	6.50	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0456	MCCLLENAGHAN, AUTUMN	23.75	1,027.08	0138710005 5200	CTEIG-Instruction / TRAVEL & CONFERENCES
S97R0457	BELL, LYNNE	180.94	23.75	0174310001 5200	COVID-Instruction / TRAVEL & CONFERENCES
S97R0458	AMAZON.COM	8.61	180.94	0174310001 5200	COVID-Instruction / TRAVEL & CONFERENCES
S97R0459	AMAZON.COM	158.46	8.61	0138700A05 4320	CTEIG-Admin / Office Supplies
			158.46	0138710005 4310	CTEIG-Instruction / Instructional Supplies

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND BOARD OF TRUSTEES MEETING 03/08/2023

FROM 11/29/2022 TO 02/28/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
S97R0460	AMERICAN EXPRESS	263.95	263.95	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0461	AMERICAN EXPRESS	589.94	-589.94	0138700A05 5220	CTEIG-Admin / Conferences
S97R0462	AMERICAN EXPRESS	52.13	52.13	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0464	AMAZON.COM	39.86	39.86	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0465	AMERICAN EXPRESS	66.93	66.93	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0466	AMERICAN EXPRESS	150.40	150.40	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0467	CDW GOVERNMENT	77,902.91	24,126.31	0174310013 4400	COVID-THS / NONCAPITALIZATION EQUIPMENT
			10,100.14	0174310013 5810	COVID-THS / Professional Services
S97R0468	CDW GOVERNMENT	120,712.74	43,676.46	0174310013 6400	COVID-THS / EQUIPMENT
			50,668.23	0174310013 4310	COVID-THS / Instructional Supplies
			60,514.02	0174310013 4400	COVID-THS / NONCAPITALIZATION EQUIPMENT
			7,564.05	0174310013 5810	COVID-THS / Professional Services
S97R0469	AMERICAN EXPRESS	2,470.00	1,966.44	0174310018 4400	COVID-MS / NONCAPITALIZATION EQUIPMENT
S97R0470	MISSION EQUIPMENT AND LIFTS IN	8,734.15	2,470.00	0126020505 4315	Cyber Security / Instr Supplies-Software
			172.40	0174310003 4310	COVID-CVHS / Instructional Supplies
			2,420.00	0174310003 5810	COVID-CVHS / Professional Services
S97R0471	GILBERT & STEARNS INC.	34,550.00	6,141.75	0174310003 6400	COVID-CVHS / EQUIPMENT
S97R0472	AMAZON.COM	37.69	34,550.00	0174310013 4400	COVID-THS / NONCAPITALIZATION EQUIPMENT
S97R0473	AMERICAN EXPRESS	13.78	37.69	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0474	DANA POINT CHAMBER OF COMMERCE	160.00	13.78	0138700A05 5200	CTEIG-Admin / TRAVEL & CONFERENCES
S97R0475	CAPISTRANO UNIFIED SCHOOL DIST	2,230.00	160.00	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS
S97R0476	BRIZENO, STEPHANIE	60.63	2,230.00	0174310003 4300	COVID-CVHS / MATERIALS & SUPPLIES
S97R0477	JOHNSON, ERIC	33.75	60.63	0174313900 5200	COVID-CGS / TRAVEL & CONFERENCES
S97R0479	AMAZON.COM	594.38	33.75	0138710005 5200	CTEIG-Instruction / TRAVEL & CONFERENCES
S97R0480	AMERICAN EXPRESS	167.73	594.38	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0481	AMAZON.COM	80.93	167.73	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0482	CHOW, KAREN	52.65	80.93	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0483	RAMIREZ, JOANNE	40.96	52.65	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0484	FIREFIGHTERS' SAFETY CENTER	4,050.10	40.96	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
			2,025.05	0138700305 4310	CTEIG-CVHS / Instructional Supplies
			2,025.05	0138700705 4310	CTEIG-LBHS / Instructional Supplies
S97R0485	REEL LUMBER SERVICE	3,211.39	3,211.39	0138701805 4310	CTEIG-Middle School / Instructional Supplies

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND BOARD OF TRUSTEES MEETING 03/08/2023

FROM 11/29/2022 TO 02/28/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S97R0486	STAPLES	1,286.47	428.82	01125901 4310	Surgical Technician-Adult / Instructional Supplies
			214.41	01163901 4310	Dental Assistant-Adult / Instructional Supplies
			214.41	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
			214.41	01191901 4310	Medical Assistant-Adult / Instructional Supplies
			214.42	01467901 4310	Emergency Med Tech CCTC-ADULT / Instructional Suppli
S97R0487	CHOW, KAREN	309.00	309.00	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0488	MCCLORY, MOIRA	27.46	27.46	0138700205 4310	CTEIG-ANHS / Instructional Supplies
S97R0489	HOME DEPOT CREDIT SERVICES	1,650.18	1,650.18	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0490	VIRTUAL ENTERPRISES INTERNATIO	2,000.00	2,000.00	0138701405 5220	CTEIG-SJHHS / Conferences
S97R0491	AMAZON.COM	91.58	91.58	0138700405 4310	CTEIG-DHHS / Instructional Supplies
S97R0492	AMAZON.COM	107.71	107.71	0138700405 4310	CTEIG-DHHS / Instructional Supplies
S97R0493	VERNIER SOFTWARE & TECHNOLOGY	539.37	539.37	0138700405 4310	CTEIG-DHHS / Instructional Supplies
S97R0494	HOME DEPOT CREDIT SERVICES	937.41	937.41	0138700305 4400	CTEIG-CVHS / NONCAPITALIZATION EQUIPMENT
S97R0495	REDBIRD FLIGHT SIMULATIONS INC	138.91	138.91	0138701305 4310	CTEIG-THS / Instructional Supplies
S97R0496	AMAZON.COM	676.65	676.65	0138700105 4400	CTEIG-CCC / NONCAPITALIZATION EQUIPMENT
S97R0497	AMERICAN EXPRESS	16.50	16.50	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0498	AMERICAN EXPRESS	2,619.96	2,619.96	0126020505 5810	Cyber Security / Professional Services
S97R0499	AMERICAN EXPRESS	13.56	13.56	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0500	AMERICAN EXPRESS	261.25	261.25	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0501	AMERICAN EXPRESS	10.44	10.44	0138700A05 5900	CTEIG-Admin / COMMUNICATIONS
S97R0502	SWEETWATER SOUNDS HOLDINGS LLC	103.44	103.44	0138700405 4310	CTEIG-DHHS / Instructional Supplies
S97R0503	AMERICAN EXPRESS	840.00	840.00	0126020505 5810	Cyber Security / Professional Services
S97R0504	AMERICAN EXPRESS	3,988.50	3,988.50	017431000A 4300	COVID-Admin / MATERIALS & SUPPLIES
S97R0505	AMERICAN EXPRESS	5,197.70	5,197.70	0138700A05 5220	CTEIG-Admin / Conferences
S97R0506	AMERICAN EXPRESS	23.67	23.67	0174310014 4310	COVID-SJHHS / Instructional Supplies
S97R0507	AMERICAN EXPRESS	52.35	52.35	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0508	AMERICAN EXPRESS	184.11	184.11	0174310014 4310	COVID-SJHHS / Instructional Supplies
S97R0509	AMERICAN EXPRESS	20.47	20.47	0174310014 4310	COVID-SJHHS / Instructional Supplies
S97R0510	AMERICAN EXPRESS	269.25	269.25	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0511	AMERICAN EXPRESS	31.98	31.98	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0512	AMERICAN EXPRESS	54.36	54.36	0138700A05 5900	CTEIG-Admin / COMMUNICATIONS
S97R0513	AMERICAN EXPRESS	96.98	96.98	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND BOARD OF TRUSTEES MEETING 03/08/2023

FROM 11/29/2022 TO 02/28/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
S97R0514	AMERICAN EXPRESS	128.80	128.80	0174310014 4310	COVID-SJHHS / Instructional Supplies
S97R0515	JONES, SCOTT	48.00	48.00	01125901 4310	Surgical Technician-Adult / Instructional Supplies
S97R0516	DEAN, JILLIAN	26.93	26.93	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0517	YBARRA, YVONNE	3,900.00	3,900.00	0138710005 5810	CTEIG-Instruction / Professional Services
S97R0518	AMERICAN EXPRESS	2,522.77	1,681.25	0138700105 4310	CTEIG-CCC / Instructional Supplies
			841.52	0138700705 4310	CTEIG-LBHS / Instructional Supplies
S97R0519	AMERICAN EXPRESS	2,592.00	2,592.00	0174310013 4315	COVID-THS / Instr Supplies-Software
S97R0520	AMERICAN EXPRESS	439.20	439.20	0138700505 4315	CTEIG-SCHS / Instr Supplies-Software
S97R0521	AMERICAN EXPRESS	9.68	9.68	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0523	AMERICAN EXPRESS	10.76	10.76	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0524	AMERICAN EXPRESS	2,343.56	2,343.56	0138700305 4400	CTEIG-CVHS / NONCAPITALIZATION EQUIPMENT
S97R0525	AMERICAN EXPRESS	36.58	36.58	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0526	AMERICAN EXPRESS	267.11	267.11	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0527	AMERICAN EXPRESS	263.95	263.95	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0528	MCCLLENAGHAN, AUTUMN	13.13	13.13	0174313900 5200	COVID-CGS / TRAVEL & CONFERENCES
S97R0529	PEREZ, MARIA DEL CARMEN	88.75	88.75	0174310001 5200	COVID-Instruction / TRAVEL & CONFERENCES
S97R0530	GUTIERREZ, JUAN	51.60	51.60	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0531	AMERICAN EXPRESS	263.95	263.95	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0532	AMERICAN EXPRESS	195.00	195.00	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS
S97R0533	AMERICAN EXPRESS	35.48	35.48	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0534	AMERICAN EXPRESS	24.38	24.38	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0535	LIFESAVER EDUCATION	728.00	13.00	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
			117.00	0138700105 4310	CTEIG-CCC / Instructional Supplies
			188.50	0138700705 4310	CTEIG-LBHS / Instructional Supplies
			409.50	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0536	AMERICAN EXPRESS	267.44	267.44	0174310014 4300	COVID-SJHHS / MATERIALS & SUPPLIES
S97R0537	AMERICAN EXPRESS	214.20	214.20	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0538	AMERICAN EXPRESS	549.00	549.00	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS
S97R0539	AMERICAN EXPRESS	499.90	499.90	0174310014 4300	COVID-SJHHS / MATERIALS & SUPPLIES
S97R0540	AMERICAN EXPRESS	1,080.87	1,080.87	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0541	AMERICAN EXPRESS	725.59	725.59	0174311001 4310	COVID-CCTC / Instructional Supplies
S97R0542	AMERICAN EXPRESS	9.90	9.90	0138700A05 5900	CTEIG-Admin / COMMUNICATIONS

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND

BOARD OF TRUSTEES MEETING 03/08/2023

FROM 11/29/2022 TO 02/28/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
S97R0543	AMERICAN EXPRESS	541.67	541.67	0174310014 4300	COVID-SJHHS / MATERIALS & SUPPLIES
S97R0544	AMERICAN EXPRESS	177.19	177.19	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0545	AMERICAN EXPRESS	159.84	159.84	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0546	AMERICAN EXPRESS	33.35	33.35	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0547	AMERICAN EXPRESS	17.49	17.49	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0548	WEIR, PAUL	98.86	98.86	0138700A05 5220	CTEIG-Admin / Conferences
S97R0549	ALCALA, JENNIFER	19.98	19.98	0138700505 4310	CTEIG-SCHS / Instructional Supplies
S97R0550	AMAZON.COM	225.20	225.20	0138700505 4310	CTEIG-SCHS / Instructional Supplies
S97R0551	HOME DEPOT CREDIT SERVICES	2,534.99	2,534.99	017431000A 4400	COVID-Admin / NONCAPITALIZATION EQUIPMENT
S97R0552	AMERICAN EXPRESS	369.99	369.99	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0553	AMAZON.COM	12.05	12.05	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0554	AMERICAN EXPRESS	212.04	212.04	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0555	MCKESSON MEDICAL SURGICAL	937.38	937.38	01125901 4310	Surgical Technician-Adult / Instructional Supplies
S97R0556	B&H PHOTO & VIDEO	892.28	892.28	0138701405 4400	CTEIG-SJHHS / NONCAPITALIZATION EQUIPMENT
S97R0557	AMAZON.COM	161.61	161.61	0138700205 4310	CTEIG-ANHS / Instructional Supplies
S97R0558	BRIZENO, STEPHANIE	23.44	23.44	0174313900 5200	COVID-CGS / TRAVEL & CONFERENCES
S97R0559	O'ROURKE, PATRICK	53.56	53.56	0126020505 4310	Cyber Security / Instructional Supplies
S97R0560	AMERICAN EXPRESS	3,950.00	3,950.00	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS
S97R0561	AMAZON.COM	38.78	38.78	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0562	AMAZON.COM	252.94	252.94	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0563	PREMIER AQUATIC SERVICES LLC	225.00	225.00	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0564	AMAZON.COM	93.34	93.34	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0565	VEX ROBOTICS INC	7,671.71	7,671.71	0174310018 4310	COVID-MS / Instructional Supplies
S97R0566	AMAZON.COM	139.71	139.71	0174310002 4310	COVID-ANHS / Instructional Supplies
S97R0567	AMAZON.COM	196.26	196.26	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0568	AMERICAN EXPRESS	19.65	9.75	01191901 5900	Medical Assistant-Adult / COMMUNICATIONS
			9.90	0138700A05 5900	CTEIG-Admin / COMMUNICATIONS
S97R0569	STEINERT, STEVE	123.04	123.04	0138701805 4310	CTEIG-Middle School / Instructional Supplies
S97R0571	DEAN, JILLIAN	231.69	231.69	0138700A05 5200	CTEIG-Admin / TRAVEL & CONFERENCES
S97R0572	VARI SALES CORPORATION	622.26	622.26	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0573	DEAN, JILLIAN	21.99	21.99	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0574	AMERICAN EXPRESS	2,440.00	2,440.00	0138700A05 5220	CTEIG-Admin / Conferences

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND BOARD OF TRUSTEES MEETING 03/08/2023

FROM 11/29/2022 TO 02/28/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
S97R0575	AMERICAN EXPRESS	35.48	35.48	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0576	ANDRE, JAQUES	76.36	76.36	0138700505 4310	CTEIG-SCHS / Instructional Supplies
S97R0577	AMAZON.COM	483.80	483.80	0138700505 4310	CTEIG-SCHS / Instructional Supplies
S97R0578	THOMAS, KIMBERLEY	142.23	142.23	0174310005 4310	COVID-SCHS / Instructional Supplies
S97R0579	MCCLORY, MOIRA	25.92	25.92	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0580	BERKMAN, NICOLE	32.16	32.16	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0581	HERITAGE SIGNS & GRAPHICS	610.89	610.89	0138700A05 4320	CTEIG-Admin / Office Supplies
S97R0582	AMAZON.COM	145.45	145.45	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0583	AMAZON.COM	818.68	818.68	0174310006 4310	COVID-UHS / Instructional Supplies
S97R0584	AMAZON.COM	342.61	342.61	0174310013 4310	COVID-THS / Instructional Supplies
S97R0585	PACIFIC COAST ENTERTAINMENT	15,660.66	1,017.43	0174310003 4310	COVID-CVHS / Instructional Supplies
			14,643.23	0174310003 4400	COVID-CVHS / NONCAPITALIZATION EQUIPMENT
S97R0586	AMERICAN EXPRESS	16.15	16.15	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0587	SAN JOAQUIN COUNTY OFFICE OF E	1,200.00	1,200.00	0110127415 5810	Human Resources/KS / Professional Services
S97R0588	AMERICAN EXPRESS	43.07	43.07	0174310014 4310	COVID-SJHHS / Instructional Supplies
S97R0589	AMERICAN EXPRESS	42.70	42.70	0138710005 5300	CTEIG-Instruction / DUES & MEMBERSHIPS
S97R0590	AMERICAN EXPRESS	57.26	57.26	0138700105 4310	CTEIG-CCC / Instructional Supplies
S97R0591	AMERICAN EXPRESS	3,639.68	3,639.68	0138700A05 5220	CTEIG-Admin / Conferences
S97R0592	LAW OFFICES OF MARGARET A. CH	134.00	134.00	0138700A05 5810	CTEIG-Admin / Professional Services
S97R0593	AMERICAN EXPRESS	124.92	124.92	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0594	HENRY SCHEIN INC.	958.58	958.58	0138700105 5810	CTEIG-CCC / Professional Services
S97R0595	BERKMAN, CLIVE	105.22	105.22	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0596	AMAZON.COM	106.78	106.78	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0597	HENRY SCHEIN INC.	1,932.73	1,932.73	01163901 4310	Dental Assistant-Adult / Instructional Supplies
S97R0598	ANDRE, JAQUES	252.05	252.05	0138700505 4310	CTEIG-SCHS / Instructional Supplies
S97R0599	AMAZON.COM	150.74	150.74	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0601	AMERICAN EXPRESS	9.24	9.24	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0602	AMAZON.COM	275.12	275.12	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0603	AMAZON.COM	219.63	219.63	0138700405 4310	CTEIG-DHHS / Instructional Supplies
S97R0604	AMERICAN EXPRESS	350.00	350.00	0138701805 4315	CTEIG-Middle School / Instr Supplies-Software
S97R0605	CHEFS TOYS LLC	3,353.18	3,353.18	0174310006 4400	COVID-UHS / NONCAPITALIZATION EQUIPMENT
S97R0606	PEREZ, MARIA DEL CARMEN	60.26	60.26	017431000A 5200	COVID-Admin / TRAVEL & CONFERENCES

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND BOARD OF TRUSTEES MEETING 03/08/2023

FROM 11/29/2022 TO 02/28/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
S97R0607	AMERICAN EXPRESS	15.48	15.48	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0608	STAPLES	108.50	108.50	01191901 4310	Medical Assistant-Adult / Instructional Supplies
S97R0610	AMERICAN EXPRESS	35.48	35.48	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0611	AMERICAN EXPRESS	382.70	382.70	0138700205 4310	CTEIG-ANHS / Instructional Supplies
S97R0612	BSG GRAPHICS	2,289.69	2,289.69	0174313900 4300	COVID-CGS / MATERIALS & SUPPLIES
S97R0613	AMAZON.COM	42.55	42.55	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0614	OES OFFICE FURNITURE	2,924.77	2,924.77	0174310003 4310	COVID-CVHS / Instructional Supplies
S97R0615	AMAZON.COM	34.46	34.46	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0616	AMERICAN EXPRESS	382.70	382.70	0138700205 5300	CTEIG-ANHS / DUES & MEMBERSHIPS
S97R0617	AMERICAN EXPRESS	2,447.82	2,447.82	0138700A05 5220	CTEIG-Admin / Conferences
S97R0618	AMERICAN EXPRESS	1,002.18	1,002.18	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0620	AMERICAN EXPRESS	117.32	117.32	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0621	AMERICAN EXPRESS	2,395.40	81.20	01125901 4310	Surgical Technician-Adult / Instructional Supplies
			507.50	01163901 4310	Dental Assistant-Adult / Instructional Supplies
			345.10	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
			913.50	01191901 4310	Medical Assistant-Adult / Instructional Supplies
			548.10	0174310001 4310	COVID-Instruction / Instructional Supplies
S97R0622	BODNO	1,862.66	241.56	0138700105 4310	CTEIG-CCC / Instructional Supplies
			1,621.10	0138700105 4400	CTEIG-CCC / NONCAPITALIZATION EQUIPMENT
S97R0623	AMAZON.COM	109.87	109.87	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0624	CAROC	600.00	600.00	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS
S97R0625	LIFESAVER EDUCATION	539.50	442.00	0138700305 4310	CTEIG-CVHS / Instructional Supplies
			97.50	01467901 4310	Emergency Med Tech CCTC-ADULT / Instructional Suppli
S97R0626	FOSTER, DAVID	94.00	94.00	0110038815 4300	Inst Strong Wrkfree Grant / MATERIALS & SUPPLIES
S97R0627	DEAN, JILLIAN	311.78	311.78	0138700A05 5200	CTEIG-Admin / TRAVEL & CONFERENCES
S97R0628	MCCLENAGHAN, AUTUMN	30.79	30.79	0174313900 5200	COVID-CGS / TRAVEL & CONFERENCES
S97R0629	AMERICAN EXPRESS	875.00	875.00	0138710005 5300	CTEIG-Instruction / DUES & MEMBERSHIPS
S97R0630	AMERICAN EXPRESS	175.09	175.09	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0631	AMERICAN EXPRESS	24.24	24.24	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0632	AMERICAN EXPRESS	3,432.66	3,432.66	0138701405 5220	CTEIG-SJHHS / Conferences
S97R0633	AMERICAN EXPRESS	27.89	27.89	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0634	AMERICAN EXPRESS	548.95	548.95	0138710005 4310	CTEIG-Instruction / Instructional Supplies

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND BOARD OF TRUSTEES MEETING 03/08/2023

FROM 11/29/2022 TO 02/28/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
S97R0635	AMERICAN EXPRESS	244.97	244.97	0138700A05 5220	CTEIG-Admin / Conferences
S97R0636	AMERICAN EXPRESS	16.60	16.60	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0637	AMERICAN EXPRESS	150.00	150.00	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0638	AMERICAN EXPRESS	122.25	122.25	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0639	AMERICAN EXPRESS	192.31	192.31	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
S97R0640	AMERICAN EXPRESS	262.28	262.28	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
S97R0641	AMAZON.COM	245.38	122.69	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
S97R0642	AMAZON.COM	86.44	122.69	0138700105 4310	CTEIG-CCC / Instructional Supplies
S97R0643	AMAZON.COM	2,012.32	86.44	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0644	AMAZON.COM	26.92	2,012.32	0138700305 4310	CTEIG-CVHS / Instructional Supplies
S97R0645	AMAZON.COM	349.65	26.92	0138700105 4310	CTEIG-CCC / Instructional Supplies
S97R0646	AMERICAN EXPRESS	78.66	349.65	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0647	STAPLES	536.11	78.66	0138710005 4310	CTEIG-Instruction / Instructional Supplies
S97R0648	AMERICAN EXPRESS	191.70	536.11	0138700105 4310	CTEIG-CCC / Instructional Supplies
S97R0650	AMERICAN EXPRESS	82.53	191.70	0174310005 4300	COVID-SCHS / MATERIALS & SUPPLIES
S97R0651	AMERICAN EXPRESS	347.88	82.53	0174310005 4300	COVID-SCHS / MATERIALS & SUPPLIES
S97R0652	AMERICAN EXPRESS	167.70	347.88	0174310005 4300	COVID-SCHS / MATERIALS & SUPPLIES
S97R0654	WOOTEN, JEREMEY	358.87	167.70	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
S97R0655	MCCLORY, MOIRA	50.03	358.87	0138701405 5220	CTEIG-SJHHS / Conferences
S97R0656	AMERICAN EXPRESS	42.55	50.03	0138700205 4310	CTEIG-ANHS / Instructional Supplies
S97R0657	AMAZON.COM	241.06	42.55	0120200105 4310	Hotel & Hospitality Careers-CC / Instructional Supplies
S97R0658	NORTHERN ORANGE COUNTY WORKERS	16,655.00	241.06	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
S97R0659	AMERICAN EXPRESS	34.30	14,156.75	0110010015 3601	Instruction / WORKERS'COMP-CERTIFICATED
S97R0660	ANDRE, JAQUES	356.65	2,498.25	0140040015 3602	Support Staff / WORKERS'COMP-CLASSIFIED
S97R0661	ANDRE, JAQUES	1,635.00	34.30	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
S97R0662	LAGUNA NIGUEL CHAMBER OF COMME	195.00	356.65	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies
S97R0663	FRANKLIN, MICHAEL	525.30	1,635.00	0174310005 4300	COVID-SCHS / MATERIALS & SUPPLIES
S97R0664	EYES, CODY	197.65	195.00	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS
S97R0665	AMERICAN EXPRESS	20.00	525.30	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
S97R0666	AMERICAN EXPRESS	93.06	197.65	0138710022 4300	CTEIG-Instruction 22 / MATERIALS & SUPPLIES
			20.00	0138700A05 5220	CTEIG-Admin / Conferences
			93.06	0138710022 4310	CTEIG-Instruction 22 / Instructional Supplies

COLLEGE & CAREER ADV
Consolidated Check Register
 from 11/29/2022 to 2/28/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
97 00015966	V9701756	AMOUKHTEH, KATHERINE	REIM 112122	OH	11/30/2022		MW	IS	505.99
97 00015967	V9701756	AMOUKHTEH, KATHERINE	REIMB 112822	OH	12/07/2022		MW	IS	25.85
97 00015968	V9701894	DIFRANCESCO, ROCCO	MILEAGE 1122	OH	12/07/2022		MW	IS	51.25
97 00015969	V9700948	HENRY SCHEIN INC.	29751728	OH	12/07/2022		MW	IS	88,935.11
97 00015970	V9701738	MCKESSON MEDICAL SURGICAL	19996052	OH	12/07/2022		MW	IS	1,445.58
97 00015971	V9701162	PAXTON/PATTERSON LLC	4536	OH	12/07/2022		MW	IS	265.16
97 00015972	V9702034	PEREZ, MARIA DEL CARMEN	MILEAGE 113022	OH	12/07/2022		MW	IS	55.00
97 00015973	V9701770	SNAP-ON INDUSTRIAL	ARV 55334575	OH	12/07/2022		MW	IS	26,962.36
97 00015974	V9702018	SWEETWATER SOUNDS HOLDINGS LLC	33840928	OH	12/07/2022		MW	IS	323.25
97 00015975	V9701684	CSEBA	EAP DEC22	OH	12/08/2022		MW	IS	3,267.24
97 00015976	V9701846	METLIFE SMALL MARKET	LIFE DEC22	OH	12/08/2022		MW	IS	263.10
97 00015977	VOID.CONTI	Void - Continued Stub	CONTINUE	OH	12/09/2022		VM	VD	0.00
97 00015978	V9701672	AMERICAN EXPRESS	92165 NOV2022B	OH	12/09/2022		MW	IS	23,780.92
97 00015979	V9700659	APPLE COMPUTER INC.	AK18417087	OH	12/09/2022		MW	IS	3,015.11
97 00015980	V9702110	BELL, LYNNE	MILEAGE 120122	OH	12/09/2022		MW	IS	180.94
97 00015981	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68SI0542	OH	12/09/2022		MW	IS	1,302.56
97 00015982	V9701217	CDW GOVERNMENT	CX47644	OH	12/09/2022		MW	IS	1,270.03
97 00015983	V9700066	HOME DEPOT CREDIT SERVICES	3901026	OH	12/09/2022		MW	IS	736.26
97 00015984	V9702095	MCCLLENAGHAN, AUTUMN	MILEAGE 112922	OH	12/09/2022		MW	IS	23.75
97 00015985	V9700633	OFFICE DESIGN GROUP	2022 1252	OH	12/09/2022		MW	IS	509.09
97 00015986	V9700162	STAPLES	47425	OH	12/09/2022		MW	IS	846.21
97 00015987	V9701736	THE PATON GROUP	222499	OH	12/09/2022		MW	IS	2,936.19
97 00015988	V9701852	THOMAS, KIMBERLEY	REIM 120522	OH	12/09/2022		MW	IS	54.28
97 00015989	V9701780	ULINE	156913322	OH	12/09/2022		MW	IS	677.59
97 00015990	V9702104	DELEGGE, ANGELA	REIM 100422B	OH	12/13/2022		MW	IS	15.04
97 00015991	V9702087	S&K THEATRICAL DRAPERIES INC	28621B	OH	12/13/2022		MW	IS	4,276.68
97 00015992	V9701172	B&H PHOTO & VIDEO	208465409	OH	12/21/2022		MW	IS	7,342.25
97 00015993	V9702103	BRIZENO, STEPHANIE	MILEAGE OCT	OH	12/21/2022		MW	IS	60.63
97 00015994	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	12985	OH	12/21/2022		MW	IS	2,230.00
97 00015995	V9702105	CHOW, KAREN	REIM 120822	OH	12/21/2022		MW	IS	361.65
97 00015996	V9701972	DANA POINT CHAMBER OF COMMERCE	15279	OH	12/21/2022		MW	IS	160.00
97 00015997	V9701799	DEAN, JILLIAN	REIM 121422	OH	12/21/2022		MW	IS	1,054.01
97 00015998	V9701908	DJE SOUND & LIGHTING INC.	INV 00160	OH	12/21/2022		MW	IS	10,880.98
97 00015999	V9701961	JOHNSON, ERIC	MILEAGE 1022	OH	12/21/2022		MW	IS	33.75

User: MFINSK - Melanie F Inskeep
 Report: BK3005: Consolidated Check Register
 Page: 1
 Current Date: 03/01/2023
 Current Time: 12:44:51

COLLEGE & CAREER ADV
Consolidated Check Register
 from 11/29/2022 to 2/28/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
97 00016000	V9701701	JONES, SCOTT	REIM 121222	OH	12/21/2022		MW	IS	48.00
97 00016001	V9702115	MCCLORY, MOIRA	REIM 120822	OH	12/21/2022		MW	IS	27.46
97 00016002	V9701553	PATTERSON DENTAL SUPPLY INC.	4225417490	OH	12/21/2022		MW	IS	217.10
97 00016003	V9702114	RAMIREZ, JOANNE	REIMB 121322	OH	12/21/2022		MW	IS	41.96
97 00016004	V9700119	SPARKLETT'S	21920686 120122	OH	12/21/2022		MW	IS	24.44
97 00016005	V9700162	STAPLES	318485646	OH	12/21/2022		MW	IS	1,181.83
97 00016006	V9702109	STUDIOBRICKS USA INC	2022 171	OH	12/21/2022		MW	IS	11,912.86
97 00016007	V9701736	THE PATON GROUP	222941	OH	12/21/2022		MW	IS	37,687.75
97 00016008	V9701116	YBARRA, YVONNE	17	OH	12/21/2022		MW	IS	3,900.00
97 00016009	V9701217	CDW GOVERNMENT	FE62180	OH	12/27/2022		MW	IS	1,021.49
97 00016010	V9702116	GALLS LLC	022846959	OH	12/27/2022		MW	IS	148.24
97 00016011	V9701094	LIGHT, KIMBERLY	REIMB 050522R	OH	12/27/2022		MW	IS	33.94
97 00016012	V9799999	CDTFA	INV 087456	OH	01/11/2023		MW	IS	515.60
97 00016013	VOID.CONTI	Void - Continued Stub	CONTINUE	OH	01/13/2023		VM	VD	0.00
97 00016014	V9701672	AMERICAN EXPRESS	92165 DEC2022B	OH	01/13/2023		MW	IS	38,149.81
97 00016015	V9700734	GUTIERREZ, JUAN	REIMB 122122	OH	01/13/2023		MW	IS	51.60
97 00016016	V9700948	HENRY SCHEIN INC.	31924384	OH	01/13/2023		MW	IS	66,068.72
97 00016017	V9702095	MCCLENAGHAN, AUTUMN	MILEAGE 122122	OH	01/13/2023		MW	IS	13.13
97 00016018	V9701738	MCKESSON MEDICAL SURGICAL	20155094	OH	01/13/2023		MW	IS	319.13
97 00016019	V9702034	PEREZ, MARIA DEL CARMEN	MILEAGE 122122	OH	01/13/2023		MW	IS	88.75
97 00016020	V9702090	WEIR, PAUL	REIMB 011023	OH	01/13/2023		MW	IS	98.86
97 00016021	V9702080	ADVANCED TECHNOLOGIES CONSULTA	22 S97R0017	OH	01/18/2023		MW	IS	45,552.47
97 00016022	V9702117	ALCALA, JENNIFER	REIM 010923	OH	01/18/2023		MW	IS	19.98
97 00016023	V9702103	BRIZENO, STEPHANIE	MILEAGE 123122	OH	01/18/2023		MW	IS	23.44
97 00016024	V9701684	CSEBA	EAP JAN23	OH	01/18/2023		MW	IS	3,167.41
97 00016025	V9700066	HOME DEPOT CREDIT SERVICES	3444513	OH	01/18/2023		MW	IS	937.41
97 00016026	V9701846	METLIFE SMALL MARKET	LIFE JAN23	OH	01/18/2023		MW	IS	254.10
97 00016027	V9702118	O'ROURKE, PATRICK	REIM 010923	OH	01/18/2023		MW	IS	53.56
97 00016028	V9702116	GALLS LLC	023221933	OH	01/20/2023		MW	IS	47.58
97 00016029	V9701931	MISSION EQUIPMENT AND LIFTS IN	499399	OH	01/20/2023		MW	IS	8,734.15
97 00016030	V9702106	OES OFFICE FURNITURE	5305	OH	01/20/2023		MW	IS	25,406.41
97 00016031	V9701553	PATTERSON DENTAL SUPPLY INC.	4225421971	OH	01/20/2023		MW	IS	237.87
97 00016032	V9700155	PATTERSON DENTAL SUPPLY INC.	3023487584	OH	01/20/2023		MW	IS	658.80
97 00016033	V9701620	ROMO, PATI	REIM 015744R	OH	01/20/2023		MW	IS	10.49

User: MFTNSK - Melanie F Inskeep
 Report: BK3005: Consolidated Check Register
 Page 2
 Current Date: 03/01/2023
 Current Time: 12:44:51

COLLEGE & CAREER ADV
Consolidated Check Register
 from 11/29/2022 to 2/28/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
97 00016034	V9700119	SPARKLETTIS	21920686110122	OH	01/20/2023		MW	IS	17.68
97 00016035	V9701799	DEAN, JILLIAN	REIM 011723	OH	01/23/2023		MW	IS	253.68
97 00016036	V9702010	STEINERT, STEVE	REIM 12122	OH	01/23/2023		MW	IS	123.04
97 00016037	V9701863	BERKMAN, NICOLE	REIM 012323	OH	01/27/2023		MW	IS	32.16
97 00016038	V9700948	HENRY SCHEIN INC.	28233577B	OH	01/27/2023		MW	IS	249.38
97 00016039	V9702115	MCCLORY, MOIRA	REIM 012023	OH	01/27/2023		MW	IS	25.92
97 00016040	V9701852	THOMAS, KIMBERLEY	REIM 012023	OH	01/27/2023		MW	IS	142.23
97 00016041	V9701877	ANDRE, JAQUES	REIM 013023	OH	02/01/2023		MW	IS	328.41
97 00016042	V9701818	COLLEGE AND CAREER ADVANTAGE	1584	OH	02/01/2023		MW	IS	234.98
97 00016043	V9701950	LAW OFFICES OF MARGARET A. CH	10104	OH	02/01/2023		MW	IS	134.00
97 00016044	V9701738	MCKESSON MEDICAL SURGICAL	20220204	OH	02/01/2023		MW	IS	869.96
97 00016045	V9702084	REEL LUMBER SERVICE	70609	OH	02/01/2023		MW	IS	3,211.39
97 00016046	V9701410	SAN JOAQUIN COUNTY OFFICE OF E	213029	OH	02/01/2023		MW	IS	1,200.00
97 00016047	V9702018	SWEETWATER SOUNDS HOLDINGS LLC	34816141	OH	02/01/2023		MW	IS	103.44
97 00016048	V9702097	GLOWFORGE INC	CBINV299820	OH	02/02/2023		MW	IS	239.00
97 00016049	V9702034	PEREZ, MARIA DEL CARMEN	MILEAGE 013123	OH	02/02/2023		MW	IS	60.26
97 00016050	V9701928	BERKMAN, CLIVE	REIM 13123	OH	02/03/2023		MW	IS	105.22
97 00016051	V9702120	BSG GRAPHICS	22 1916	OH	02/03/2023		MW	IS	2,289.69
97 00016052	V9701217	CDW GOVERNMENT	GG83844	OH	02/03/2023		MW	IS	73,184.13
97 00016053	V9700948	HENRY SCHEIN INC.	32323350	OH	02/03/2023		MW	IS	958.58
97 00016054	V9700162	STAPLES	43000	OH	02/03/2023		MW	IS	897.39
97 00016055	V9701832	VARI SALES CORPORATION	90880741	OH	02/03/2023		MW	IS	622.26
97 00016056	V9700170	CAROCF	CAROCF MAR	OH	02/08/2023		MW	IS	600.00
97 00016057	V9701799	DEAN, JILLIAN	MILEAGE 020123	OH	02/09/2023		MW	IS	311.78
97 00016058	V9700964	FOSTER, DAVID	REIMB 020723	OH	02/09/2023		MW	IS	94.00
97 00016059	V9702095	MCCLLENAGHAN, AUTUMN	MILEAGE 013123	OH	02/09/2023		MW	IS	30.79
97 00016060	V9701684	CSEBA	EAP FEB23	OH	02/10/2023		MW	IS	3,367.07
97 00016061	V9701846	METLIFE SMALL MARKET	LIFE FEB23	OH	02/10/2023		MW	IS	258.60
97 00016062	VOID:CONTI	VOID - Continued Stub	CONTINUE	OH	02/14/2023		VM	VD	0.00
97 00016063	V9701672	AMERICAN EXPRESS	92165 JAN2023	OH	02/14/2023		MW	IS	36,099.03
97 00016064	V9701217	CDW GOVERNMENT	GJ28970	OH	02/15/2023		MW	IS	50,081.82
97 00016065	V9701102	NORTHERN ORANGE COUNTY WORKERS	275111	OH	02/15/2023		MW	IS	14,503.00
97 00016066	V9701253	SOUTHWEST SCHOOL & OFFICE SUPP	60000045	OH	02/15/2023		MW	IS	294.80
97 00016067	V9702070	THE MICHAELS COMPANIES	316013	OH	02/15/2023		MW	IS	174.05

User: MFNSK - Melanie F Inskop
 Report: BK3005: Consolidated Check Register

Page 3

Current Date: 03/01/2023
 Current Time: 12:44:51

COLLEGE & CAREER ADV
Consolidated Check Register
 from 11/29/2022 to 2/28/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
97 00016068	V9701877	ANDRE, JAQUES	REIM 021723	OH	02/17/2023		MW	IS	1,961.48
97 00016069	V9702122	EVES, CODY	REIM 021023	OH	02/17/2023		MW	IS	197.65
97 00016070	V9702123	FRANKLIN, MICHAEL	REIM 021023	OH	02/17/2023		MW	IS	525.30
97 00016071	V9702010	STEINERT, STEVE	REIM 020823	OH	02/17/2023		MW	IS	90.73
97 00016072	V9701669	VELLANOWETH, DOMINIC	REIM 021423	OH	02/17/2023		MW	IS	53.61
97 00016073	V9701217	CDW GOVERNMENT	GM3400	OH	02/21/2023		MW	IS	255.56
97 00016074	V9701616	CULVER-NEWLIN/McMAHAN BUSINESS	37300	OH	02/21/2023		MW	IS	3,471.71
97 00016075	V9700433	HERITAGE SIGNS & GRAPHICS	26735	OH	02/21/2023		MW	IS	610.89
97 00016076	V9701102	NORTHERN ORANGE COUNTY WORKERS	285098	OH	02/21/2023		MW	IS	16,655.00
97 00016077	V9701553	PATTERSON DENTAL SUPPLY INC.	422526456	OH	02/21/2023		MW	IS	237.87
97 00016078	V9700162	STAPLES	51288	OH	02/21/2023		MW	IS	1,011.04
97 00016079	V9702070	THE MICHAELS COMPANIES	296016	OH	02/21/2023		MW	IS	697.06
97 00016080	V9702126	AZUSA PACIFIC UNIVERSITY	AZUSA UNI	OH	02/24/2023		MW	IS	4,000.00
97 00016081	V9701172	B&H PHOTO & VIDEO	210239873	OH	02/24/2023		MW	IS	892.28
97 00016082	V9700948	HENRY SCHEIN INC.	33978269	OH	02/24/2023		MW	IS	1,937.72
97 00016083	V9702125	HOLGUIN, LUPE	MILEAGE 021623	OH	02/24/2023		MW	IS	47.25
97 00016084	V9702008	INSKEEP, MELANIE	MILEAGE 021623	OH	02/24/2023		MW	IS	105.00
97 00016085	V9702014	LAGUNA NIGUEL CHAMBER OF COMME	12543	OH	02/24/2023		MW	IS	195.00
97 00016086	V9702057	VEX ROBOTICS INC	637353	OH	02/24/2023		MW	IS	7,671.72

Issued: 662,216.76
97 Bank Total: 662,216.76

Grand Total: 662,216.76



PERSONNEL ASSIGNMENT ORDER

CERTIFICATED PERSONNEL 2022-2023 NEW HIRES

Name:	Karen Chow		
Job Title:	Vet Tech Instructor		
CTE Industry Sector:	Agriculture and Natural Resources	Instructional Hours:	180
School Site/Location:	CCATC	Rate per Instructional Hour:	\$51.68
Instructional Duty Days:	10 Month Assignment	Number of Sections Assigned:	Two
Name:	Cody Eves		
Job Title:	Engineering Instructor		
CTE Industry Sector:	Engineering & Architecture	Instructional Hours:	Varies/Sub Instructor
School Site/Location:	CVHS	Rate per Instructional Hour:	\$38.92
Instructional Duty Days:	6 Month Assignment	Number of Sections Assigned:	Varies/Shared Assignment
Name:	Michael Franklin		
Job Title:	Engineering Instructor		
CTE Industry Sector:	Engineering & Architecture	Instructional Hours:	Varies/Sub Instructor
School Site/Location:	CVHS	Rate per Instructional Hour:	\$38.92
Instructional Duty Days:	6 Month Assignment	Number of Sections Assigned:	Varies/Shared Assignment
Name:	Patricia Romo		
Job Title:	Teacher on Special Assignment		
CTE Credential:	Supervision and Coordination	Hours:	25/week
School Site/Location:	Remote assignment	Annual Salary:	\$45,000
Instructional Duty Days:	12 Month Assignment	Number of Sections Assigned:	N/A
Name:	Patrick Sullivan		
Job Title:	Automotive Instructor		
CTE Industry Sector:	Transportation	Instructional Hours:	522
School Site/Location:	CVHS	Rate per Instructional Hour:	\$53.33
Instructional Duty Days:	10 Month Assignment	Number of Sections Assigned:	Five

CERTIFICATED PERSONNEL REASSIGNMENT

Name:	Katherine Amoukhteh		
Job Title:	Teacher on Special Assignment		
CTE Industry Sector:	Engineering and Architecture	Hours:	40/week
School Site/Location:	Admin Offices	Annual Salary:	\$75,000
Instructional Duty Days:	10 Month Assignment	Number of Sections Assigned:	N/A

CERTIFICATED PERSONNEL RESIGNATION/SEPARATION

NAME	TITLE	EFFECTIVE DATE	LOCATION
Michael Brannon	Automotive Instructor	12/31/2022	CVHS
NAME	TITLE	EFFECTIVE DATE	LOCATION
Greg Weipert	Engineering Instructor	01/20/2023	CVHS

CONSENT CALENDAR

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
COLLEGE AND CAREER ADVANTAGE**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 13th of February, 2023, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **College and Career Advantage** (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the K12 Strong Workforce Program for Orange County, (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division (hereinafter “Prime Sponsor”), to sub-grant and contract with Local Educational Agencies to implement career education, K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region; and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work in the Scope of Work (*Exhibit A*) approved by the PRIME SPONSOR, which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from January 1, 2023 through June 30, 2025.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$1,142,826 USD.

4. **Budget**

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is

incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Payment and Invoicing

Payment to the SUBCONTRACTOR shall be based on an advance payment of 70% (seventy percent) after the Agreement is fully executed, up to 20% (twenty percent) in progress payment upon submission of an invoice and accompanying documentation as required by the Regional Consortium and completion of all reports due at the time the invoice is submitted. The final 10% (ten percent) payment is contingent upon successful performance of the work, as approved by the PRIME SPONSOR. Payment shall not exceed the amount listed above under Article I.3. "Total Costs".

SUBCONTRACTOR must electronically submit invoices for payment to the RSCCD Fiscal Agent Office in-box at FA_K12K14@rsccd.edu. The e-mail subject line of the invoice should be as follows: "Invoice Enclosed – LEA Acronym/SWP K12 PIF/Sub-Agreement #".

Refer to the Invoice Form and Instructions (Exhibit B) for guidance on how to complete and submit invoices. (NOTE: an electronic version of the invoice form will be provided to the SUBCONTRACTOR).

6. Reporting

SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner. The PRIME SPONSOR and/or RSCCD will provide guidance and instructions on reporting to the SUBCONTRACTOR.

K12 Strong Workforce Program funding is project based with project submissions and reporting expenditures in NOVA. The SUBCONTRACTOR agrees to adhere to the reporting frequency as identified in Exhibit D: K12 Strong Workforce Program RFA-Appendix A: Grantee Requirements and Guidelines, p.31-32. Periodic fiscal and narrative progress reports of project progress may be requested by Rancho Santiago Community College District at any time.

SUBCONTRACTOR shall prepare and submit outcomes data as required by the legislation, Education Code §88828 (d)(8), and as referenced in Exhibit D: K12 Strong Workforce Program RFA –Appendix A: Grantee Requirements and Guidelines, p. 31. As per the legislation, failure to provide this data may result in termination of the grant.

7. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

8. Modifications

SUBCONTRACTOR may make changes to any budget categories up to 10% (ten percent) of the total award amount per line item without the approval of RSCCD so long as budget

categories are not added or deleted, the total dollar amount of the Agreement is not affected, and the outcomes of the Agreement will not be materially affected. SUBCONTRACTOR may add or delete budget categories subject to the prior approval of RSCCD.

If the SUBCONTRACTOR wishes to make substantial changes to the scope of work, then a revised scope of work that describes the requested changes and their impact to the budget and outcomes must be submitted to RSCCD and approved by the PRIME SPONSOR. Substantial changes are those that would represent a significant deviation from the approved scope of work and would lead to different outcomes or fall outside of the generally understood purpose of the use of the funds. Changes in methods of implementation (i.e., the means by which the approved scope of work is implemented) or movement between budget line items would not be considered substantial changes, and would not require prior approval.

9. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

10. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by the PRIME SPONSOR. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits,

any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

14. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused by the sole negligence or the willful misconduct of the non-indemnifying party or any of its agents or employees.

15. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination, and RSCCD will reimburse SUBCONTRACTOR for costs incurred up to the termination date.

16. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the

PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

17. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Rancho Santiago Community College District
Sarah Santoyo, Assistant Vice Chancellor, Educational Services
2323 N. Broadway, Suite 201
Santa Ana, CA 92706
(714) 480-7466; Santoyo_Sarah@rsccd.edu

Fiscal Representative:
Rancho Santiago Community College District
Iris I. Ingram, Vice Chancellor, Business Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, Ingram_Iris@rsccd.edu

SUBCONTRACTOR:

Primary Contact:

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

Fiscal Representative:

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

18. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

19. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Education Code Title 3, Division 7, Part 54.5 Strong Workforce Program Section 88827-88833) as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances


By signing this Agreement the Parties certify that they comply with the legal requirements regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *College and Career
Advantage*

By: 
Name: Iris I. Ingram
Title: Vice Chancellor
Date: Feb 14, 2023

By: _____
Name: _____
Title: _____
Date: _____

Board Approval Date: February 13, 2023

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

- Exhibit A: Scope of Work (K-12 Strong Workforce Program Project Plan – Certified)
- Exhibit B: Invoice Form and Instructions
- Exhibit C: Intent to Award Memorandum from the Chancellor’s Office (01/09/2023)
- Exhibit D: K-12 SWP Request for Applications (RFA) and Program Specifications
- Exhibit E: K-12 SWP Legislation (Ed. Code Title 3, Division 7, Part 54.5 [88827-88833])

SUSPENSION/DISCIPLINARY ACTION

The Governing Board expects all employees to exhibit professional and appropriate conduct and serve as positive role models both at school and in the community. An employee may be suspended or disciplined for unprofessional or inappropriate conduct in accordance with law, the Board policy, and administrative regulation.

- (cf. 4000 - Concepts and Roles)*
- (cf. 4112.5/4312.5 - Criminal Record Check)*
- (cf. 4117.4 - Dismissal)*
- (cf. 4119.21/4219.21/4319.21 - Professional Standards)*

The ~~Chief Executive Officer (CEO)~~ **Executive Director** or designee may take disciplinary action as he/she deems appropriate in light of the particular facts and circumstances involved and based on the severity of the misconduct. Disciplinary actions may include, but not be limited to, verbal warnings, written warnings, reassignment, suspension, freezing or reduction of wages, compulsory leave, or dismissal.

The ~~CEO~~ **Executive Director** or designee shall ensure that, consistent with law, disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

- (cf. 1312.1 - Complaints Concerning District Employees)*
- (cf. 4030 - Nondiscrimination in Employment)*
- (cf. 4032 - Complaints Concerning Discrimination in Employment)*
- (cf. 4112.6/4212.6/4312.6 - Personnel Files)*
- (cf. 4119.1/4219.4319.1 - Civil and Legal Rights)*
- (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

In accordance with law, the ~~CEO~~ **Executive Director** or designee shall notify the Commission on Teacher Credentialing when the status of a credentialed employee has been changed as a result of alleged misconduct.

- (cf. 4117.7 - Employment Status Reports)*

Legal Reference: (see next page)

EDUCATION CODE

- 44008 Effect of termination of probation
- 44009 Conviction of specified crimes
- 44010 Sex offense - definitions
- 44011 Controlled substance offense - definitions
- 44242.5 Reports and review of alleged misconduct
- 44425 Conviction of a sex or narcotic offense
- 44660-44665 Evaluation and assessment of performance of certificated employees
- 44830.1 Criminal record summary certificated employees
- 44930-44988 Resignations, dismissal, and leave of absence, especially:
- 44940 Sex offenses and narcotic offenses; compulsory leave of absence
- 44940.5 Compulsory leave of absence
- 45055 Drawing of warrants for teachers
- 48907 Exercise of free speech, expression

SUSPENSION/DISCIPLINARY ACTION (continued)

Legal Reference (continued)

48950 *Speech and other communication*

51530 *Advocacy or teaching of communism*

EDUCATION CODE

44008 *Effect of termination of probation*

44009 *Conviction of specified crimes*

44010 *Sex offense - definitions*

44011 *Controlled substance offense - definitions*

44242.5 *Reports and review of alleged misconduct*

44425 *Conviction of a sex or narcotic offense*

44660-44665 *Evaluation and assessment of performance of certificated employees*

44830.1 *Criminal record summary certificated employees*

44930-44988 *Resignations, dismissal, and leave of absence, especially:*

44940 *Sex offenses and narcotic offenses; compulsory leave of absence*

44940.5 *Compulsory leave of absence*

45055 *Drawing of warrants for teachers*

48907 *Exercise of free speech, expression*

48950 *Speech and other communication*

51530 *Advocacy or teaching of communism*

GOVERNMENT CODE

3543.2 *Scope of representation*

HEALTH AND SAFETY CODE

11054 *Schedule I; substances included*

11055 *Schedule II, substances included*

11056 *Schedule III, substances included*

11357-11361 *Marijuana*

11363 *Peyote*

11364 *Opium*

11370.1 *Possession of controlled substances with a firearm*

PENAL CODE

187 *Murder*

291 *School employees arrest for sex offense*

667.5 *Prior prison terms, enhancement of prison terms*

1192.7 *Plea bargaining limitation*

CODE OF REGULATIONS, TITLE 5

80303 *Reports of change in employment status*

80304 *Notice of sexual misconduct*

COURT DECISIONS

Crowl v. Commission on Professional Competence, (1990) 225 Cal. App. 3d 334

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel, 2007

WEB SITES

CSBA: <http://www.csba.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy

adopted: June 17, 2010

revised:

**CAPISTRANO-LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE**
San Juan Capistrano, California

All Personnel

BP 4119.25

4219.25

POLITICAL ACTIVITIES OF EMPLOYEES

4319.25

The Governing Board respects the right of school employees to engage in political discussions and activities on their own time and at their own expense. On such occasions, employees shall make it clear that they are acting as individuals and not as representatives of the ~~Capistrano-Laguna Beach College and Career Advantage~~ Regional Occupational Program. (ROP).

(cf. 1160 - Political Processes)

Like other community members, employees may use school facilities for meetings under the Civic Center Act.

(cf. 1330 - Use of School Facilities)

Employees shall refrain from prohibited activities identified in law and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.

(cf. 1325 - Advertising and Promotion)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

7050-7057 Political activities of school officers and employees

38130-38139 Civic Center Act

51520 Prohibited solicitations on school premises

GOVERNMENT CODE

3543.1 Rights of employee organizations

COURT DECISIONS

Downs v. Los Angeles Unified School District, (9th Cir. 2000) 228 F.3d 1003

California Teachers Association v. Governing Board of San Diego Unified School District, (1996) 45

Cal.App. 4th 1333

L.A. Teachers Union v. L.A. City Board of Education, (1969) 71 Cal.2d 551

ATTORNEY GENERAL OPINIONS

84 Ops. Cal. Atty. Gen. 106 (2001)

84 Ops. Cal. Atty. Gen. 52 (2001)

77 Ops. Cal. Atty. Gen. 56 (1994)

PERB RULINGS

California Federation of Teachers, Local 1931 v. San Diego Community College District (2001) PERB

Order #1467 (26 PERC 33014)

All Personnel

BP 4119.25

4219.25

POLITICAL ACTIVITIES OF EMPLOYEES

4319.25

Management Resources:

CSBA PUBLICATIONS

Political Activities of School Districts: Legal Issues, 1998, revised 2001

WEB SITES

CSBA: <http://www.csba.org>

Office of the Attorney General, Dept. of Justice: <http://caag.state.ca.us/>

Public Employment Relations Board: <http://www.perb.ca.gov>

Policy
adopted: June 17, 2010
revised:

~~CAPISTRANO-LAGUNA BEACH ROP~~
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

All Personnel

BP 4119.41(a)

4219.41

EMPLOYEES WITH INFECTIOUS DISEASE

4319.41

The Governing Board encourages each employee to inform ~~the Capistrano-Laguna Beach College~~ **and Career Advantage (CCA)** Regional Occupational Program (ROP) as soon as possible if he/she contracts an infectious disease which creates a physical or mental disability. The Board will reasonably accommodate the needs of such individuals.

The Board may reassign or grant disability leave to an employee who is unable to perform his/her job responsibilities because of illness or because the employee's illness significantly endangers his/her health or safety or the health or safety of others.

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

No employee will be discriminated against because of his/her disability. Legal protections established for disabled persons extend to individuals significantly impaired by infectious diseases.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

When informed that an employee has a disabling infectious disease, the ~~Chief Executive Officer (CEO)~~ **Executive Director** or designee may request that the employee sign a release form to provide confidential medical information and records.

In determining a reasonable accommodation of the employee's condition, the ~~CEO~~ **Executive Director** or designee may consult with public health officials or physicians with expertise in the diagnosis and treatment of infectious disease. The ~~CEO~~ **Executive Director** or designee may also communicate with the employee's physician regarding the employee's ability to perform the essential requirements of the job with reasonable accommodation and without posing significant health or safety risks to the employee or others.

The ~~CEO~~ **Executive Director** or designee shall prepare a confidential report which includes his/her recommendation and the medical information upon which it is based. These recommendations shall take into consideration:

1. The nature of the disease and the probability of its being transmitted, including the duration and severity of the risk.
2. The physical condition of the employee, including diagnosis, treatment, and prognosis of the condition.
3. The actual requirements of the employee's job and the expected type of interaction with others in the school setting.

BP 4119.41(b)
4219.41
4319.41

EMPLOYEES WITH INFECTIOUS DISEASE (continued)

This report shall be forwarded to the Board for confidential review and action.

The job assignment of an employee with a disabling infectious disease shall be reevaluated whenever there is a change in medical knowledge or in the employee's medical regimen or health which might affect his/her assignment.

Confidentiality

The Board and the ~~CEO~~ **Executive Director** or designee shall ensure that employee rights to confidentiality are strictly observed. ~~The ROP CCA~~ shall disclose medical record information only to the extent required or permitted by law. The medical records of any employee with a disabling infectious disease shall be held in strict confidence.

Legal Reference:

CIVIL CODE

56-56.37 Confidentiality of medical information

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

120975-121020 Mandated blood testing and confidentiality to protect public health

CODE OF REGULATIONS, TITLE 2

7293.5 et seq.

UNITED STATES CODE, TITLE 29

701 et seq. Rehabilitation Act

UNITED STATES CODE, TITLE 42

12101-12213 Americans With Disabilities Act

COURT DECISIONS

School Board of Nassau County, Fla. v. Arline, 408 U.S. 273 (1987)

Policy
adopted: June 17, 2010
revised:

~~CAPISTRANO-LAGUNA BEACH ROP~~
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

All Personnel

BP 4119.42

4219.42

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

4319.42

As part of its commitment to provide a safe and healthful work environment, the Governing Board recognizes the importance of developing an exposure control plan. The ~~Chief Executive Officer (CEO)~~ **Executive Director** or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace to protect employees from possible infection due to contact with bloodborne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV).

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4157/4257/4357 - Employee Safety)

The ~~CEO~~ **Executive Director** or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the ~~Capistrano Laguna Beach College and Career Advantage (CCA)~~ Regional Occupational Program's exposure control plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

Any employee not identified by the ~~CEO~~ **Executive Director** or designee as having occupational exposure may submit a request to the ~~CEO~~ **Executive Director** or designee to be included in the training and hepatitis B vaccination program. The ~~CEO~~ **Executive Director** or designee may deny a request when there is no reasonable anticipation of contact with any infectious material.

Legal Reference:

LABOR CODE

142.3 Authority of Cal/OSHA to adopt standards

144.7 Requirement to amend standards

CODE OF REGULATIONS, TITLE 8

3204 Access to employee exposure and medical records

5193 California bloodborne pathogens standards

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

Management Resources:

CDE ADVISORIES

1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings

WEB SITES

OSHA: <http://www.osha.gov>

Cal/OSHA: http://www.dir.ca.gov/occupational_safety.html

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Policy

adopted: June 17, 2010

revised:

**CAPISTRANO-LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE**
San Juan Capistrano, California

All Personnel

BP 4119.43

4219.43

UNIVERSAL PRECAUTIONS

4319.43

In order to protect employees from contact with potentially infectious blood or other body fluids, the Governing Board requires that universal precautions be observed throughout ~~the Capistrano-Laguna Beach College and Career Advantage~~ Regional Occupational Program. (ROP).

Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.6 - School Health Services)

Employees shall immediately report any exposure incident or first aid incident in accordance with ~~the ROP's~~ College and Career Advantage's exposure control plan or other safety procedures.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

Legal Reference:

HEALTH AND SAFETY CODE

117600-118360 Handling and disposal of regulated waste

120875 Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B

120880 Information to employees of school district

CODE OF REGULATIONS, TITLE 8

5193 California bloodborne pathogens standard

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

Management Resources:

CDE PROGRAM ADVISORIES

1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings

WEB SITES

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Policy

adopted: June 17, 2010

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CAPISTRANO-LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

NONDISCRIMINATION IN EMPLOYMENT

The Governing Board prohibits unlawful discrimination against and/or harassment of ~~Capistrano-Laguna Beach~~ **College and Career Advantage (CCA)** Regional Occupational Program (ROP) employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex, or sexual orientation at any ROP **CCA** site and/or activity. The Board also prohibits retaliation against any ROP **CCA** employee or job applicant who complains, testifies or in any way participates in the ROP's **CCA's** complaint procedures instituted pursuant to this policy.

(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

Any ROP **CCA** employee who engages or participates in unlawful discrimination, or who aids, abets, incites, compels or coerces another to discriminate, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Any ROP **CCA** employee who observes or has knowledge of an incident of unlawful discrimination or harassment shall report the incident to the ~~Chief Executive Officer (CEO)~~ **Executive Director** or designee as soon as practical after the incident. Failure of a ROP **CCA** employee to report discrimination or harassment may result in disciplinary action.

The ~~CEO~~ **Executive Director** or designee shall regularly publicize, within the ~~ROP CCA~~ and in the community, the ~~ROP's CCA's~~ nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)

The ~~ROP's CCA's~~ policy and administrative regulation shall be posted in all offices including staff breakroom. (5 CCR 4960)

The Board designates the following position(s) as Coordinator(s) for Nondiscrimination in Employment:

Human Resources Specialist
~~31522 El Camino Real~~
33122 Valle Road
San Juan Capistrano, CA 92675
~~949-496-3118~~ **234-9477**

NONDISCRIMINATION IN EMPLOYMENT (continued)

Other Remedies

An employee may, in addition to filing a discrimination complaint with ~~the ROP-CCA~~, file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, the employee must file his/her complaint within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960. (Government Code 12960)
2. To file a valid complaint directly with EEOC, the employee must file his/her complaint within 180 days of the alleged discriminatory act(s). To file a valid complaint with EEOC after filing a complaint with DFEH, the employee must file the complaint within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier. (42 USC 2000e-5)

Employees wishing to file complaints with the DFEH and EEOC should contact the nondiscrimination coordinator for more information.

Legal Reference: (see next page)

NONDISCRIMINATION IN EMPLOYMENT (continued)

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination*

CIVIL CODE

51.7 *Freedom from violence or intimidation*

GOVERNMENT CODE

11135 *Unlawful discrimination*

12900-12996 *Fair Employment and Housing Act*

PENAL CODE

422.56 *Definitions, hate crimes*

CODE OF REGULATIONS, TITLE 2

7287.6 *Terms, conditions and privileges of employment*

CODE OF REGULATIONS, TITLE 5

4900-4965 *Nondiscrimination in elementary and secondary education*

UNITED STATES CODE, TITLE 20

1681-1688 *Title IX of the Education Amendments of 1972*

UNITED STATES CODE, TITLE 29

621-634 *Age Discrimination in Employment Act*

794 *Section 504 of the Rehabilitation Act of 1973*

UNITED STATES CODE, TITLE 42

2000d-2000d-7 *Title VI, Civil Rights Act of 1964, as amended*

2000e-2000e-17 *Title VII, Civil Rights Act of 1964, as amended*

2000ff-2000ff-11 *Genetic Information Nondiscrimination Act of 2008*

2000h-2-2000h-6 *Title IX of the Civil Rights Act of 1964*

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 *Compliance information*

104.7 *Designation of responsible employee for Section 504*

104.8 *Notice*

106.8 *Designation of responsible employee and adoption of grievance procedures*

106.9 *Dissemination of policy*

COURT DECISIONS

Shepard v. Loyola Marymount, (2002) 102 CalApp.4th 837

Management Resources:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Questions and Answers: Religious Discrimination in the Workplace, 2008

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS

Notice of Non-Discrimination, January 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

NONDISCRIMINATION IN EMPLOYMENT (continued)

Policy
adopted: June 17, 2010
revised:

CAPISTRANO LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

STAFF DEVELOPMENT

The Governing Board believes that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. The ~~Chief Executive Officer (CEO)~~ **Executive Director** or designee shall develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills and become informed about changes in pedagogy and subject matter.

(cf. 6111 - School Calendar)

The ~~Capistrano-Laguna Beach~~ **College and Career Advantage (CCA)** Regional Occupational Program (ROP) staff development program shall assist certificated staff in developing knowledge and skills, including, but not limited to:

1. Mastery of discipline-based knowledge, including academic content in the core curriculum and academic standards as applicable to Career Technical Education.

(cf. 6011 - Academic Standards)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.3 - Civic Education)
(cf. 6142.5 - Environmental Education)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.93 - Science Instruction)

2. Use of effective, subject-specific teaching methods, strategies, and skills
3. Use of technologies to enhance instruction

(cf. 0440 - District Technology Plan)

4. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students of various racial and ethnic groups, students with disabilities, English language learners, economically disadvantaged students, gifted and talented students, and at-risk students

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Language Learners)

5. Understanding of how academic and career technical instruction can be integrated and implemented to increase student learning

(cf. 6178 - Career Technical Education)

STAFF DEVELOPMENT (continued)

6. Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, and discipline, including conflict resolution and intolerance and hatred prevention

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5145.9 - Hate-Motivated Behavior)

7. Ability to relate to students, understand their various stages of growth and development, and motivate them to learn

8. Ability to interpret and use data and assessment results to guide instruction

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6162.5 - Student Assessment)

9. Knowledge of topics related to student health, safety, and welfare

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.5 - Sex Offender Notification)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

10. Knowledge of topics related to employee health, safety, and security

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 4158/4258/4358 - Employee Security)

The ~~CEO~~ **Executive Director** or designee may, in conjunction with individual teachers develop an individualized program of professional growth which contributes to competence, performance, and effectiveness in teaching and classroom assignments and, as necessary, assists them in meeting state or federal requirements to be fully qualified for their positions.

(cf. 4112.2 - Certification)

The ~~ROP's~~ **CCA's** staff evaluation process may be used to recommend additional staff development for individual employees.

(cf. 4115 - Evaluation/Supervision)

The ~~CEO~~ **Executive Director** or designee shall involve teachers, site and ~~ROP~~ **CCA** administrators, and others, as appropriate, in the development of the ~~ROP's~~ **CCA's** staff development program. He/she shall ensure that the ~~ROP's~~ staff development program is aligned with ~~ROP~~ **CCA** priorities.

STAFF DEVELOPMENT (continued)*(cf. 0000 - Vision)**(cf. 0200 - Goals for ~~the~~ ROP CCA)*

The Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.

*(cf. 3100 - Budget)**(cf. 3350 - Travel Expenses)*

The ~~CEO~~ **Executive Director** or designee shall provide a means for continual evaluation of the benefit of staff development activities to both staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program. Based on the ~~CEO's~~ **Executive Director's** report, the Board may revise the program as necessary to ensure that the staff development program supports ~~the ROP's~~ CCA's priorities for student achievement.

*(cf. 0500 - Accountability)**Legal Reference:*EDUCATION CODE41520-41522 *Teacher Credentialing Block Grant, including beginning teacher support*41530-41533 *Professional Development Block Grant*44032 *Travel expense payment*44259.5 *Standards for teacher preparation*44277 *Professional growth programs for individual teachers*44279.1-44279.7 *Beginning Teacher Support and Assessment Program*44325-44328 *District interns*44450-44468 *University internship program*44560-44562 *Certificated Staff Mentoring Program*44570-44578 *Inservice training, secondary education*44580-44591 *Inservice training, elementary teachers*44630-44643 *Professional Development and Program Improvement Act of 1968*44700-44705 *Classroom teacher instructional improvement program*44735 *Teaching as a Priority Block Grant; teacher recruitment and retention in high-priority schools*45028 *Salary schedule and exceptions*48980 *Notification of parents/guardians: schedule of minimum days*52055.600-52055.662 *High Priority Schools Grant Program*56240-56245 *Staff development; service to persons with disabilities*99200-99206 *Subject matter projects*99220-99227 *California Professional Development Institutes*99230-99242 *Mathematics and Reading Professional Development Program*REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS44579-44579.6 *Instructional Time and Staff Development Reform Program*GOVERNMENT CODE3543.2 *Scope of representation of employee organization*CODE OF REGULATIONS, TITLE 511980-11985.6 *Mathematics and Reading Professional Development Program*13025-13044 *Professional development and program improvement*UNITED STATES CODE, TITLE 206319 *Highly qualified teachers*6601-6702 *Preparing, Training and Recruiting High Quality Teachers and Principals*

STAFF DEVELOPMENT (continued)

Legal Reference (continued)

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No. 804, 14 PERC P21, 085

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

State Board of Education Guidelines and Criteria for Approval of Training Providers, March 2008

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession, 1997

WEB SITES

Beginning Teacher Support and Assessment: <http://www.btsa.ca.gov>

California Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

California Department of Education, Professional Development: <http://www.cde.ca.gov/pd>

California Subject Matter Projects: <http://csmpp.ucop.edu>

Policy
adopted: June 17, 2010
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~~CAPISTRANO-LAGUNA BEACH ROP~~
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

PUBLICATION OR CREATION OF MATERIALS

The Governing Board recognizes the importance of creating a work environment that encourages employee innovation in creating and developing high-quality materials to improve student achievement and the efficiency of ~~Capistrano-Laguna Beach~~ **College and Career Advantage (CCA)** Regional Occupational Program operations.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 6162.6 - Use of Copyrighted Materials)

The ~~Chief Executive Officer (CEO)~~ **Executive Director** shall oversee the development of instructional materials, computer programs, and other copyrightable materials by employees, independent contractors, and consultants. An employee, independent contractor, or consultant shall notify the ~~CEO~~ **Executive Director** or designee of his/her intent to publish or register a work developed in whole or in part within the scope of his/her employment.

(cf. 3600 - Consultants)

Instructional materials, computer programs, and other copyrightable materials developed by an employee within the scope of his/her employment shall be the property of ~~the ROP~~ **CCA**.

(cf. 1113 - District and School Web Sites)
(cf. 4040 - Employee Use of Technology)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 6161 - Equipment, Books and Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

The ~~CEO~~ **Executive Director** or designee shall ensure that any contract with an independent contractor or consultant contains a provision specifying ~~the ROP's~~ **CCA's** right to ownership of the copyright of any work produced by the contractor or consultant for ~~the ROP~~ **CCA**.

The ~~CEO~~ **Executive Director** or designee may secure copyrights in the name of ~~the ROP~~ **CCA** for all copyrightable works developed by ~~the ROP~~ **CCA**. All royalties or revenues from these copyrights shall be used for the benefit of ~~the ROP~~ **CCA**. (Education Code 35170)

Legal Reference: (see next page)

PUBLICATION OR CREATION OF MATERIALS (continued)

Legal Reference:

EDUCATION CODE

32360 *Copyrights; use of funds*

32361 *Copyrights; use of employee work time*

35170 *Authority to secure copyrights*

35182 *Marketing or licensing noneducational mainframe electronic data-processing software*

60076 *Royalties or other compensation*

LABOR CODE

2870-2872 *Inventions made by an employee*

UNITED STATES CODE, TITLE 17

101-122 *Subject matter and scope of copyright*

201 *Copyright ownership and transfer*

COURT DECISIONS

Community for Creative Non-Violence v. Reid, (1989) 490 U.S. 730

Management Resources:

WEB SITES

Copyright Clearance Center: <http://www.copyright.com>

Copyright Society of the USA: <http://www.csusa.org>

U.S. Copyright Office: <http://www.copyright.gov>

Policy
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CAPISTRANO-LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

All Personnel

BP 4136(a)

4236

NONSCHOOL EMPLOYMENT

4336

In order to help maintain public trust in the integrity of ~~Capistrano-Laguna-Beach College and Career Advantage (CCA)~~ Regional Occupational Program (~~ROP~~) operations, the Governing Board expects all employees to give the responsibility of their positions precedence over any other outside employment. ~~An ROP A CCA~~ employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to his/her ~~ROP CCA~~ duties.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9270 - Conflict of Interest)

An outside activity shall be considered inconsistent, incompatible, or inimical to ~~ROP-CCA~~ employment when such activity: (Government Code 1126)

1. Requires time periods that interfere with the proper, efficient discharge of the employee's duties
2. Entails compensation from an outside source for activities which are part of the employee's regular duties
3. Involves using ~~the ROP's~~ **CCA's** name, prestige, time, facilities, equipment, or supplies for private gain
4. Involves service which will be wholly or in part subject to the approval or control of another ~~ROP CCA~~ employee or Board member

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3300 - Expenditures and Purchases)

(cf. 4040 - Employee Use of Technology)

(cf. 4132/4232/4332 - Publication or Creation of Materials)

(cf. 4135/4235/4335 - Soliciting and Selling)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with his/her immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within ~~the ROP CCA~~ and determine whether to grant authorization for such employment.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the ~~Chief Executive Officer~~ **Executive**

NONSCHOOL EMPLOYMENT (continued)

Director. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 4144/4244/4344 - Complaints)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Tutoring

A certificated employee shall not accept any compensation or other benefit for tutoring a student enrolled in his/her class(es). An employee who wishes to tutor another ROP CCA student shall first request authorization from his/her supervisor in accordance with this Board policy. If authorization is granted, the employee shall not use ROP CCA facilities, equipment, or supplies when providing the tutoring service.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards
35160.1 Broad authority of school districts
51520 Prohibited solicitation on school premises

GOVERNMENT CODE

1126 Incompatible activities of employees
1127 Incompatible activities; off duty work
1128 Incompatible activities, attorney

CODE OF REGULATIONS, TITLE 5

80334 Unauthorized private gain or advantage

ATTORNEY GENERAL OPINIONS

70 Ops. Cal. Atty. Gen. 157 (1987)

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
Fair Political Practices Commission: <http://www.fppc.ca.gov>

Policy
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CAPISTRANO-LAGUNA-BEACH ROP
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

All Personnel

BP 4144

4244

COMPLAINTS

4344

The Governing Board recognizes the need to establish a process to allow employees and job applicants to have their concerns heard in an expeditious and unbiased manner. The Board expects that employees will make every effort to resolve complaints and disagreements informally before filing a formal complaint.

- (cf. 1312.3 - Uniform Complaint Procedures)*
- (cf. 3320 - Claims and Actions Against the District)*
- (cf. 4031 - Complaints Concerning Discrimination in Employment)*
- (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

The Board prohibits retaliation against complainants. The ~~Chief Executive Officer (CEO)~~ **Executive Director** or designee may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint.

- (cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*
- (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

All matters related to a complaint shall be kept confidential and any document, communication, or record regarding the complaint shall be placed in a separate file and shall not be placed in an employee's personnel file.

- (cf. 4112.6/4212.6/4312.6 - Personnel Records)*

Legal Reference:

- EDUCATION CODE
- 200-262.4 Prohibition of discrimination on the basis of sex*
- 35186 Williams uniform complaint procedures*
- 44110-44114 Reporting by school employees of improper governmental activity*
- GOVERNMENT CODE
- 3543 Public school employees' rights*
- 3543.1 Rights of employee organizations*
- 53296-53299 Disclosure of confidential information; whistleblower*
- 54957 Closed session; personnel matters*
- LABOR CODE
- 1102.5-1106 Whistleblower protections*
- CODE OF REGULATIONS, TITLE 5
- 4900-4965 Nondiscrimination in district programs and activities*

Management Resources:

- WEB SITES
- CSBA: <http://www.csba.org>*

Policy
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CAPISTRANO LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

All Personnel

BP 4151(a)

4251

EMPLOYEE COMPENSATION

4351

In order to recruit and retain employees committed to ~~the Capistrano-Laguna Beach College and~~ **Career Advantage (CCA)** Regional Occupational Program (ROP) goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

(cf. 3100 - Budget)

(cf. 3400 - Management of Districts Assets/Accounts)

(cf. 4000 - Concepts and Roles)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and shall be printed and made available for review at the ~~ROP~~ **CCA** office. (Education Code 45023, 45028)

(cf. 4121 - Temporary/Substitute Personnel)

Salary schedules for staff shall be determined by the Board at the recommendation of the ~~Chief Executive Officer~~. **Executive Director**.

(cf. 4312.1 - Contacts)

The ~~CEO~~ **Executive Director** or designee shall ensure that ~~the ROP's~~ **CCA's** payroll system complies with all applicable laws including, but not limited to, timelines regarding payment of compensation and deductions of dues for employee organizations.

Legal Reference: (see next page)

EMPLOYEE COMPENSATION (continued)

Legal Reference:

EDUCATION CODE

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

45160-45169 Salaries for classified employees

45268 Salary schedule for classified service in merit system districts

GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:

3543.2 Scope of representation

3543.7 Duty to meet and negotiate in good faith

LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

Management Resources:

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

NEA and NSBA Joint Guidance on the Tax Consequences of Deferred Compensation – Section 409A of the Internal Revenue Code, January 2008

WEB SITES

CSBA: <http://www.csba.org>

Internal Revenue Service: <http://www.irs.gov>

National School Boards Association: <http://www.nsba.org>

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CAPISTRANO-LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

All Personnel

BP 4156.3

4256.3

EMPLOYEE PROPERTY REIMBURSEMENT

4356.3

The Governing Board does not authorize payment for the reimbursement of employee personal property which may be stolen or intentionally destroyed or damaged while being used for work-related purposes.

Legal Reference:

EDUCATION CODE

35213 *Reimbursement for loss, destruction or damage of personal property*

48904 *Liability of parent/guardian for willful misconduct; withholding of grades, diplomas and transcripts*

CIVIL CODE

1714.1 *Liability of parent or guardian for act of willful misconduct by a minor*

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CAPISTRANO-LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

All Personnel

BP 4157.1

4257.1

WORK-RELATED INJURIES

4357.1

The Governing Board desires to provide its employees with insurance and workers' compensation benefits in accordance with law. The ~~Chief Executive Officer (CEO)~~ **Executive Director** or designee shall develop an efficient claims handling process in order to reduce costs and facilitate employee recovery.

- (cf. 3320 - Claims and Actions Against the District)
- (cf. 4032 - Reasonable Accommodation)
- (cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)
- (cf. 4154/4254/4354 - Health and Welfare Benefits)
- (cf. 4157/4257/4357 - Employee Safety)
- (cf. 4157.2/4257.2/4357.2 - Ergonomics)
- (cf. 4161.11/4361.11 - Industrial Accident/Illness Leave)
- (cf. 4261.11 - Industrial Accident/Illness Leave)

An employee shall report any work-related injury or illness to his/her supervisor as soon as practicable. Upon learning of an injury, a supervisor shall promptly report the incident to the ~~CEO~~ **Executive Director** or designee and the insurance carrier as appropriate.

The ~~CEO~~ **Executive Director** or designee shall ensure that every new employee is notified of his/her right to receive workers' compensation if injured at work and that injured employees are given notice of rights in accordance with law.

The ~~CEO~~ **Executive Director** or designee shall ensure that notifications regarding workers' compensation are posted in accordance with law.

Legal Reference:

EDUCATION CODE

44984 Industrial accident and illness leaves, certificated employees

45192 Industrial accident and illness leaves, classified employees

LABOR CODE

3200-4855 Workers' compensation, especially:

3550-3553 Employee notice

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 Provision of medical and hospital treatment by employer

4906 Disclosures and statements

5400-5413 Notice of injury or death

6409.1 Reports

CODE OF REGULATIONS, TITLE 8

15596 Notice of employee rights

Management Resources:

WEB SITES

California Department of Industrial Relations: <http://www.dir.ca.gov>

Policy

adopted: June 17, 2010

revised:

~~CAPISTRANO-LAGUNA BEACH ROP~~

COLLEGE AND CAREER ADVANTAGE

San Juan Capistrano, California

All Personnel

BP 4158(a)

4258

EMPLOYEE SECURITY

4358

The Governing Board desires to provide a safe, orderly working environment for all employees. As part of the ~~the Capistrano Laguna Beach~~ **College and Career Advantage (CCA)** Regional Occupational Program (ROP) comprehensive school safety plan, the ~~Chief Executive Officer (CEO)~~ **Executive Director** or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 5131.4 - Student Disturbances)

The ~~CEO~~ **Executive Director** or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

When violence is directed against an employee by any individual and the employee so notifies the ~~CEO~~ **Executive Director** or designee, the ~~CEO~~ **Executive Director** or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the ~~CEO~~ **Executive Director** or designee of a threat of bodily harm, the ~~ROP CCA~~ shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

The Board recognizes that access to two-way communications devices allows employees to call for assistance from their supervisor or law enforcement in the event of a threat of violence or medical emergency. The ~~ROP~~ **CCA** shall provide such communications devices in classrooms to the extent possible.

(cf. 5141 - Health Care and Emergencies)

Employees may possess a pepper spray weapon that meets the requirements of Penal Code 12403.7 on school property and at school activities for their own safety. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Reporting of Injurious Objects

The Board requires school employees to take immediate action upon being made aware that any person is in possession of an injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

EMPLOYEE SECURITY (continued)

1. Confiscate the object and deliver it to the **CEO Executive Director** or designee immediately
2. Immediately notify the **CEO Executive Director** or designee, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the **CEO Executive Director** or designee

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144. - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

When informing the **CEO Executive Director** or designee about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Legal Reference:

EDUCATION CODE

32210-32212 *Willful disturbance, public schools or meetings*

32225-32226 *Communication devices*

35204 *Contract with attorney in private practice or use of administrative advisor*

35205 *Contract for legal services*

35208 *Liability insurance*

35213 *Reimbursement for loss, destruction or damage of school property*

44014 *Report of assault by pupil against school employee*

44807 *Duty concerning conduct of students*

48201 *Transfer of student records*

48900-48926 *Suspension or expulsion Grounds for suspension or expulsion*

49079 *Notification to teacher; student who has engaged in acts constituting grounds for suspension or expulsion*

49330-49335 *Injurious objects*

CIVIL CODE

51.7 *Freedom from violence or intimidation*

CODE OF CIVIL PROCEDURE

527.8 *Workplace violence safety act*

GOVERNMENT CODE

995-996.4 *Defense of public employees*

3543.2 *Scope of representation*

PENAL CODE

71 *Threatening public officers and employees and school officials*

240 *Definition of assault*

241.2 *Assault on school or park property against any person*

241.3 *Assault against school bus drivers*

241.6 *Assault on school employee includes board member*

EMPLOYEE SECURITY (continued)

Legal Reference (continued)

PENAL CODE (continued)

242 *Definition of battery*

243 *Battery; definition of "injury" and "serious bodily injury"*

243.2 *Battery on school or park property against any person*

243.3 *Battery against school bus drivers*

243.6 *Battery against school employee includes board member*

245.5 *Assault with deadly weapon; school employee includes board member*

290 *Registration of sex offenders*

601 *Trespass by person making credible threat*

626.9 *Gun-Free School Zone Act of 1995*

626.10 *Exceptions to bringing weapons on school grounds*

646.9 *Stalking*

12403.7 *Weapons approved for self defense*

WELFARE AND INSTITUTIONS CODE

827 *Juvenile court proceedings; reports; confidentiality*

828.1 *District police or security department, disclosure of juvenile records*

Management Resources:

CDE CORRESPONDENCE

0401.01 *Protecting Student Identification in Reporting Injurious Objects*

WEB SITES

California Department of Education, Safe Schools and Violence Prevention Office:

<http://www.cde.ca.gov/lr/ss/>

CSBA: <http://www.csba.org>

Policy
adopted: June 17, 2010
revised:

CAPISTRANO LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

EMPLOYEE ASSISTANCE PROGRAMS

The Governing Board recognizes that ~~Capistrano-Laguna Beach College~~ and Career Advantage (CCA) Regional Occupational Program (ROP) employees may have problems which can have detrimental effects upon job performance and student safety. The Board encourages employees to seek help when such problems exist and to take advantage of the resources that are available to assist them.

Employees shall have confidential access to information about ~~the ROP's~~ CCA's employee assistance program. This information shall be available to all employees and their spouses and dependents.

- (cf. 3513.3 - Tobacco-Free Schools)*
- (cf. 4020 - Drug and Alcohol-Free Workplace)*
- (cf. 5131.62 - Tobacco)*

Management and supervisory staff shall be knowledgeable about ~~the ROP's~~ CCA's employee assistance program and may counsel employees about the program, as appropriate.

Participation in the assistance program shall not jeopardize an employee's employment or career advancement, nor will it protect the employee from disciplinary action for substandard job performance.

- (cf. 4032 - Reasonable Accommodation)*
- (cf. 4115 - Evaluation/Supervision)*
- (cf. 4118 - Suspension/Disciplinary Action)*
- (cf. 4161/4261/4361 - Leaves)*
- (cf. 4161.1/4261.1 - Personal Illness/Injury Leave)*
- (cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)*
- (cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)*
- (cf. 4215 - Evaluation/Supervision)*
- (cf. 4218 - Dismissal/Suspension/Disciplinary Action)*
- (cf. 4315 - Evaluation/Supervision)*
- (cf. 4361.1 - Personal Illness/Injury Leave)*

Legal Reference:

EDUCATION CODE

- 35160 Authority of governing board
- 35160.1 Broad authority of school districts
- 44962 Leaves of absence for certificated employees
- 44964 Power to grant leaves of absence for accident, illness or quarantine
- 45190-45209 Resignations and leaves of absence for classified employees

GOVERNMENT CODE

- 8355 Certification to contracting or granting agency; requisites

HEALTH AND SAFETY CODE

- 104420 Providing information re: smoking cessation program

UNITED STATES CODE, TITLE 41

- 701-707 Drug-Free Workplace Act

EMPLOYEE ASSISTANCE PROGRAMS

BP 4159(b)
4259
4359

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**CAPISTRANO-LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE**
San Juan Capistrano, California

All Personnel

BP 4161(a)

LEAVES

4261

4361

The Governing Board shall provide for paid and unpaid leaves of absence for employees in accordance with law, Board policy, and administrative regulation, as applicable.

The Board recognizes the following justifiable reasons for employee absence:

1. Personal illness or injury

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

2. Industrial accident or illness

(cf. 4161.11/4361.11 - Industrial Accident/Illness Leave)

(cf. 4261.11 - Industrial Accident/Illness Leave)

3. Family care and medical leave

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

4. Military service

(cf. 4161.5/4261.5/4361.5 - Military Leave)

5. Personal necessity and personal emergencies

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

6. Disability leave for certificated employees in accordance with Education Code 44986

7. Vacations for classified staff and certificated management staff, as applicable

8. Attendance at work-related meetings and staff development opportunities

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

9. Compulsory leave

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

LEAVES (continued)

Administrative and Supervisory Personnel

Certificated administrative and supervisory employees shall generally be entitled to those leave provisions provided for other certificated employees unless otherwise specified in ~~individual contract~~, memoranda of understanding, Board policy, administrative regulation, or law.

Classified administrative and supervisory employees shall generally be entitled to those leave provisions provided for other classified employees unless otherwise specified in ~~individual contract~~, memoranda of understanding, Board policy, administrative regulation, or law.

(cf. 2121 – Superintendent's Contract)

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 4312.1 - Contracts)

Legal Reference:

EDUCATION CODE

22850-22856 Pension benefits, STRS members on military leave

44018 Compensation for employees on active military duty

44036-44037 Leaves of absence for judicial and official appearances

44043.5 Catastrophic leave

44800 Effect of active military service on status of employees

44842 Failure to provide notice or to report to work

44940 Sex offenses and narcotic offenses; compulsory leave of absence

44962-44988 Leaves of absence (certificated)

45059 Employee ordered to active military/naval duty, computation of salary

45190-45210 Leaves of absence (classified)

FAMILY CODE

297-297.5 Registered domestic partner rights, protections and benefits

GOVERNMENT CODE

3543.1 Release time for representatives of employee organizations

3543.2 Scope of representation

12945.1-12945.2 California Family Rights Act

20990-21013 Pension benefits, PERS members on military leave

LABOR CODE

230-230.2 Leaves for victims of domestic violence, sexual assault or specified felonies

230.3 Leave for emergency personnel

230.4 Leave for volunteer firefighters

230.8 Leave to visit child's school

233 Illness of child, parent, spouse or domestic partner

BP 4161(c)
4261
4361

LEAVES (continued)

Legal Reference (continued)

MILITARY AND VETERANS CODE

395-395.9 *Military leave*

395.10 *Leave when spouse on leave from military deployment*

UNITED STATES CODE, TITLE 29

2601-2654 *Family and Medical Leave Act of 1993*

UNITED STATES CODE, TITLE 38

4301-4334 *Uniformed Services Employment and Reemployment Rights Act of 1994*

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CAPISTRANO-LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

CLASSIFIED PERSONNEL

The Governing Board shall fill each of its classified positions with qualified persons, consistent with position requirements. The primary role of classified personnel is to provide services that support and enhance the **educational program of Capistrano-Laguna Beach College and Career Advantage (CCA) Regional Occupational Program. (ROP) educational program.**

(cf. 0200 - Goals for the School District)
(cf. 4211 - Recruitment and Selection)

Each classified staff member shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations.

(cf. 4215 - Evaluation/Supervision)

Classification of Employees

The Board shall classify all employees and positions not requiring certification qualifications as the classified service, except for those employees and positions specifically exempt from classified service. (Education Code 45103)

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)

(cf. 4211 - Recruitment and Selection)
(cf. 4212 - Appointment and Conditions of Employment)

Before employing a short-term classified employee, the Board, at a regularly scheduled meeting, shall specify the service required to be performed by the employee and shall certify the ending date of the service. The Board may shorten or extend the ending date, but the date shall not be extended beyond 75 percent of the school year, as defined. (Education Code 45103)

Each position shall have a designated title and regular minimum number of assigned hours per day, days per week and months per year. A job description shall be established for each position.

Assignment

Classified employees shall be assigned by their immediate supervisors with the approval of the ~~Chief Executive Officer~~. **Executive Director**. They shall be required to perform those duties prescribed by the Board for the position the employee holds, in accordance with applicable job descriptions

Legal Reference: (see next page)

CLASSIFIED PERSONNEL (continued)

Legal Reference:

EDUCATION CODE

- 45100-45139 Employment of classified staff*
- 45160-45169 Salaries and differential compensation*
- 45190-45210 Resignation and leaves of absence*
- 45220-45320 Merit system*
- 49406 Examination for tuberculosis*
- 51760-51769.5 Work experience education*

Management Resources:

WEB SITES

California School Employees Association: <http://www.csea.com>

Policy
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**CAPISTRANO LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE**
San Juan Capistrano, California

PROBATIONARY/PERMANENT STATUS

Employees newly hired for regular positions in the classified service shall be considered probationary employees until they have satisfactorily completed one year of probationary service. Upon satisfactorily completing this period, they shall become permanent classified employees of the ~~Capistrano Laguna Beach~~ **College and Career Advantage (CCA)** Regional Occupational Program (ROP).

Probationary employees shall receive a written performance evaluation by their supervisor during the probationary period. This evaluation shall indicate whether the evaluator is satisfied or not satisfied with the employee's ability, performance, and compatibility with the job.

(cf. 4215 - Evaluation/Supervision)

The ~~Chief Executive Officer (CEO)~~ **Executive Director** may dismiss an employee during the initial probationary period.

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed one year of service in that position.

A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position shall be employed in the classification from which he/she was promoted. (Education Code 45113)

This policy shall be made available to classified employees and the public. (Education Code 45113)

Legal Reference:

EDUCATION CODE

45113 Rules and regulations for classified service in districts not incorporating the merit system

45240-45320 Merit system

Management Resources:

WEB SITES

California School Employees Association: <http://www.csea.org>

Policy
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~~CAPISTRANO LAGUNA BEACH ROP~~
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

TEACHER AIDES/PARAPROFESSIONALS

The Governing Board recognizes that paraprofessionals support student learning by providing valuable assistance to teachers and other certificated personnel and enabling greater individualized instruction and supervision of students. Such employees may perform instructional and/or administrative tasks in accordance with law, Board policy and administrative regulation.

(cf. 1240 - Volunteer Assistance)
(cf. 4200 - Classified Personnel)
(cf. 6171 - Title I Programs)

The ~~Chief Executive Officer (CEO)~~ **Executive Director** or designee shall ensure that paraprofessionals possess the qualifications required by law for their positions.

Paraprofessionals shall be under the immediate supervision and direction of certificated personnel.

In determining the assignment of paraprofessionals, the ~~CEO~~ **Executive Director** or designee shall consider the greatest benefit to students based on such factors as class size, grade levels, student needs, subject matter and teacher workload.

Each paraprofessional shall be provided with a clear definition of his/her roles and responsibilities.

The ~~CEO~~ **Executive Director** or designee shall ensure that all paraprofessionals receive ongoing support and regular performance assessments. Teachers shall receive training in how to collaborate effectively with an assistant and are expected to assign duties consistent with written job descriptions for paraprofessionals.

(cf. 4131 - Staff Development)
(cf. 4212 - Appointment and Conditions of Employment)
(cf. 4215 - Evaluation/Supervision)
(cf. 4231 - Staff Development)

The Board encourages qualified paraprofessionals to pursue opportunities that lead to attainment of a teaching credential and enable them to increase their skills and experience in the classroom.

(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)

Legal Reference: (see next page)

TEACHER AIDES/PARAPROFESSIONALS (continued)

Legal Reference:

EDUCATION CODE

44390-44393 California School Paraprofessional Teacher Training Program

44833 Postsecondary students as nonteaching aides

44835 Duties of nonteaching work study aides

45330 Paraprofessionals

45340-45349 Instructional aides

45350-45354 Teacher assistants

45360-45367 Teacher aides

54480-54486 Special Teacher Employment Programs

CODE OF REGULATIONS, TITLE 5

12065-12070 Teacher aides for Special Teacher Employment Programs

UNITED STATES CODE, TITLE 20

6311 State plans

6314 Schoolwide programs

6315 Targeted assistance schools

6318 Parent involvement

6319 Qualifications for teachers and paraprofessionals

CODE OF FEDERAL REGULATIONS, TITLE 34

200.58-200.59 Qualifications and duties of paraprofessionals

Management Resources:

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Title I Paraprofessionals, Non-Regulatory Guidance, March 1, 2004

Roles for Education Paraprofessionals in Effective Schools, 1997

WEB SITES

CTC Paraprofessional Teacher Training Program: <http://www.ctc.ca.gov/para>

CDE: <http://www.cde.ca.gov>

CSBA: <http://www.csba.org>

U.S. Department of Education: <http://www.ed.gov>

California School Employees Association: <http://www.csea.com>

National Resource Center for Paraprofessionals: <http://www.nrcpara.org>

National Clearinghouse for Paraeducator Resources:

<http://www.usc.edu/dept/education/CMMR/Clearinghouse.html>

Policy

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CAPISTRANO LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

STAFF DEVELOPMENT

Classified staff shall have opportunities to participate in staff development activities in order to improve job skills, retrain to meet changing conditions in the ~~Capistrano-Laguna Beach at College and Career Advantage (CCA)~~ Regional Occupational Program, (~~ROP~~), and/or enhance personal growth.

(cf. 4261.3 - Professional Leaves)

The ~~Chief Executive Officer (CEO)~~ **Executive Director** shall develop a program of ongoing staff development which may include, but not be limited to, activities related to:

1. General workplace skills and/or skills and knowledge specific to the duties of each classified position

(cf. 1340 - Access to District Records)
(cf. 3515.3 - District Police/Security Department)
(cf. 3542 - School Bus Drivers)
(cf. 4200 - Classified Personnel)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)

2. The role of classified staff in achieving ~~ROP~~ CCA goals and promoting student achievement

(cf. 0000 - Vision)
(cf. 0200 - Goals for ~~the~~ ROP CCA)

3. The use of technologies to improve job performance

(cf. 0440 - District Technology Plan)

4. Effective communication and interaction with other staff, students, parents/guardians, and community members

(cf. 6020 - Parent Involvement)
(cf. 6171 - Title I Programs)

5. Topics related to student health, safety, and welfare

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.5 - Sex Offender Notification)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.63 - Steroids)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

STAFF DEVELOPMENT (continued)

(cf. 5145.7 - Sexual Harassment)

(cf. 5149 - At Risk Students)

6. Topics related to employee health, safety, and security

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 4158/4258/4358 - Employee Security)

7. For classroom instructional aides, staff development activities may also include academic content of the core curriculum; teaching strategies; classroom management; or other training designed to improve student performance, conflict resolution, and intolerance and hatred prevention

(cf. 4131 - Staff Development)

The ~~CEO~~ **Executive Director** or designee shall involve classified staff, site and ~~ROP~~ **CCA** administrators, and others, as appropriate, in the development of ~~the ROP's CCA's~~ staff development program. He/she shall ensure that ~~the ROP's CCA's~~ staff development program is aligned with ~~ROP CCA~~ goals, school improvement objectives, and school plans.

(cf. 0000 - Vision)

(cf. 0200 - Goals for ~~the ROP CCA~~)

~~The ROP's CCA's~~ staff evaluation process may be used to recommend additional staff development for individual employees.

(cf. 4215 - Evaluation/Supervision)

The Governing Board may budget for actual and reasonable expenses incurred by classified staff who participate in staff development activities.

(cf. 3350 - Travel Expenses)

The ~~CEO~~ **Executive Director** or designee shall provide a means for continual evaluation of the benefit of staff development activities to staff and ~~the ROP CCA~~ and shall regularly report to the Board regarding the effectiveness of the staff development program.

(cf. 0500 - Accountability)

(cf. 9000 - Role of the Board)

Legal Reference: (see next page)

STAFF DEVELOPMENT (continued)

Legal Reference:

EDUCATION CODE

41530-41532 Professional Development Block Grant

44032 Travel expense payment

44390-44393 California School Paraprofessional Teacher Training Program

45380-45387 Retraining and study leave (classified)

56240-56245 Staff development; service to persons with disabilities

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

44579-44579.6 Instructional Time and Staff Development Reform Program

GOVERNMENT CODE

3543.2 Scope of representation of employee organization

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No. 804, 14 PERC P21, 085

Management Resources:

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

California School Employees Association: <http://www.csea.com>

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CAPISTRANO LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

ADMINISTRATIVE AND SUPERVISORY PERSONNEL

The Governing Board recognizes that effective management is vital to the success of ~~Capistrano-Laguna Beach~~ **College and Career Advantage (CCA)** Regional Occupational Program (ROP) students and programs. Management personnel are expected to demonstrate initiative and good judgment in the development, implementation, and oversight of ~~ROP~~ **CCA** programs. Supervisors shall promote the productivity, professional growth, and teamwork of ~~ROP~~ **CCA** staff.

(cf. 4000 - Concepts and Roles)

The Board shall adopt policies related to administrative and supervisory personnel insofar as they are needed to comply with law and describe terms of employment within ~~the ROP~~ **CCA**.

The Board may, by resolution, establish or abolish any or all positions of the senior management of the classified service. Any employee occupying a senior management position abolished by Board action shall become a member of the classified or certificated service in a position to which he/she would otherwise be entitled if he/she had not been in a senior management position. (Education Code 45104.5)

Legal Reference:

EDUCATION CODE

35031 *Term of employment*

45100.5 *Senior management positions*

45104.5 *Abolishment of senior classified management positions*

45108.5 *Definitions of senior classified management employees*

45108.7 *Waiver of provisions of 45108.5*

45128 *Overtime*

45130 *Exclusion from overtime provisions*

45256.5 *Designation of certain positions*

GOVERNMENT CODE

3540 *Purpose*

3540.1 *Definitions*

3543.4 *Management position; representation*

3545 *Appropriateness of unit; basis*

COURT DECISIONS

Auer v. Robbins, (1997) 117 S.Ct. 905

Policy
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~~CAPISTRANO-LAGUNA BEACH ROP~~
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

ADMINISTRATIVE STAFF ORGANIZATION

The Governing Board authorizes the ~~Chief Executive Officer (CEO)~~ **Executive Director** to organize the administrative and supervisory staff in a manner that best supports student achievement, the educational program, and efficient operations.

*(cf. 2110 – ~~Superintendent~~ **Executive Director** Responsibilities and Duties)*
(cf. 4300 - Administrative and Supervisory Personnel)

The ~~CEO~~ **Executive Director** or designee shall establish and define job responsibilities for supervisory and administrative personnel. (Education Code 44662)

(cf. 4000 - Concepts and Roles)
(cf. 4315 - Evaluation/Supervision)

The ~~CEO~~ **Executive Director** or designee may adjust staff responsibilities temporarily or permanently as needed to accommodate the workload and/or individual capabilities.

(cf. 4032 - Reasonable Accommodation)

The ~~CEO~~ **Executive Director** or designee shall maintain a current ~~Capistrano-Laguna Beach Regional Occupational Program (ROP)~~ **CCA** organization chart which designates lines of primary responsibility and the relationships among all ~~ROP~~ **CCA** positions. Lines of responsibility shall in no way prevent staff members at all levels from collaborating, communicating, and cooperating to develop the best possible programs and provide efficient services.

Legal Reference:

EDUCATION CODE

- 35010 Control of district; prescription and enforcement of rules
- 35020 Duties of employees fixed by governing board
- 35035 Powers and duties of superintendent
- 44662 Job responsibilities and evaluation

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: The Board's Relationship to District Staff, 2007

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

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**CAPISTRANO-LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE**
San Juan Capistrano, California

DEMOTION/REASSIGNMENT

The Governing Board may authorize the demotion or reassignment of any administrative or supervisory employee upon the recommendation of the ~~Chief Executive Officer (CEO)~~ **Executive Director** and when such action is determined to be in the best interest of the ~~Capistrano-Laguna Beach~~ **College and Career Advantage (CCA)** Regional Occupational Program. (ROP).

(cf. 4300 - Administrative and Supervisory Personnel)

The ~~CEO~~ **Executive Director** or designee shall ensure that the ~~ROP~~ **CCA** complies with all applicable statutory deadlines and due process procedures when an employee is to be demoted or reassigned.

Legal Reference:

EDUCATION CODE

- 35031 Senior management employee in the classified service: nonreelection
- 44660-44665 Evaluation and assessment of performance of certificated employees
- 44850.1 No tenure in administrative or supervisory positions
- 44896 Transfer of administrator or supervisor to teaching position
- 44897 Classification of administrator or supervisor to a teaching position
- 44951 Continuation in position unless notified
- 45101 Definitions (including disciplinary action, cause)
- 45113 Rules for classified service in districts not incorporating the merit system
- 52055.5 Meeting or exceeding growth requirements
- 52055.650 Review by state board
- 52055.57 Districts identified or at risk of identification for program improvement

UNITED STATES CODE, TITLE 20

- 6316 School and district improvement

COURT DECISIONS

- Jefferson v. Compton Unified School District, (1993) 14 Cal. App. 4th 32
- Schultz v. Regents of the University of California, (1984) 160 Cal. App. 3d 768
- Ellerbroek v. Saddleback Valley Unified School District, (1981) 125 Cal. App 3d 348
- Skelly v. California Personnel Board, (1975) 15 Cal.3d 194
- Hentschke v. Sink, (1973) 34 Cal. App. 3d 19

Policy
adopted: June 17, 2010
revised:

~~CAPISTRANO-LAGUNA BEACH ROP~~
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

STAFF EVALUATING TEACHERS

The Governing Board expects that administrators assigned to evaluate teachers shall:

1. Possess a valid Administrative Services, or Supervision/Coordination credential
2. Be competent in the instructional methodologies used by the teachers they evaluate
3. Be skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction
4. Be familiar with ~~Capistrano-Laguna-Beach~~ **College and Career Advantage (CCA)** Regional Occupational Program (ROP) curriculum priorities, policies and practices, ROP **CCA** standards for student progress, and ROP **CCA** policies and procedures related to personnel supervision, performance evaluation and staff development

~~(cf. 4115 - Evaluation/Supervision)~~
~~(cf. 4131 - Staff Development)~~
~~(cf. 4331 - Staff Development)~~
~~(cf. 5121 - Grades/Evaluation of Student Achievement)~~
~~(cf. 5123 - Promotion/Acceleration/Retention)~~
~~(cf. 6011 - Academic Standards)~~
~~(cf. 6141 - Curriculum Development and Evaluation)~~
~~(cf. 6146.1 - High School Graduation Requirements)~~
~~(cf. 6146.5 - Elementary/Middle School Graduation Requirements)~~

Legal Reference:

EDUCATION CODE
33039 Guidelines for teacher evaluation
44660-44665 Evaluation and assessment of performance of certificated employees
44681-44689 Administrator training and evaluation
GOVERNMENT CODE
3543.2 Scope of representation (re evaluation procedures)

Policy
adopted: June 17, 2010
revised:

~~CAPISTRANO-LAGUNA-BEACH ROP~~
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

STAFF DEVELOPMENT

The Governing Board recognizes that professional development opportunities enhance employee effectiveness and contribute to personal growth. Staff development for management, supervisory and confidential personnel shall be designed to guide instructional improvement, build leadership skills, and enhance overall management efficiency.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

The ~~Chief Executive Officer (CEO)~~ **Executive Director** shall develop a plan for administrator support and development activities based on a systematic assessment of the needs of ~~Capistrano-Laguna Beach~~ **College and Career Advantage (CCA)** Regional Occupational Program (ROP) students and staff and aligned to the ROP's **CCA's** vision and goals. The Board desires that all administrators participate in planning activities that are pertinent to their specific areas of responsibility.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

Within budget parameters, the ~~CEO~~ **Executive Director** or designee may approve participation in activities that will benefit individual administrators and enhance their contributions to the ~~ROP~~ **CCA**.

(cf. 3350 - Travel Expenses)

The ~~CEO~~ **Executive Director** or designee shall evaluate the benefit to staff and students of professional development activities.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

44510-44517 Principal training program

44681-44689.2 Administrator training and evaluation

60119 Instructional materials funds

Management Resources:

CDE PUBLICATIONS

California Professional Standards for Educational Leaders, 2001

WEB SITES

CTC: <http://www.ctc.ca.gov>

CDE: <http://www.cde.ca.gov>

Association of California School Administrators: <http://www.acsa.org>

California School Leadership Academy: <http://www.csla.org>

Policy

adopted: June 17, 2010

revised:

~~CAPISTRANO-LAGUNA BEACH ROP~~
COLLEGE AND CAREER ADVANTAGE

San Juan Capistrano, California

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board
FROM: Melanie Inskeep, Accountant
DATE: March 8, 2023
SUBJECT: Second Interim Report

BACKGROUND INFORMATION

Education Code 1240(j)(l) requires that districts provide the County Superintendents of Schools with an interim report on the organization's fiscal condition through the periods ending October 31 and January 31.

Staff has prepared the Second Interim Report as of January 31, 2023.

CURRENT SITUATION

Updated for Second Interim Report, Current Budget for fiscal year 2022/23, includes projections for total revenue at \$6,999,001 and total expenditures to be \$9,693,434. Utilizing \$2,994,432 of the \$7,554,116 beginning fund balance, resulting in a positive certification of financial condition with a projected ending fund balance of \$4,559,684.

The following assumptions were made in preparation of the College and Career Advantage's (CCA) current budget and the Second Interim Report for fiscal year 2022/23.

GENERAL FUND REVENUES

All Other State Revenues: \$5,556,887.52

Career Technical Education Incentive Grant (CTEIG): \$3,675,641.72
2019/20 Carry-Over/Passthrough \$43,860
2021/22 Carry-Over \$435,639.72
2022/23 Grant Award Total \$3,196,142 (Decreased -\$80,244)

K12 Strong Workforce Program (K12 SWP): \$1,665,968.50
2021/22 Carry-Over/Passthrough \$393,142.50
2022/23 Pathway Coordinator: \$130,000
2022/23 K12 SWP Improvement Grant Total \$1,142,826 (New)

STRS on Behalf: \$215,277.30
All Other Local Revenues: \$1,142,114.27

Interest: \$90,000 (increased \$54,000)

California Adult Education Program (CAEP): \$477,284.27
2021/22 Carry-Over: \$10,228
2022/23 Projected Grant: \$467,056
Apportionment/Passthrough from JPA Partner Districts: \$494,830
Reduced for 2022/23 and 2023/24 then returning to pre-COVID allocation.
K16 Regional Collaborative Grant: \$80,000 (\$320,000 over 4 years) (New)

In summary, total revenue projected at Second Interim for 2022/23 is \$6,999,001.79 an increase of \$1,196,582 from First Interim.

GENERAL FUND EXPENDITURES

Certificated and Classified Salaries

Certificated salaries are projected to be \$2,278,741 an increase of \$54,000 for to match new position from K16 Regional Collaborative Grant.

Classified salaries are projected at \$1,029,821.21, an increase of \$223,792.44 from the First Interim. This reflects projected new Career Guidance Specialists positions from K12 SWP Improvement Grant.

Employee Benefits

Employee Benefits are projected to be \$1,513,486.77, an increase of \$129,317 from First Interim. This reflects the increases in salaries with their correlating benefits based on percentage of salary from K16 Regional Collaborative and K12 SWP Grants.

Textbooks, Supplies and Non-capitalized Equipment

Expenditures for textbooks, materials and supplies and equipment are projected at \$2,165,765.17, an increase of \$449,413.37 from First Interim to include expenses projected from CTEIG and K12 SWP Grants.

Services and Other Operating Expenditures

Expenditures for services and operating expenditures are projected at \$887,724.61, an increase of \$104,302.59 from First Interim including operating expenses for CTEIG and K12 SWP Grants.

Capital Outlay

Capital Outlay for 2022/23 \$390,000, unchanged from First Interim.

Other Outgo

Total Other Outgo \$1,427,895.50, an increase of \$206,119.10 from First Interim.

2019/20 CTEIG Passthrough–CUSD: \$43,860
 2021/22 K12 SWP Passthrough–CUSD/LBUSD: \$195,000
 2022/23 CTEIG Passthrough–CUSD/LBUSD: \$799,035.50 (- \$183,880.90)
 2022/23 K12 SWP Passthrough–CUSD/LBUSD: \$390,000 (New)

In summary, total expenditures at Second Interim for fiscal year 2022/23 are projected to be \$9,693,434.26, an increase of \$1,166,930.50 from the First Interim.

ENDING FUND BALANCE

The following reflects the components of the CCA’s July 1, 2022, beginning fund balance of \$7,554,11.72:

\$ 10,000.00	Revolving Cash Fund
\$ 11,925.80	Restricted (Handicap Pupils)
\$ 166,306.38	Reserve for Economic Uncertainties
\$ 7,365,884.54	Reserve of COVID Supplemental from 2021/22

This is above the 5% State reserve requirement.

At fiscal year ending 6/30/2023, the ending fund balance for CCA is projected to be at \$4,559,684.25.

SUBSEQUENT MULTIYEAR PROJECTIONS (2023/24 AND 2024/25)

Revenue

Staff anticipates projections for 2023/24 and 2024/25 revenue to remain at 2022/23 levels for K12 SWP Pathway Coordinator (\$130,000), CTEIG (\$3,196,142), CAEP (\$467,056). With interest projection increased to \$75,000 for 2023/24 and 2024/25. Staff also anticipates Apportionment/Passthrough from the JPA Districts for 2023/24 to be the same as 2022/23 (\$494,830); however, for 2024/25 returning to \$1,481,000. STRS on Behalf is projected at \$221,735.62 for 2023/24 and \$228,387.69 for 2024/25. Staff is not including Strong Workforce Program Grant funds for 2023/24 and 2024/25 due to the amounts being variable. At the time of First Interim, for 2023/24 revenue is projected at \$4,707,763.62 and for 2024/25 projected revenue is \$5,700,585.69.

Expenditures

Expenditures for 2023/24 are projected at \$6,260,065.79 to spending \$1,552,302.17 of the remaining COVID Supplemental funding. Projected expenditures at \$6,376,130.85 for 2024/25 utilizing \$675,545.17 of the COVID Supplemental funding. Expenditures may be adjusted upon the receipt of additional revenue, when more information becomes available.

In summary, at Second Interim of fiscal year 2022/23 ending fund balance projection for 2023/24 is \$3,007,382.08 and for 2024/25 is \$2,331,836.91.

PROJECTION OF FINANCIAL CONDITION

This Second Interim Report is based on the most updated and reliable fiscal information available. Based on this fiscal information Staff is projecting that the CCA will be in a positive financial position for the fiscal years of 2022/23, 2023/24 and 2024/25.

RECOMMENDATION

It is respectfully requested that the Governing Board approve a Positive Certification of the updated fiscal plan as presented. The Second Interim Report will become the CCA's revised current operating budget for fiscal year 2022/23.

ACTION/VOTE

NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards, (Pursuant to Education Code (EC) sections 33129, 41023, and 42130)

Signed: _____ Date: _____
JPA Administrator or Designee

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:

This interim report and certification of financial condition are hereby filed by the governing board of the JPA, (Pursuant to EC sections 41023 and 42131)

Meeting Date: March 08, 2023 Signed: _____
President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

- POSITIVE CERTIFICATION
As President of the Governing Board of this JPA, I certify that based upon current projections this JPA will meet its financial obligations for the current fiscal year and subsequent two fiscal years.
- QUALIFIED CERTIFICATION
As President of the Governing Board of this JPA, I certify that based upon current projections this JPA may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.
- NEGATIVE CERTIFICATION
As President of the Governing Board of this JPA, I certify that based upon current projections this JPA will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Dr. Paul Weir Telephone: 949-234-9476
Title: Executive Director E-mail: PPWEIR@capousd.org

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	This criterion is not checked for JPAs.	n/a	
CRITERIA AND STANDARDS (continued)			Met	Not Met
2	Enrollment	This criterion is not checked for JPAs.	n/a	
3	ADA to Enrollment	This criterion is not checked for JPAs.	n/a	
4	Local Control Funding Formula (LCFF) Revenue	This criterion is not checked for JPAs.	n/a	
5	Salaries and Benefits	Projected ratio of total salaries and benefits to total general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.		X
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.		X
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.		X
7	Ongoing and Major Maintenance Account	This criterion is not checked for JPAs.	n/a	
8	Deficit Spending	Deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.		X
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.		X
SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since first interim that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since first interim by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	

S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have transfers to or from the general fund to cover operating deficits changed since first interim by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?	X	
SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the JPA have long-term (multiyear) commitments or debt agreements? <ul style="list-style-type: none"> If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2021-22) annual payment? If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources? 	X n/a n/a	
S7a	Postemployment Benefits Other than Pensions	Does the JPA provide postemployment benefits other than pensions (OPEB)? <ul style="list-style-type: none"> If yes, have there been changes since first interim in OPEB liabilities? 		X
S7b	Other Self-insurance Benefits	Does the JPA operate any self-insurance programs (e.g., workers' compensation)? <ul style="list-style-type: none"> If yes, have there been changes since first interim in self-insurance liabilities? 		X
S8	Status of Labor Agreements	As of second interim projections, are salary and benefit negotiations still unsettled for: <ul style="list-style-type: none"> Certificated? (Section S8A, Line 1b) Classified? (Section S8B, Line 1b) Management/supervisor/confidential? (Section S8C, Line 1b) 	n/a n/a n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	
ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the JPA will end the current fiscal year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	X	
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?	n/a	
A4	New Charter Schools Impacting JPA's Enrollment	Are any new charter schools operating in JPA boundaries that are impacting the JPA's enrollment, either in the prior or current fiscal years?	n/a	
A5	Salary Increases Exceed COLA	Has the JPA entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the JPA provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the JPA's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the JPA have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of JPA Director or Financial Official	Have there been personnel changes in the JPA director or financial official positions within the last 12 months?		X

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	4,255,647.70	4,494,305.52	1,002,642.22	5,556,887.52	1,062,582.00	23.6%
4) Other Local Revenue		8600-8799	1,092,139.00	1,008,114.27	924,125.07	1,142,114.27	134,000.00	13.3%
5) TOTAL, REVENUES			5,347,786.70	5,502,419.79	1,926,767.29	6,699,001.79		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	2,222,341.00	2,224,741.00	1,243,612.81	2,278,741.00	(54,000.00)	-2.4%
2) Classified Salaries		2000-2999	784,700.13	806,028.77	391,400.61	1,029,821.21	(223,792.44)	-27.8%
3) Employee Benefits		3000-3999	1,372,179.44	1,384,183.77	632,784.65	1,513,486.77	(129,303.00)	-9.3%
4) Books and Supplies		4000-4999	624,090.22	1,716,351.80	1,206,763.71	2,165,765.17	(449,413.37)	-26.2%
5) Services and Other Operating Expenditures		5000-5999	742,786.52	783,422.02	236,969.76	887,724.61	(104,302.59)	-13.3%
6) Capital Outlay		6000-6999	677,835.80	390,000.00	280,421.48	390,000.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	1,310,554.40	1,221,776.40	43,860.00	1,427,895.50	(206,119.10)	-16.9%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			7,734,487.51	8,526,503.76	4,035,813.02	9,693,434.26		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(2,386,700.81)	(3,024,083.97)	(2,109,045.73)	(2,994,432.47)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(2,386,700.81)	(3,024,083.97)	(2,109,045.73)	(2,994,432.47)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	7,372,742.76	7,554,116.72		7,554,116.72	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			7,372,742.76	7,554,116.72		7,554,116.72		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			7,372,742.76	7,554,116.72		7,554,116.72		
2) Ending Balance, June 30 (E + F1e)			4,986,041.95	4,530,032.75		4,559,684.25		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	10,000.00	10,000.00		10,000.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	4,706,448.57	4,353,726.37		4,383,377.87		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	269,593.38	166,306.38		166,306.38		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		
FEDERAL REVENUE								
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
All Other State Apportionments - Current Year		8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	1,310,554.40	1,221,776.40	238,860.00	1,427,895.50	206,119.10	16.9%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	2,401,471.32	2,729,109.32	435,639.72	2,832,746.22	103,636.90	3.8%
Drug/Alcohol/Tobacco Funds	6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	543,621.98	543,419.80	328,142.50	1,296,245.80	752,826.00	138.5%
TOTAL, OTHER STATE REVENUE			4,255,647.70	4,494,305.52	1,002,642.22	5,556,887.52	1,062,582.00	23.6%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	36,000.00	36,000.00	56,625.17	90,000.00	54,000.00	150.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	127,571.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
In-District Premiums/Contributions		8674	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	561,309.00	477,284.27	245,098.90	477,284.27	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	494,830.00	494,830.00	494,830.00	574,830.00	80,000.00	16.2%
Transfers of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,092,139.00	1,008,114.27	924,125.07	1,142,114.27	134,000.00	13.3%
TOTAL, REVENUES			5,347,786.70	5,502,419.79	1,926,767.29	6,699,001.79		
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	1,839,720.00	1,839,720.00	1,019,017.25	1,893,720.00	(54,000.00)	-2.9%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	382,621.00	385,021.00	224,595.56	385,021.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			2,222,341.00	2,224,741.00	1,243,612.81	2,278,741.00	(54,000.00)	-2.4%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	38,581.56	38,581.56	12,871.60	38,581.56	0.00	0.0%
Classified Support Salaries		2200	67,840.37	268,524.01	130,199.45	492,316.45	(223,792.44)	-83.3%
Classified Supervisors' and Administrators' Salaries		2300	321,577.00	142,222.00	70,870.98	142,222.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	356,701.20	356,701.20	177,458.58	356,701.20	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			784,700.13	806,028.77	391,400.61	1,029,821.21	(223,792.44)	-27.8%
EMPLOYEE BENEFITS								
STRS		3101-3102	639,744.43	639,744.43	171,527.75	659,434.43	(19,690.00)	-3.1%
PERS		3201-3202	199,078.42	199,078.42	95,515.22	289,125.69	(90,047.27)	-45.2%
OASDI/Medicare/Alternative		3301-3302	44,379.27	45,179.79	25,652.31	55,231.36	(10,051.57)	-22.2%
Health and Welfare Benefits		3401-3402	430,505.73	430,505.73	307,720.21	434,017.73	(3,512.00)	-0.8%
Unemployment Insurance		3501-3502	15,035.21	15,311.25	5,725.61	17,885.93	(2,574.68)	-16.8%
Workers' Compensation		3601-3602	39,993.65	50,921.42	24,353.50	54,348.90	(3,427.48)	-6.7%
OPEB, Allocated		3701-3702	3,442.73	3,442.73	2,290.05	3,442.73	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
TOTAL, EMPLOYEE BENEFITS			1,372,179.44	1,384,183.77	632,784.65	1,513,486.77	(129,303.00)	-9.3%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	24,000.00	20,261.58	0.00	20,261.58	0.00	0.0%
Books and Other Reference Materials		4200	90.22	90.22	0.00	0.00	90.22	100.0%
Materials and Supplies		4300	300,000.00	555,000.00	537,789.34	880,830.28	(325,830.28)	-58.7%
Noncapitalized Equipment		4400	300,000.00	1,141,000.00	668,974.37	1,264,673.31	(123,673.31)	-10.8%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			624,090.22	1,716,351.80	1,206,763.71	2,165,765.17	(449,413.37)	-26.2%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	50,000.00	50,000.00	45,321.79	114,302.59	(64,302.59)	-128.6%
Dues and Memberships		5300	24,025.81	40,025.81	31,912.92	50,025.81	(10,000.00)	-25.0%
Insurance		5400-5450	59,655.00	65,221.00	65,221.00	65,221.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	2,987.20	9,787.95	5,512.06	9,787.95	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	605,618.51	617,887.26	88,892.45	647,887.26	(30,000.00)	-4.9%
Communications		5900	500.00	500.00	109.54	500.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			742,786.52	783,422.02	236,969.76	887,724.61	(104,302.59)	-13.3%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	677,835.80	390,000.00	280,421.48	390,000.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			677,835.80	390,000.00	280,421.48	390,000.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	1,310,554.40	1,221,776.40	43,860.00	1,427,895.50	(206,119.10)	-16.9%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,310,554.40	1,221,776.40	43,860.00	1,427,895.50	(206,119.10)	-16.9%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			7,734,487.51	8,526,503.76	4,035,813.02	9,693,434.26		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2022-23 Projected Totals
6360	Pupils with Disabilities Attending ROC/P	11,925.80
7431	COVID-19 Supplemental Funding for ROCPs	4,371,452.07
Total, Restricted Balance		4,383,377.87

Fund: 01 General Fund Resource: 0000 Unrestricted		
Description	Object	2022-23 Board Approved Operating Budget
Ending Fund Balance	979Z	176,306.38
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	10,000.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	0.00
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	166,306.38
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 6360 Pupils with Disabilities Attending ROC/P		
Description	Object	2022-23 Board Approved Operating Budget
Ending Fund Balance	979Z	11,925.80
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	11,925.80
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 7431 COVID-19 Supplemental Funding for ROCPs		
Description	Object	2022-23 Board Approved Operating Budget
Ending Fund Balance	979Z	4,341,800.57
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	4,341,800.57
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 0000 Unrestricted		
Description	Object	2022-23 Original Budget
Ending Fund Balance	979Z	279,593.38
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	10,000.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	0.00
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	269,593.38
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 6360 Pupils with Disabilities Attending ROC/P		
Description	Object	2022-23 Original Budget
Ending Fund Balance	979Z	11,925.80
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	11,925.80
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 7431 COVID-19 Supplemental Funding for ROCs		
Description	Object	2022-23 Original Budget
Ending Fund Balance	979Z	4,694,522.77
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	4,694,522.77
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 0000 Unrestricted		
Description	Object	2022-23 Projected Totals
Ending Fund Balance	979Z	176,306.38
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	10,000.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	0.00
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	166,306.38
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 6360 Pupils with Disabilities Attending ROC/P		
Description	Object	2022-23 Projected Totals
Ending Fund Balance	979Z	11,925.80
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	11,925.80
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 7431 COVID-19 Supplemental Funding for ROCPs		
Description	Object	2022-23 Projected Totals
Ending Fund Balance	979Z	4,371,452.07
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	4,371,452.07
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Description	Object	Beginning Balances (Ref. Only)	ACTUALS THROUGH THE MONTH OF (Enter Month Name):												
			January	February	March	April	May	June	July	August	September	October	November	December	January
A. BEGINNING CASH			8,320,098.36						7,455,623.68	6,973,679.30	6,533,921.92	5,965,089.74	5,519,178.23	5,173,528.50	4,433,330.45
B. RECEIPTS															
LCFF/Revenue Limit Sources															
Principal Apportionment															
Property Taxes															
Miscellaneous Funds															
Federal Revenue															
Other State Revenue			872,642.22					130,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Local Revenue			632,885.86					6,495.23	84,933.24	47,837.72	49,484.35	50,689.63	51,799.04	50,797.64	
Interfund Transfers In															
All Other Financing Sources															
TOTAL RECEIPTS			1,505,528.08					136,495.23	84,933.24	47,837.72	49,484.35	50,689.63	51,799.04	50,797.64	
C. DISBURSEMENTS															
Certificated Salaries			73,896.34					65,257.25	228,202.91	220,175.28	220,619.57	0.00	435,461.46	224,321.74	
Classified Salaries			(9,959.40)					73,502.35	65,402.23	65,453.27	64,865.00	65,668.19	66,468.97	64,504.65	
Employee Benefits			44,668.42					83,901.17	77,437.47	102,836.96	106,215.16	101,658.61	116,066.86	133,939.20	
Books and Supplies			1,080.25					107,387.01	514,573.23	204,378.97	87,621.72	157,366.34	134,356.19	120,899.91	
Services			72,829.21					25,019.41	40,078.12	76,069.57	16,177.71	(2,953.14)	9,748.88	22,876.66	
Capital Outlay			17,240.00					29,553.24	22,395.00	101,128.15	0.00	60,795.16	49,309.93	44,081.81	
Other Outgo								43,860.00							
Interfund Transfers Out															

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		199,754.82	428,480.43	948,088.96	770,042.20	495,499.16	382,535.16	811,412.29	610,623.97
TOTAL DISBURSEMENTS										
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299	1,866,952.35	(527,244.79)	790,500.00	425,000.00	160,830.00		(13,804.20)	13,848.62	
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Lease Receivable	9380									
Deferred Outflows of Resources	9480									
SUBTOTAL		1,866,952.35	(527,244.79)	790,500.00	425,000.00	160,830.00	0.00	(13,804.20)	13,848.62	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599	2,632,933.99	1,643,003.15	980,459.18	1,601.66	7,457.70	(103.30)		(5,566.58)	
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL		2,632,933.99	1,643,003.15	980,459.18	1,601.66	7,457.70	(103.30)	0.00	(5,566.58)	0.00
<u>Nonoperating</u>										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		(765,981.64)	(2,170,247.94)	(189,959.18)	423,398.34	153,372.30	103.30	(13,804.20)	19,415.20	0.00
E. NET INCREASE/DECREASE (B - C + D)			(864,474.68)	(481,944.38)	(439,757.38)	(568,832.18)	(445,911.51)	(345,649.73)	(740,198.05)	(559,826.33)
F. ENDING CASH (A + E)			7,455,623.68	6,973,679.30	6,533,921.92	5,965,089.74	5,519,178.23	5,173,528.50	4,433,330.45	3,873,504.12
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	Total	Budget
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
A. BEGINNING CASH	January	3,873,504.12	3,136,345.62	2,312,147.15	4,684,279.35				
B. RECEIPTS									
LCCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019					0.00		0.00	0.00
Property Taxes	8020-8079							0.00	0.00
Miscellaneous Funds	8080-8099							0.00	0.00
Federal Revenue	8100-8299							0.00	0.00
Other State Revenue	8300-8599	0.00	215,277.30	3,196,142.00	1,142,826.00			5,556,887.52	5,556,887.52
Other Local Revenue	8600-8799	41,797.89	41,797.89	41,797.89	41,797.89			1,142,114.27	1,142,114.27
Interfund Transfers In	8910-8929							0.00	0.00
All Other Financing Sources	8930-8979							0.00	0.00
TOTAL RECEIPTS		41,797.89	257,075.19	3,237,939.89	1,184,623.89	0.00	0.00	6,699,001.79	6,699,001.79
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	202,701.61	227,333.73	190,385.56	190,385.55	0.00		2,278,741.00	2,278,741.00
Classified Salaries	2000-2999	143,478.99	140,159.19	145,138.89		145,138.88		1,029,821.21	1,029,821.21
Employee Benefits	3000-3999	103,726.00	319,003.30	126,458.63	127,250.00	70,324.99		1,513,486.77	1,513,486.77
Books and Supplies	4000-4999	155,706.06	227,825.25	227,285.12	227,285.12			2,165,765.17	2,165,765.17
Services	5000-5999	156,969.55	144,831.35	163,038.65	163,038.64			887,724.61	887,724.61
Capital Outlay	6000-6599	16,374.18	22,120.84	13,500.84	13,500.85			390,000.00	390,000.00
Other Outgo	7000-7499				1,384,035.50			1,427,895.50	1,427,895.50
Interfund Transfers Out	7600-7629							0.00	0.00
All Other Financing Uses	7630-7699							0.00	0.00

Description	Object	March	April	May	June	Accruals	Adjustments	Total	Budget
TOTAL DISBURSEMENTS		778,956.39	1,081,273.66	865,807.69	2,105,495.66	215,463.87	0.00	9,693,434.26	9,693,434.26
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111- 9199							0.00	
Accounts Receivable	9200- 9299							849,129.63	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Lease Receivable	9380							0.00	
Deferred Outflows of Resources	9490							0.00	0.00
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	849,129.63	
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500- 9599							2,626,851.81	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	2,626,851.81	
<u>Nonoperating</u>									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	(1,777,722.18)	
E. NET INCREASE/DECREASE (B - C + D)		(737,158.50)	(824,198.47)	2,372,132.20	(920,871.77)	(215,463.87)	0.00	(4,772,154.65)	(2,994,432.47)
F. ENDING CASH (A + E)		3,136,345.62	2,312,147.15	4,684,279.35	3,763,407.58				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								3,547,943.71	

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
			3,763,407.58	3,431,615.59	3,812,497.60	3,377,135.45	2,941,773.30	2,501,825.80	2,361,144.57	1,527,448.46
ACTUALS THROUGH THE MONTH OF (Enter Month Name):										
A. BEGINNING CASH										
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019									
Property Taxes	8020-8079									
Miscellaneous Funds	8080-8099									
Federal Revenue	8100-8299									
Other State Revenue	8300-8599	130,000.00								
Other Local Revenue	8600-8799	6,250.00	578,924.00	45,171.00	45,171.00	45,171.00	45,171.00	45,171.00	45,171.00	45,171.00
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			6,250.00	708,924.00	45,171.00	45,171.00	45,171.00	45,171.00	45,171.00	45,171.00
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		73,403.48	63,403.48	215,894.64	215,894.64	220,479.99		514,453.30	205,781.32
Classified Salaries	2000-2999		84,188.07	84,188.07	84,188.07	84,188.07	84,188.07	84,188.07	84,188.07	84,188.07
Employee Benefits	3000-3999		123,302.28	123,302.28	123,302.28	123,302.28	123,302.28	44,516.00	223,077.58	126,458.63
Books and Supplies	4000-4999		2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Services	5000-5999		54,648.16	54,648.16	54,648.16	54,648.16	54,648.16	54,648.16	54,648.16	54,648.16
Capital Outlay	6000-6599									
Other Outgo	7000-7499									
Interfund Transfers Out	7600-7629									

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		338,041.99	328,041.99	480,533.15	480,533.15	485,118.50	185,852.23	878,867.11	473,576.18
TOTAL DISBURSEMENTS										
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299									
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Lease Receivable	9380									
Deferred Outflows of Resources	9490									
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599									
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Nonoperating</u>										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			(331,791.99)	380,882.01	(435,362.15)	(435,362.15)	(439,947.50)	(140,681.23)	(833,696.11)	(428,405.18)
F. ENDING CASH (A + E)			3,431,615.59	3,812,497.60	3,377,135.45	2,941,773.30	2,501,825.80	2,361,144.57	1,527,448.46	1,099,043.28
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	Total	Budget
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
A. BEGINNING CASH		1,099,043.28	3,866,780.10	3,635,642.71	3,219,471.44				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019							0.00	
Property Taxes	8020-8079							0.00	
Miscellaneous Funds	8080-8099							0.00	
Federal Revenue	8100-8299							0.00	
Other State Revenue	8300-8599	3,196,142.00	221,735.62	0.00				3,547,877.62	3,547,877.62
Other Local Revenue	8600-8799	45,171.00	45,171.00	45,171.00	168,173.00			1,159,886.00	1,159,886.00
Interfund Transfers In	8910-8929							0.00	
All Other Financing Sources	8930-8979							0.00	
TOTAL RECEIPTS		3,241,313.00	266,906.62	45,171.00	168,173.00	0.00	0.00	4,707,763.62	4,707,763.62
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	205,781.32	230,249.15	193,547.41	193,547.41			2,332,436.14	2,332,436.14
Classified Salaries	2000-2999	84,188.07	84,188.07	84,188.07		84,188.05		1,010,256.82	1,010,256.82
Employee Benefits	3000-3999	126,458.63	126,458.63	126,458.63	89,687.86			1,479,627.36	1,479,627.36
Books and Supplies	4000-4999	2,500.00	2,500.00	2,500.00	2,500.00			30,000.00	30,000.00
Services	5000-5999	54,648.16	54,648.16	54,648.16	7,580.21			608,709.97	608,709.97
Capital Outlay	6000-6599							0.00	
Other Outgo	7000-7499				799,035.50			799,035.50	799,035.50
Interfund Transfers Out	7600-7629							0.00	
All Other Financing Uses	7630-7699							0.00	

Description	Object	March	April	May	June	Accruals	Adjustments	Total	Budget
TOTAL DISBURSEMENTS		473,576.18	498,044.01	461,342.27	1,092,350.98	84,188.05	0.00	6,260,065.79	6,260,065.79
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111- 9199							0.00	
Accounts Receivable	9200- 9299							0.00	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Lease Receivable	9380							0.00	
Deferred Outflows of Resources	9490							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500- 9599							0.00	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Nonoperating									
Suspense Clearing								0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E. NET INCREASE/DECREASE (B - C + D)		2,767,736.82	(231,137.39)	(416,171.27)	(924,177.98)	(84,188.05)	0.00	(1,552,302.17)	(1,552,302.17)
F. ENDING CASH (A + E)		3,866,780.10	3,635,642.71	3,219,471.44	2,295,293.46				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								2,211,105.41	

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000) 361,487.84
2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. _____
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit. _____



B. Salaries and Benefits - All Other Activities

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 4,457,118.41

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 8.11%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. Retain supporting documentation. _____

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals
(Functions 7200-7600, objects 1000-5999, minus Line B9) 202,567.52
2. Centralized Data Processing, less portion charged to restricted resources or specific goals
(Function 7700, objects 1000-5999, minus Line B10) 27,500.00

3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000 - 5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000 - 5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	5,909.75
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	235,977.27
9. Carry-Forward Adjustment (Part IV, Line F)	0.00
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	235,977.27

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	5,552,875.99
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	503,575.33
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	1,040,284.51
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	70,232.64
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000 - 5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	405,632.86
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	66,960.16
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	0.00
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	7,639,561.49

C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment

(For information only - not for use when claiming/recovering indirect costs)

(Line A8 divided by Line B19)

3.09%

D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2024-25 see www.cde.ca.gov/fg/ac/ic)

(Line A10 divided by Line B19)

3.09%

Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect

cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8)	235,977.27
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	0.00
2. Carry-forward adjustment amount deferred from prior year(s), if any	0.00
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (0%) times Part III, Line B19); zero if negative	0.00
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (0%) times Part III, Line B19) or (the highest rate used to recover costs from any program (0%) times Part III, Line B19); zero if positive	0.00
D. Preliminary carry-forward adjustment (Line C1 or C2)	0.00
E. Optional allocation of negative carry-forward adjustment over more than one year	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	not applicable
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
LEA request for Option 1, Option 2, or Option 3	1
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	0.00

Approved indirect cost rate: 0.00%
Highest rate used in any program: 0.00%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except 4700 & 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
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Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2023-24 Projection (C)	% Change (Cols. E-C/C) (D)	2024-25 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099					
2. Federal Revenues	8100-8299	0.00	0.00%	0.00	0.00%	0.00
3. Other State Revenues	8300-8599	5,556,887.52	(36.15%)	3,547,877.62	.19%	3,554,529.69
4. Other Local Revenues	8600-8799	1,142,114.27	1.56%	1,159,886.00	85.02%	2,146,056.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		6,699,001.79	(29.72%)	4,707,763.62	21.09%	5,700,585.69
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				2,278,741.00		2,332,436.14
b. Step & Column Adjustment				53,695.14		43,268.81
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	2,278,741.00	2.36%	2,332,436.14	1.86%	2,375,704.95
2. Classified Salaries						
a. Base Salaries				1,029,821.21		1,010,256.82
b. Step & Column Adjustment				27,822.68		41,910.67
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(47,387.07)		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	1,029,821.21	(1.90%)	1,010,256.82	4.15%	1,052,167.49
3. Employee Benefits	3000-3999	1,513,486.77	(2.24%)	1,479,627.36	2.12%	1,511,031.37
4. Books and Supplies	4000-4999	2,165,765.17	(98.61%)	30,000.00	0.00%	30,000.00
5. Services and Other Operating Expenditures	5000-5999	887,724.61	(31.43%)	608,709.97	(.09%)	608,191.55
6. Capital Outlay	6000-6999	390,000.00	(100.00%)	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,427,895.50	(44.04%)	799,035.50	0.00%	799,035.50
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%	0.00	0.00%	0.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section G below)				0.00		0.00
11. Total (Sum lines B1 thru B10)		9,693,434.26	(35.42%)	6,260,065.79	1.85%	6,376,130.86
C. NET INCREASE (DECREASE) IN FUND BALANCE						
(Line A6 minus line B11)						
		(2,994,432.47)		(1,552,302.17)		(675,545.17)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1e)		7,554,116.72		4,559,684.25		3,007,382.08
2. Ending Fund Balance (Sum lines C and D1)		4,559,684.25		3,007,382.08		2,331,836.91
3. Components of Ending Fund Balance (Form 011)						
(Enter estimated projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
a. Nonspendable	9710-9719	10,000.00		10,000.00		10,000.00
b. Restricted	9740	4,383,377.87		2,376,382.08		2,000,000.00
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		0.00		0.00

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2023-24 Projection (C)	% Change (Cols. E-C/C) (D)	2024-25 Projection (E)
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	166,306.38		621,000.00		321,836.91
2. Unassigned/Unappropriated	9790	0.00		0.00		0.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		4,559,684.25		3,007,382.08		2,331,836.91
E. AVAILABLE RESERVES						
1. General Fund)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	166,306.38		621,000.00		321,836.91
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
d. Negative Restricted Ending Balances (Negative resources 2000-9999) (Enter projections)	979Z			0.00		0.00
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted.)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)		166,306.38		621,000.00		321,836.91
4. Total Available Reserves - by Percent (Line E3 divided by Line F2)		1.72%		9.92%		5.05%
F. RECOMMENDED RESERVES						
1. JPA ADA Used to determine the reserve standard percentage level on Line F5 (Enter ADA for current and two subsequent years, if applicable)						
2. Total Expenditures and Other Financing Uses (Line B11)		9,693,434.26		6,260,065.79		6,376,130.86
3. Less: Special Education Pass-through (Not applicable for JPAs)		N/A		N/A		N/A
4. Sub-Total (Line F2 minus F3)		9,693,434.26		6,260,065.79		6,376,130.86
5. Reserve Standard Percentage Level (Refer to Form 01CSI, Criterion 10 for calculation details)		5%		5%		5%
6. Reserve Standard - By Percent (Line F4 times F5)		484,671.71		313,003.29		318,806.54
7. Reserve Standard - By Amount (Refer to Form 01CSI, Criterion 10 for calculation details)		75,000.00		75,000.00		75,000.00
8. Reserve Standard (Greater of Line F6 or F7)		484,671.71		313,003.29		318,806.54
9. Available Reserves (Line E3) Meet the Reserve Standard (Line F8)		NO		YES		YES
G. ASSUMPTIONS						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						
For 2023-24 adjustment down for salaries of Career Guidance Specialists to reflect possible hire of new positions from K12 Strong Workforce Program Round 5 Funding 2022-23.						

Provide methodology and assumptions used to estimate revenues, expenditures, reserves and fund balance, and multi year commitments (including cost-of-living adjustments). Deviations from the standards must be explained and may affect the interim certification.

Note: This form is the same as the school district criteria and standards review except for the average daily attendance, enrollment, ADA to enrollment, LCFF revenue, and ongoing and major maintenance account criteria, which are not applicable to JPAs, and the salaries and benefits and deficit spending criteria which measure unrestricted expenditures for districts but total expenditures for JPAs. The criteria and standards review should be completed only to the extent that individual components apply to each JPA, and with concurrence from the reviewing agency.

CRITERIA AND STANDARDS

1. **CRITERION: Average Daily Attendance**
This criterion is not checked for JPAs.

2. **CRITERION: Enrollment**
This criterion is not checked for JPAs.

3. **CRITERION: ADA to Enrollment**
This criterion is not checked for JPAs.

4. **CRITERION: Local Control Funding Formula (LCFF) Revenue**
This criterion is not checked for JPAs.

5. CRITERION: Salaries and Benefits

"STANDARD: Projected ratio of total salaries and benefits to total general fund" expenditures for any of the current fiscal year or two subsequent fiscal years has not changed from the historical average ratio "from the three prior fiscal years by more than the greater of three percent or the JPA's required reserves percentage."

5A. Calculating the JPA's Historical Average Ratio of Salaries and Benefits to Total General Fund Expenditures

DATA ENTRY: Unaudited Actuals data that exist for the First Prior Year will be extracted; otherwise, enter data for the First Prior Year, Unaudited Actuals data for the second and third prior years are preloaded.

Fiscal Year	Unaudited Actuals		Ratio of Salaries and Benefits to Total Expenditures
	Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	
Third Prior Year (2019-20)	2,592,343.97	4,027,131.14	64.4%
Second Prior Year (2020-21)	2,798,202.46	4,394,674.41	63.7%
First Prior Year (2021-22)	3,925,744.65	9,366,586.11	41.9%
	Historical Average Ratio:		56.7%

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
JPA's Reserve Standard Percentage (Criterion 10B, Line 4):	5%	5%	5%
JPA's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the JPA's reserve standard percentage):	51.7% to 61.7%	51.7% to 61.7%	51.7% to 61.7%

5B. Calculating the JPA's Projected Ratio of Salaries and Benefits to Total General Fund Expenditures

DATA ENTRY: If Form MYPI exists, Projected Year Totals data for the two subsequent years will be extracted; if not, enter Projected Year Totals data, Projected Year Totals data for Current Year are extracted.

Fiscal Year	Projected Year Totals		Ratio of Salaries and Benefits to Total Expenditures	Status
	Salaries and Benefits (Form 01I, Objects 1000-3999) (Form MYPI, Lines B1-B3)	Total Expenditures (Form 01I, Objects 1000-7499) (Form MYPI, Lines B1-B8, B10)		
Current Year (2022-23)	4,822,048.98	9,693,434.26	49.7%	Not Met
1st Subsequent Year (2023-24)	4,822,320.32	6,260,065.79	77.0%	Not Met
2nd Subsequent Year (2024-25)	4,938,903.81	6,376,130.86	77.5%	Not Met

5C. Comparison of JPA Salaries and Benefits Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Projected ratio of salary and benefit costs to total expenditures has changed by more than the standard in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard and a description of the methods and assumptions used in projecting salaries and benefits.

Explanation:
(required if NOT met)

Current Fiscal Year 2022/23 includes additional expenditures in Object Codes 4000-7499 to utilize one-time COVID Supplemental Funding received in FY 2021/22. Subsequent years (2023-24 and 2024-25) Salaries and Benefits will continue to rise, however expenditures for Object Codes 4000-7499 will be reduced to return to previous years levels, thus changing the percentages.

6. CRITERION: Other Revenues and Expenditures

STANDARD: Projected operating revenues (including federal, other state and other local) or expenditures (including books and supplies, and services and other operating), for any of the current fiscal year or two subsequent fiscal years, have not changed by more than five percent since first interim projections. Changes that exceed five percent in any major object category must be explained.

JPA's Other Revenues and Expenditures Standard Percentage Range:	-5.0% to +5.0%
JPA's Other Revenues and Expenditures Explanation Percentage Range:	-5.0% to +5.0%

6A. Calculating the JPA's Change by Major Object Category and Comparison to the Explanation Percentage Range

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. Second Interim data for Current Year are extracted. If Second Interim Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the second column. Explanations must be entered for each category if the percent change for any year exceeds the JPA's explanation percentage range.

Object Range / Fiscal Year	First Interim	Second Interim	Percent Change	Change Is Outside Explanation Range
	Projected Year Totals (Form 01CSI, Item 6A)	Projected Year Totals (Fund 01) (Form MYPI)		
Federal Revenue (Fund 01, Objects 8100-8299) (Form MYPI, Line A2)				
Current Year (2022-23)	0.00	0.00	0.0%	No
1st Subsequent Year (2023-24)	0.00	0.00	0.0%	No
2nd Subsequent Year (2024-25)	0.00	0.00	0.0%	No

Explanation
(required if Yes)

Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)				
Current Year (2022-23)	4,494,305.52	5,556,887.52	23.6%	Yes
1st Subsequent Year (2023-24)	3,628,121.62	3,547,877.62	-2.2%	No
2nd Subsequent Year (2024-25)	3,634,773.69	3,554,529.69	-2.2%	No

Explanation
(required if Yes)

Current Year (2022-23) Other State Revenue (8300-8599) increased for Second Interim a total of \$1,062,582 from First Interim. Career Technical Education Incentive Grant (CTEIG) Grant Award Notice (GAN) for 2022-23 went down -\$80,244 from First Interim projections and K12 Strong Workforce Program 2022-23 Round 5 GAN was included with a total of \$1,142,826. For the subsequent years (2023-24 and 2024-25) the projected CTEIG decrease of -\$80,244 was updated for second interim, resulting in the 2.2% decrease from first interim. College and Career Advantage is not including K12 SWP funding currently since the amounts are variable.

Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYPI, Line A4)				
Current Year (2022-23)	1,008,114.27	1,142,114.27	13.3%	Yes
1st Subsequent Year (2023-24)	997,886.00	1,159,886.00	16.2%	Yes
2nd Subsequent Year (2024-25)	1,984,056.00	2,146,056.00	8.2%	Yes

Explanation
(required if Yes)

Current Year (2022-23) Other Level Revenue (8600-8799) increased for Second Interim a total of \$134,000 from First Interim. This includes an increase to projected interest of \$54,000 and a \$80,000 new K16 Regional Collaborative Grant (Total grant award \$320,000 over the next 4 years). For the subsequent years (2023-24 and 2024-25) total increase for Second Interim of \$162,000 over first interim. Increase of projected interest at \$39,000 and also includes the \$80,000 aforementioned K16 Regional Collaborative Grant and an additional K16 Regional Collaborative Grant of \$129,000 that CCA is utilizing over three years at \$43,000 per year.

Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)				
Current Year (2022-23)	1,716,351.80	2,165,765.17	26.2%	Yes
1st Subsequent Year (2023-24)	30,000.00	30,000.00	0.0%	No
2nd Subsequent Year (2024-25)	30,000.00	30,000.00	0.0%	No

Explanation
(required if Yes)

Current Year 2022-23 projects an increase of Books and Supplies (4000-4999) \$449,413.37 to match projections to transfer \$193,189.47 of CTEIG expenditures and utilize additional CTEIG \$103,636.90 and \$152,587 K12 SWP funding towards Books and Supplies.

Services and Other Operating Expenditures (Fund 01, Objects 6000-5999) (Form MYPI, Line B5)

Current Year (2022-23)	783,422.02	887,724.61	13.3%	Yes
1st Subsequent Year (2023-24)	645,810.97	608,709.97	-5.7%	Yes
2nd Subsequent Year (2024-25)	651,784.20	608,191.55	-6.7%	Yes

Explanation
(required if Yes)

Current Year (2022-23) Second Interim Services and Other Operating Expenditures (5000-5999) increased \$104,302.59 over first interim adjustments utilizing funds from CTEIG and K12 SWP revenue increases. Decreases for subsequent years (2023-24 and 2024-25) decreased based on actual projections for the subsequent years for services and operating expenditures.

6B. Calculating the JPA's Change in Total Operating Revenues and Expenditures

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	First Interim	Second Interim	Percent Change	Explanation Range
	Projected Year Totals	Projected Year Totals		

Total Federal, Other State, and Other Local Revenues (Section 6A)

Current Year (2022-23)	5,502,419.79	6,699,001.79	21.7%	Not Met
1st Subsequent Year (2023-24)	4,626,007.62	4,707,763.62	1.8%	Met
2nd Subsequent Year (2024-25)	5,618,829.69	5,700,585.69	1.5%	Met

Total Books and Supplies, and Services and Other Operating Expenditures (Section 6A)

Current Year (2022-23)	2,499,773.82	3,053,489.76	22.2%	Not Met
1st Subsequent Year (2023-24)	675,810.97	638,709.97	-5.5%	Not Met
2nd Subsequent Year (2024-25)	681,784.20	638,191.55	-6.4%	Not Met

6C. Comparison of JPA Total Operating Revenues and Expenditures to the Standard Percentage Range

DATA ENTRY: Explanations are linked from Section 6A if the status in Section 6B is not met; no entry is allowed below.

- 1a. STANDARD NOT MET - Projected total operating revenues have changed since first interim projections by more than the standard in one or more of the current or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

Explanation:
Federal Revenue
(linked from 6A
if NOT met)

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Explanation:
Other State Revenue
(linked from 6A
if NOT met)

Current Year (2022-23) Other State Revenue (8300-8599) increased for Second Interim a total of \$1,062,582 from First Interim. Career Technical Education Incentive Grant (CTEIG) Grant Award Notice (GAN) for 2022-23 went down -\$80,244 from First Interim projections and K12 Strong Workforce Program 2022-23 Round 5 GAN was included with a total of \$1,142,826. For the subsequent years (2023-24 and 2024-25) the projected CTEIG decrease of -\$80,244 was updated for second interim, resulting in the 2.2% decrease from first interim. College and Career Advantage is not including K12 SWP funding currently since the amounts are variable.

Explanation:
Other Local Revenue
(linked from 6A
if NOT met)

Current Year (2022-23) Other Level Revenue (8600-8799) increased for Second Interim a total of \$134,000 from First Interim. This includes an increase to projected interest of \$54,000 and a \$80,000 new K16 Regional Collaborative Grant (Total grant award \$320,000 over the next 4 years). For the subsequent years (2023-24 and 2024-25) total increase for Second Interim of \$162,000 over first interim. Increase of projected interest at \$39,000 and also includes the \$80,000 aforementioned K16 Regional Collaborative Grant and an additional K16 Regional Collaborative Grant of \$129,000 that CCA is utilizing over three years at \$43,000 per year.

- 1b. STANDARD NOT MET - Projected total operating expenditures have changed since first interim projections by more than the standard in one or more of the current or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring projected operating expenditures within the standard must be entered in Section 6A above and will also display in the explanation box below.

Explanation:
Books and Supplies
(linked from 6A
if NOT met)

Current Year 2022-23 projects an increase of Books and Supplies (4000-4999) \$449,413.37 to match projections to transfer \$193,189.47 of CTEIG expenditures and utilize additional CTEIG \$103,636.90 and \$152,587 K12 SWP funding towards Books and Supplies.

Explanation:
Services and Other Exps
(linked from 6A
if NOT met)

Current Year (2022-23) Second Interim Services and Other Operating Expenditures (5000-5999) increased \$104,302.59 over first interim adjustments utilizing funds from CTEIG and K12 SWP revenue increases. Decreases for subsequent years (2023-24 and 2024-25) decreased based on actual projections for the subsequent years for services and operating expenditures.

7.

CRITERION: Facilities Maintenance

STANDARD: Identify changes that have occurred since first interim projections in the projected contributions for facilities maintenance funding as required pursuant to Education Code Section 17070.75, or in how the JPA is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

Determining the JPA's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)

This criterion is not checked for JPAs.

8. CRITERION: Deficit Spending

STANDARD: Deficit spending (total expenditures and other financing uses is greater than total revenues and other financing sources) as a percentage of total expenditures and other financing uses, has not exceeded one-third of the JPA's available reserves¹ as a percentage of total expenditures and other financing uses² in any of the current fiscal year or two subsequent fiscal years.

¹Available reserves are the amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund. ²A JPA that is the Administrative Unit of a Special Education Local Plan Area(SELPA) may exclude from its expenditures the distribution of funds to its participating members.

8A. Calculating the JPA's Deficit Spending Standard Percentage Levels

DATA ENTRY: All data are extracted or calculated.

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
JPA's Available Reserve Percentage (Criterion 10C, Line 9)	1.7%	9.9%	5.0%
JPA's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):	.6%	3.3%	1.7%

8B. Calculating the JPA's Deficit Spending Percentages

DATA ENTRY: Current Year data are extracted, If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the first and second columns.

Fiscal Year	Projected Year Totals			Status
	Net Change in Fund Balance (Form 011, Section E) (Form MYPI, Line C)	Total Expenditures and Other Financing Uses (Form 011, Objects 1000- 7999) (Form MYPI, Line B11)	Deficit Spending Level (If Net Change in Fund Balance is negative, else N/A)	
Current Year (2022-23)	(2,994,432.47)	9,693,434.26	30.9%	Not Met
1st Subsequent Year (2023-24)	(1,552,302.17)	6,260,065.79	24.8%	Not Met
2nd Subsequent Year (2024-25)	(675,545.17)	6,376,130.86	10.6%	Not Met

8C. Comparison of JPA Deficit Spending to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Deficit spending has exceeded the standard percentage level in any of the current year or two subsequent fiscal years. Provide reasons for the deficit spending, a description of the methods and assumptions used in balancing both the unrestricted and restricted budgets, and what changes will be made to ensure that the budget deficits are eliminated or are balanced within the standard.

Explanation:
(required if NOT met)

Since most of the revenue that CCA receives is from restricted multi-year spending grant funds, leaving ending fund balances, CCA does deficit spend. For example the COVID Supplemental Funding (resource 7431) revenue was received and recorded in 2020, however the expenditures are allowed over multiple years. Since the funds are Restricted they are not carried over as revenue, so it shows that the district is operating at a deficit, when the district is actually still using the Funding in reserves held in object 9740. CCA is also not recognizing K12 Strong Workforce Program Grant funds for subsequent years (2023-24 and 2024-25) as they are not on-going funds. Note next section for a positive ending fund balance, with criteria standard met.

9. CRITERION: Fund and Cash Balances

A. FUND BALANCE STANDARD: Projected general fund balance will be positive at the end of the current fiscal year and two subsequent fiscal years.

9A-1. Determining If the JPA's General Fund Ending Balance is Positive

DATA ENTRY: Current Year data are extracted, If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years.

Fiscal Year	Ending Fund Balance General Fund Projected Year Totals (Form 011, Line F2) (Form MYPI, Line D2)		Status
	Current Year (2022-23)	4,559,684.25	
1st Subsequent Year (2023-24)	3,007,382.08	Met	
2nd Subsequent Year (2024-25)	2,331,836.91	Met	

9A-2. Comparison of the JPA's Ending Fund Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund ending balance is positive for the current fiscal year and two subsequent fiscal years.

Explanation:
(required if NOT met)

B. CASH BALANCE STANDARD: Projected general fund cash balance will be positive at the end of the current fiscal year.

9B-1. Determining if the JPA's Ending Cash Balance is Positive

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Fiscal Year	Ending Cash Balance General Fund (Form CASH, Line F, June Column)		Status
	Current Year (2022-23)	3,763,407.58	

9B-2. Comparison of the JPA's Ending Cash Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund cash balance will be positive at the end of the current fiscal year.

Explanation:
(required if NOT met)

10. CRITERION: Reserves

STANDARD: Available reserves¹ for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts² as applied to total expenditures and other financing uses³:

Percentage Level	JPA ADA	
5% or \$75,000 (greater of)	0	to 300
4% or \$75,000 (greater of)	301	to 1,000
3%	1,001	to 30,000
2%	30,001	to 400,000
1%	400,001	and over

¹ Available reserves are the amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund. ² Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment, as referenced in Education Code Section 42238.02, rounded to the nearest thousand.

³ A JPA that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

JPA ADA (Form MYPI, Line F1, if available; else defaults to zero and may be overwritten)	Current Year	1st Subsequent Year	2nd Subsequent Year
	(2022-23)	(2023-24)	(2024-25)
	0.00	0.00	0.00
JPA's Reserve Standard Percentage Level:	5%	5%	5%

10A. Calculating the JPA's Special Education Pass-through Exclusions (only for JPAs that serve as the AU of a SELPA)

Special education pass-through exclusions are not applicable for JPAs.

10B. Calculating the JPA's Reserve Standard

DATA ENTRY: All data are extracted or calculated.

	Current Year	1st Subsequent Year	2nd Subsequent Year
	Projected Year Totals (2022-23)	(2023-24)	(2024-25)
1. Total Expenditures and Other Financing Uses (Criterion 8, Item 8B)	9,693,434.26	6,260,065.79	6,376,130.86
2. Plus: Special Education Pass-through (Not applicable for JPAs)	N/A	N/A	N/A
3. Net Expenditures and Other Financing Uses (Line B1 plus Line B2)	9,693,434.26	6,260,065.79	6,376,130.86
4. Reserve Standard Percentage Level	5%	5%	5%
5. Reserve Standard - by Percent (Line B3 times Line B4)	484,671.71	313,003.29	318,806.54
6. Reserve Standard - by Amount (\$75,000 for JPAs with less than 1,001 ADA, else 0)	75,000.00	75,000.00	75,000.00
7. JPA's Reserve Standard (Greater of Line B5 or Line B6)	484,671.71	313,003.29	318,806.54

10C. Calculating the JPA's Available Reserve Amount

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years.

Reserve Amounts	Current Year		
	Projected Year Totals (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00	0.00	0.00
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYPI, Line E1b)	166,306.38	621,000.00	321,836.91
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	0.00	0.00	0.00
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)		0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00	0.00	0.00
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	0.00	0.00	0.00
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00	0.00	0.00
8. JPA's Available Reserve Amount (Lines C1 thru C7)	166,306.38	621,000.00	321,836.91
9. JPA's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	1.72%	9.92%	5.05%
JPA's Reserve Standard (Section 10B, Line 7):	484,671.71	313,003.29	318,606.54
Status:	Not Met	Met	Met

10D. Comparison of JPA Reserve Amount to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Available reserves are below the standard in one or more of the current year or two subsequent fiscal years. Provide reasons for reserves falling below the standard and what plans and actions are anticipated to increase reserves to, or above, the standard.

Explanation:
(required if NOT met)

For Current Year 2022-23 the report only shows the beginning fund balance for the Reserve for Economic Uncertainties, it does not include the value Fair Market Value Adjustment (GASB 31) that will be adjusted again at the end of year (\$127,571 in 2021-22). Also, the COVID funding is considered Restricted so it is not included in the Districts Unrestricted Reserve. Most of the District's JPA ROP funding is restricted to CTE, therefore the standard 5% unrestricted reserve minimum reserves do not apply to JPA ROPs, refer to 9A and 9B to note the Ending Fund Balance and Ending Cash Balance are Positive and Meet the Standard Criteria. However, CCA is projecting to build the Unrestricted Reserve over the next few years to stay between 5-10%.

SUPPLEMENTAL INFORMATION

DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

S1. Contingent Liabilities

1a. Does your JPA have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that have occurred since first interim projections that may impact the budget?

1b. If Yes, identify the liabilities and how they may impact the budget:

S2. Use of One-time Revenues for Ongoing Expenditures

1a. Does your JPA have ongoing general fund expenditures funded with one-time revenues that have changed since first interim projections by more than five percent?

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

S3. Temporary Interfund Borrowings

1a. Does your JPA have projected temporary borrowings between funds?
(Refer to Education Code Section 42603)

1b. If Yes, identify the interfund borrowings:

S4. Contingent Revenues

1a. Does your JPA have projected revenues for the current fiscal year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

S5. Contributions

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since first interim projections.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since first interim projections.

Identify capital project cost overruns that have occurred since first interim projections that may impact the general fund budget.

JPA's Contributions and Transfers Standard:

-5.0% to 5.0% or -\$20,000 to +\$20,000

S5A. Identification of the JPA's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. For Transfers In and Transfers Out, if Form MYPI exists, the data will be extracted into the Second Interim column for the Current Year, and 1st and 2nd Subsequent Years. If Form MYPI does not exist, enter data in the Current Year, and 1st and 2nd Subsequent Years. Click on the appropriate button for Item 1d; all other data will be calculated.

Description / Fiscal Year	First Interim (Form 01CSI, Item S5A)	Second Interim Projected Year Totals	Percent Change	Amount of Change	Status
---------------------------	---	--	-------------------	---------------------	--------

1a. Contributions, Unrestricted General Fund

This item is not applicable for JPAs.

1b. Transfers In, General Fund *

Current Year (2022-23)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2023-24)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2024-25)	0.00	0.00	0.0%	0.00	Met

1c. Transfers Out, General Fund *

Current Year (2022-23)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2023-24)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2024-25)	0.00	0.00	0.0%	0.00	Met

1d. Capital Project Cost Overruns

Have capital project cost overruns occurred since first interim projections that may impact the general fund operational budget?

No

* Include transfers used to cover operating deficits in either the general fund or any other fund.

S6B. Status of the JPA's Projected Contributions, Transfers, and Capital Projects

DATA ENTRY: Enter an explanation if Not Met for items 1b-1c or if Yes for Item 1d.

1a. This item is not applicable for JPAs.

1b. MET - Projected transfers in have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

1c. MET - Projected transfers out have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

1d. NO - There have been no capital project cost overruns occurring since first interim projections that may impact the general fund operational budget.

Project Information:
(required if YES)

S6B. Comparison of the JPA's Annual Payments to Prior Year Annual Payment

DATA ENTRY: Enter an explanation if Yes.

- 1a. No - Annual payments for long-term commitments have not increased in one or more of the current and two subsequent years.

S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments

DATA ENTRY: Click the appropriate Yes or No button in Item 1; if Yes, an explanation is required in Item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

n/a

2. Yes - Funding sources will decrease or expire prior to the end of the commitment period, or one-time funding sources are being used for long-term commitment annual payments. Provide an explanation for how those funds will be replaced to continue annual debt service commitments.

S7.

Unfunded Liabilities

Identify any changes in estimates for unfunded liabilities since first interim projections, and indicate whether the changes are the result of a new actuarial valuation.

S7A. Identification of the JPA's Estimated Unfunded Liability for Postemployment Benefits Other Than Pensions (OPEB)

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. First Interim data that exist (Form 01CSI, Item S7A) will be extracted; otherwise, enter First Interim and Second Interim data in items 2-4.

1

a. Does your JPA provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4)

Yes

b. If Yes to Item 1a, have there been changes since first interim in OPEB liabilities?

No

c. If Yes to Item 1a, have there been changes since first interim in OPEB contributions?

No

2

OPEB Liabilities

	First Interim (Form 01CSI, Item S7A)	Second Interim
a. Total OPEB liability	360,716.00	360,716.00
b. OPEB plan(s) fiduciary net position (if applicable)	0.00	0.00
c. Total/Net OPEB liability (Line 2a minus Line 2b)	360,716.00	360,716.00

d. Is total OPEB liability based on the JPA's estimate or an actuarial valuation?

	Actuarial	Actuarial
e. If based on an actuarial valuation, indicate the measurement date of the OPEB valuation	8/16/2022 7:00:00 AM +00:00	

3

OPEB Contributions

	First Interim (Form 01CSI, Item S7A)	Second Interim
a. OPEB actuarially determined contribution (ADC) if available, per actuarial valuation or Alternative Measurement Method		
Current Year (2022-23)	72,359.00	72,359.00
1st Subsequent Year (2023-24)	72,359.00	72,359.00
2nd Subsequent Year (2024-25)	72,359.00	72,359.00
b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (Funds 01-70, objects 3701-3752)		
Current Year (2022-23)	3,442.73	3,442.73
1st Subsequent Year (2023-24)	3,614.87	3,614.87
2nd Subsequent Year (2024-25)	3,795.61	3,795.61
c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)		
Current Year (2022-23)	4,200.00	42,000.00
1st Subsequent Year (2023-24)	5,014.00	5,014.00
2nd Subsequent Year (2024-25)	5,943.00	5,943.00
d. Number of retirees receiving OPEB benefits		
Current Year (2022-23)	4.00	4.00
1st Subsequent Year (2023-24)	4.00	4.00
2nd Subsequent Year (2024-25)	4.00	4.00

4.

Comments:

A large, empty rectangular box with a thin black border, intended for entering comments. It is positioned to the right of the 'Comments:' label.

S7B. Identification of the JPA's Unfunded Liability for Self-insurance Programs

DATA ENTRY: Click the appropriate button(s) for Items 1a-1c, as applicable. First Interim data that exist (Form 01CSI, Item S7B) will be extracted; otherwise, enter First Interim and Second Interim data in items 2-4.

1

a. Does your JPA operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB, which will be covered in Section S7A) (If No, skip items 1b-4)

Yes

b. If Yes to Item 1a, have there been changes since first interim in self-insurance liabilities?

No

c. If Yes to Item 1a, have there been changes since first interim in self-insurance contributions?

No

2

Self-Insurance Liabilities

	First Interim (Form 01CSI, Item S7B)	Second Interim
a. Accrued liability for self-insurance programs	0.00	0.00
b. Unfunded liability for self-insurance programs	0.00	0.00

3

Self-Insurance Contributions

	First Interim (Form 01CSI, Item S7B)	Second Interim
a. Required contribution (funding) for self-insurance programs		
Current Year (2022-23)	0.00	0.00
1st Subsequent Year (2023-24)	0.00	0.00
2nd Subsequent Year (2024-25)	0.00	0.00
b. Amount contributed (funded) for self-insurance programs		
Current Year (2022-23)	0.00	0.00
1st Subsequent Year (2023-24)	0.00	0.00
2nd Subsequent Year (2024-25)	0.00	0.00

4

Comments:

S8. Status of Labor Agreements

Analyze the status of all employee labor agreements. Identify new labor agreements that have been ratified since first interim projections, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues and explain how these commitments will be funded in future fiscal years.

If salary and benefit negotiations are not finalized, upon settlement with certificated or classified staff:

The JPA must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards and may provide written comments to the president of the JPA governing board and superintendent.

S8A. Cost Analysis of JPA's Labor Agreements - Certificated (Non-management) Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Certificated Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Certificated Labor Agreements as of the Previous Reporting Period

Were all certificated labor negotiations settled as of first interim projections?

n/a

If Yes or n/a, complete number of FTEs, then skip to section S8B.

If No, continue with section S8A.

Certificated (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2021-22)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Number of certificated (non-management) full-time-equivalent (FTE) positions	0.0	0.0	0.0	0.0

1a. Have any salary and benefit negotiations been settled since first interim projections?

n/a

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete question 2.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-4.

If No, complete questions 5 and 6.

1b. Are any salary and benefit negotiations still unsettled?

n/a

If Yes, complete questions 5 and 6.

Negotiations Settled Since First Interim Projections:

2. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

[]

3. Period covered by the agreement:

Begin Date:

[]

End Date:

[]

4. Salary settlement:

Current Year

1st Subsequent Year

2nd Subsequent Year

(2022-23)

(2023-24)

(2024-25)

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

--	--	--

One Year Agreement

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year

--	--	--

or

Multiyear Agreement

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year
(may enter text, such as "Reopener")

--	--	--

Identify the source of funding that will be used to support multiyear salary commitments:

[]

Negotiations Not Settled

5. Cost of a one percent increase in salary and statutory benefits

[]

Current Year

1st Subsequent Year

2nd Subsequent Year

(2022-23)

(2023-24)

(2024-25)

6. Amount included for any tentative salary schedule increases

--	--	--

Certificated (Non-management) Health and Welfare (H&W) Benefits

Current Year (2022-23) 1st Subsequent Year (2023-24) 2nd Subsequent Year (2024-25)

1. Are costs of H&W benefit changes included in the interim and MYPs?
2. Total cost of H&W benefits
3. Percent of H&W cost paid by employer
4. Percent projected change in H&W cost over prior year

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)

Certificated (Non-management) Prior Year Settlements Negotiated Since First Interim Projections

Are any new costs negotiated since first interim projections for prior year settlements included in the interim?

If Yes, amount of new costs included in the interim and MYPs

If Yes, explain the nature of the new costs:

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)

Certificated (Non-management) Step and Column Adjustments

Current Year (2022-23) 1st Subsequent Year (2023-24) 2nd Subsequent Year (2024-25)

1. Are step & column adjustments included in the interim and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)

Certificated (Non-management) Attrition (layoffs and retirements)

Current Year (2022-23) 1st Subsequent Year (2023-24) 2nd Subsequent Year (2024-25)

1. Are savings from attrition included in the interim and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)

Certificated (Non-management) - Other

List other significant contract changes that have occurred since first interim projections and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):

S8B. Cost Analysis of JPA's Labor Agreements - Classified (Non-management) Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Classified Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Classified Labor Agreements as of the Previous Reporting Period

Were all classified labor negotiations settled as of first interim projections?

If Yes or n/a, complete number of FTEs, then skip to section S8C.
If No, continue with section S8B.

n/a

Classified (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2021-22)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Number of classified (non-management) FTE positions	0.0	0.0	0.0	0.0

1a. Have any salary and benefit negotiations been settled since first interim projections?

n/a

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete question 2.
If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-4.
If No, complete questions 5 and 6.

1b. Are any salary and benefit negotiations still unsettled?

n/a

If Yes, complete questions 5 and 6.

Negotiations Settled Since First Interim Projections

2. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

--

3. Period covered by the agreement:

Begin Date:

--

End Date:

--

4. Salary settlement:

Current Year
(2022-23)

1st Subsequent Year
(2023-24)

2nd Subsequent Year
(2024-25)

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

--	--	--

One Year Agreement

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year
or

--

Multiyear Agreement

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year
(may enter text, such as "Reopener")

--	--	--

Identify the source of funding that will be used to support multiyear salary commitments:

--

Negotiations Not Settled

5. Cost of a one percent increase in salary and statutory benefits

--

Current Year
(2022-23)

1st Subsequent Year
(2023-24)

2nd Subsequent Year
(2024-25)

6. Amount included for any tentative salary schedule increases

--	--	--

Current Year
(2022-23)

1st Subsequent Year
(2023-24)

2nd Subsequent Year
(2024-25)

Classified (Non-management) Health and Welfare (H&W) Benefits

1. Are costs of H&W benefit changes included in the interim and MYPs?

--	--	--

2. Total cost of H&W benefits

--	--	--

3. Percent of H&W cost paid by employer

--	--	--

4. Percent projected change in H&W cost over prior year

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Classified (Non-management) Prior Year Settlements Negotiated Since First Interim

Are any new costs negotiated since first interim for prior year settlements included in the interim?

--

If Yes, amount of new costs included in the interim and MYPs

--	--	--

If Yes, explain the nature of the new costs:

--

Classified (Non-management) Step and Column Adjustments

1. Are step & column adjustments included in the interim and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)

Classified (Non-management) Attrition (layoffs and retirements)

1. Are savings from attrition included in the interim and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)

Classified (Non-management) - Other

List other significant contract changes that have occurred since first interim and the cost impact of each (i.e., hours of employment, leave of absence, bonuses, etc.):

S8C. Cost Analysis of JPA's Labor Agreements - Management/Supervisor/Confidential Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period

Were all managerial/confidential labor negotiations settled as of first interim projections?

n/a

If Yes or n/a, complete number of FTEs, then skip to S9.

If No, continue with section S8C.

Management/Supervisor/Confidential Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2021-22)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Number of management, supervisor, and confidential FTE positions				

Data must be entered for all years.

1a. Have any salary and benefit negotiations been settled since first interim projections?

n/a

If Yes, complete question 2.

If No, complete questions 3 and 4.

1b. Are any salary and benefit negotiations still unsettled?

n/a

If Yes, complete questions 3 and 4.

Negotiations Settled Since First Interim Projections

2. Salary settlement:

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
--	---------------------------	----------------------------------	----------------------------------

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

Total cost of salary settlement			
Change in salary schedule from prior year (may enter text, such as "Reopener")			

Negotiations Not Settled

3. Cost of a one percent increase in salary and statutory benefits

--

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
--	---------------------------	----------------------------------	----------------------------------

4. Amount included for any tentative salary schedule increases

--	--	--

Management/Supervisor/Confidential

Health and Welfare (H&W) Benefits

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
--	---------------------------	----------------------------------	----------------------------------

1. Are costs of H&W benefit changes included in the interim and MYPs?

2. Total cost of H&W benefits

3. Percent of H&W cost paid by employer

4. Percent projected change in H&W cost over prior year

Management/Supervisor/Confidential

Step and Column Adjustments

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
--	---------------------------	----------------------------------	----------------------------------

1. Are step & column adjustments included in the interim and MYPs?

2. Cost of step & column adjustments

3. Percent change in step & column over prior year

Management/Supervisor/Confidential

Other Benefits (mileage, bonuses, etc.)

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
--	---------------------------	----------------------------------	----------------------------------

1. Are costs of other benefits included in the interim and MYPs?

2. Total cost of other benefits

3. Percent change in cost of other benefits over prior year
